

MEMORANDUM

TO: Central LHIN Health Service Providers

FROM: Kim Baker
Chief Executive Officer
Central LHIN

DATE: July 22, 2010

RE: **2010/11 Reallocation Funding – Call for Proposals**
RFP # IYR_10/11

The Central Local Health Integration Network (LHIN) is requesting proposals from health service providers for one-time project funding that support key LHIN/Ministry of Health and Long-Term Care priorities and/or health system performance priorities.

The submission date for applications is **12:00 p.m. (noon) on Friday, September 3, 2010**. Projects must demonstrate an ability to be completed with funds spent by **March 31, 2011**.

Proposals are required to align with one or both of the following two areas designed to improve the performance of the health system in Central LHIN:

- 1) **Emergency Department/Alternate Level of Care:** The project must support making direct impacts to Emergency Department (ED)/Alternate Level of Care (ALC) performance through quantifiable improvements in one or more of the following areas to be measured:
 - Reduce avoidable hospitalizations by utilizing strategies to prevent adverse events, improve the transition of care between providers or improve chronic disease prevention and management
 - Enhance home-based services and other ALC prevention strategies
 - Enhance outreach teams and other ED diversion strategies
 - Enhance rehabilitation/restorative services to ALC patients
 - Reduce length of stay for admitted patients in the ED

- 2) **Central LHIN Integrated Health Service Plan:** The project must support one of the following key priorities from the Central LHIN Integrated Health Service Plan 2010-2013 with a secondary impact on ED/ALC performance improvement:

Mental Health and Addictions:

- Reduce admissions for ambulatory care-sensitive conditions for mental health and addictions
- Reduce ED visits that could have been managed elsewhere and improve coordination of care

Chronic Disease Management:

- Reduce admissions for ambulatory care-sensitive conditions for chronic disease groups
- Reduce ED visits that could have been managed elsewhere

Health Equity

- Improve access to care, particularly in the south Simcoe/northern York Region and North York West planning areas

Collaboration/Integration/Quality

- Improve collaboration across providers and sectors, specifically related to public health, community and social services
- Enhance coordination/collaboration between hospitals, community agencies and primary care
- Improve health system quality indicators in Central LHIN
- Advance opportunities for health system integration

In addition to the stated criteria, priority will be given to projects that are able to demonstrate impact, value for money and promote system-level integration and partnership-building within the health care system.


All proposals must be submitted to Central LHIN by hard copy no later than **12:00 p.m. (noon) on Friday, September 3, 2010** using the [Health System Improvement Proposal \(HSIP\) form](#) located on the Central LHIN website. Please address the proposal to the attention of: Init Trivedi, Central LHIN, 140 Allstate Pkwy, Markham, ON, L3R 5Y8. Proponent CEO or Executive Director signature on the HSIP is required.

Central LHIN will offer workshops for health service providers on how to use the HSIP. Details regarding these workshops will be posted on the Central LHIN website shortly.

It is expected that results will be available in October 2010 and selected organizations will develop detailed project charters specifying performance measures prior to project implementation. Organizations will be invited to present the results of their projects to Central LHIN in spring of 2011.

A list of frequently asked questions is appended. Any further questions related to the submission of project proposals should be addressed to Init Trivedi in the Project Management Office at 905-948-1872, ext. 245 or init.trivedi@lhins.on.ca.

Kind Regards,



Kim Baker
Chief Executive Officer
Central Local Health Integration Network

/rs

c. Victoria van Hemert, Senior Director, Planning, Integration and Community Engagement, Central LHIN

CENTRAL LHIN 2010/11 REALLOCATION FUNDING - CALL FOR PROPOSALS

FREQUENTLY ASKED QUESTIONS

Q1. What types of funding opportunities does Central LHIN have available to invest in projects?

A1. Central LHIN has the following funding sources available for investment in 2010/11 one-time project funding. Please note that each funding source has specific eligibility criteria.

