

## Guidelines for Completion of an H-SIP

1. H-SIPs can be completed and submitted by downloading the word document from the Central LHIN website and submitting the form via email to the Central LHIN email account [central@lhins.on.ca](mailto:central@lhins.on.ca)
2. Please be sure to complete all sections of the form before you submit it.
3. Pre-proposals involving new technology must reference the Ontario Health Technology Advisory Committee's (OHTAC) recommendation supporting the request.
4. Pre-proposals must have CEO approval.
5. When considering whether to submit an H-SIP, and when completing the H-SIP, please keep in mind that it will be evaluated against the following considerations:
  - How it will improve the LHIN population health;
  - Key challenges to achieving the proposed improvement;
  - The LHIN IHSP priorities supported by the proposed improvement;
  - The extent of consultation with other Central LHIN health service providers and community partners;
  - The extent to which the proposed improvement results in one or all of the following; better integration across the health system, sustainable quality improvements in care, improve patient safety, reduction in barriers to care, significant increases in efficiencies;
  - Resource requirements.
6. For new in year funding requests, email completed forms to [central@lhins.on.ca](mailto:central@lhins.on.ca) with the subject line Submission: New In Year Funding Request. For reallocation of budget requests, email completed forms to [central@lhins.on.ca](mailto:central@lhins.on.ca) with the subject line Submission: Reallocation of Budget Request.  
If your H-SIP is related to an integration issue, visit our integration section.  
Questions? If you have any questions regarding the completion of this form please contact Naj Hassam, Senior Consultant Funding and Allocation at 1-866-392-5446, ext 211 or via email to [naj.hassam@lhins.on.ca](mailto:naj.hassam@lhins.on.ca)