- LHIN Urgent Priorities Fund
- In-Year operating budget surpluses identified by funding health service providers
- In-Year special project budget surpluses from funding health service providers including Aging at Home allocations.

Q2. What types of proposals can be approved for funding?

A2. To be considered for funding, proposals must support and align with one or more of the following areas:

- 1) Emergency Department/Alternate Level of Care:** The project must support making direct impacts to Emergency Department (ED)/Alternate Level of Care (ALC) performance through quantifiable improvements in one or more of the following areas to be measured:
 - Reduce avoidable hospitalizations by utilizing strategies to prevent adverse events, improve the transition of care between providers or improve chronic disease prevention and management
 - Enhance home-based services and other ALC prevention strategies
 - Enhance outreach teams and other ED diversion strategies
 - Enhance rehabilitation/restorative services to ALC patients
 - Reduce length of stay for patients admitted to the ED
- 2) Central LHIN Integrated Health Service Plan:** The project must support one of the following key priorities (and associated criteria) from the Central LHIN Integrated Health Service Plan 2010-2013 with a secondary impact on ED/ALC performance improvement:

Mental Health and Addictions:

- Reduce admissions for ambulatory care-sensitive conditions for mental health and addictions
- Reduce ED visits that could have been managed elsewhere and improve coordination of care

Chronic Disease Management:

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Collaboration/Integration/Quality

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Q3. Are there any other requirements that proposals must meet in order to be eligible?

A3. Yes, in addition to the above stated criteria, all proposals must include the following to be eligible:

- CEO signature on the proposal prior to submission to the LHIN. Proposals are not required to be Board approved.
- Have a fixed time frame for completion (i.e. projects must be completed by March 31, 2011)
- Have deliverables and performance targets that can be quantifiably measured and reported
- Have the capacity to expense allocated funds within the fiscal year of approved funding
- Have the capacity to achieve goals and performance targets within the funded period

Q4. Is there any assistance offered for completing proposals or to discuss required elements?

A4: Central LHIN will be offering Health System Improvement Proposal (HSIP) workshops for health service providers on how to use the HSIP. A webinar option for joining the workshop online or via teleconference will also be offered. The specific details (including dates) will be posted on the Central LHIN website once they are available at www.centrallhin.on.ca.

The workshop will provide a good opportunity to ask questions regarding the HSIP template, the required elements and the evaluation review process.

To maintain transparency and consistency, Central LHIN staff are not able to discuss individual proposal content with proponents as part of the request for proposals.

Questions regarding the HSIP template can be directed to Init Trivedi at init.trivedi@lhins.on.ca or at 905-948-1872 ext. 245.

Q5. In addition to the proposal requirements, are there other elements that could be included to strengthen my proposal?

A5. In addition to the stated criteria, priority will be given to projects that are able to demonstrate impact, value for money, promote system-level integration and partnership-building within the health care system.

Q6. How do I apply for funding?

A6. All proposals for funding must be submitted using the [HSIP form](#) located on the Central LHIN website or attached to this memo. The form should be downloaded to your hard-drive or network. Please follow the instructions outlined at the top of the form.

All proposals must be delivered to Central LHIN **by 12:00 p.m. (noon) on Friday, September 3, 2010.** Your completed package must include both: one hard copy and one soft copy (on disk) in Excel format. Electronic submissions will not be accepted due to the possibility of technological failure.

Q7. What happens once the proposal is submitted?

A7. The Central LHIN Project Management Office will send a communication via email notifying your organization of receipt of the proposal and the proposal number for tracking purposes.

During September 2010, all proposals will be evaluated by at least two independent reviewers using a standardized evaluation template. Proposals will then be ranked according to their evaluation scores. If required, evaluation may also include an external review by content experts drawn from the field.

It is expected that the results will be available in late October 2010. Successful organizations will be required to develop project charters specifying performance measures and deliverables prior to flow of funding.