



# 2009-11 M-SAA Board Update

February 17, 2009

Performance Contracts and Accountability Team

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# Outline

- Objective: To communicate process of staff due diligence used to fulfill Board mandate to complete M-SAA
  - Growth of the LHIN Mandate, our approach
  - CAPS  $\longrightarrow$  M-SAA
  - Finance, Performance and Planning Inputs
    - ~ Accountability Cycle
  - Staging the Work
- What We Have Done:
  - Education and one-on-one Support
  - Review (Checklist)
  - Sector (Group and Individual) Meetings
    - ~ Sector Presentations and Analysis
  - ‘One-Pager’ Summaries
- What to Expect — Next Steps

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# Evolving LHIN Mandate and Scope

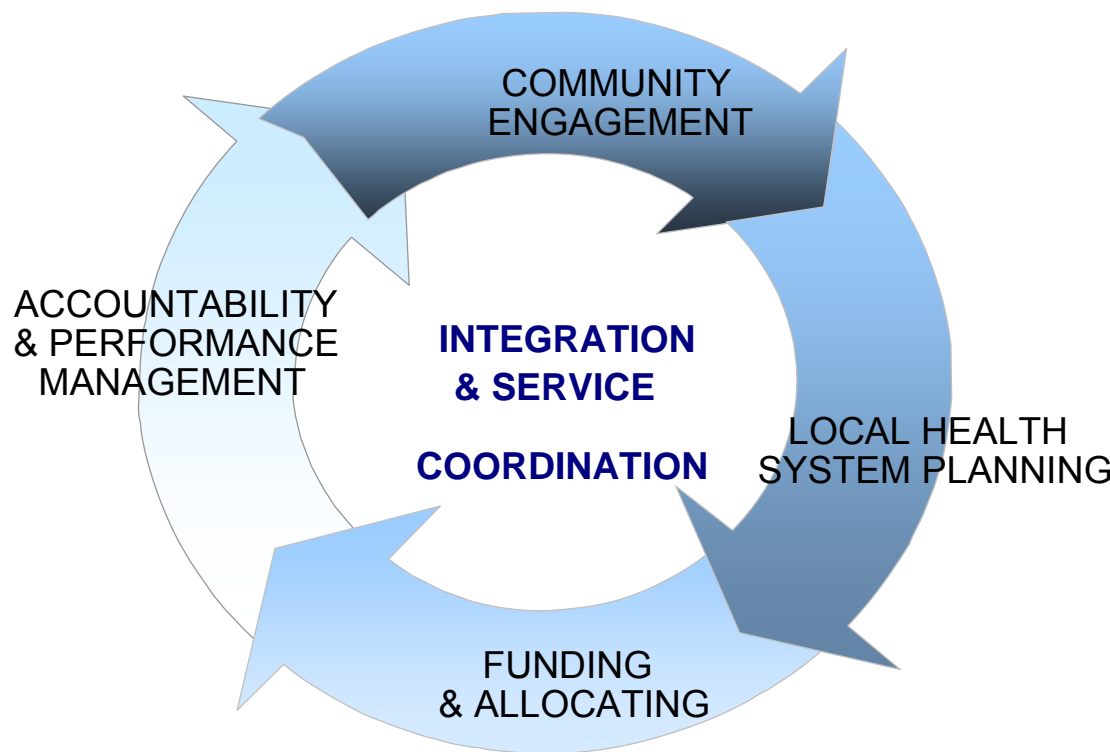
- New programs assigned to LHINS April 1<sup>st</sup>, 2008.
  - ~ LHSIA S.20(1): ‘shall enter into a service accountability agreement’ with the LHIN.
    - CCAC
    - Community Health Centres
    - Community Support Services
    - Mental Health and Addiction
  - ~ LHSIA S.19.(2): Funding must be in accordance with the terms set out by the Minister
- Terms of funding set out in Ministry/LHIN Accountability Agreement (MLAA).
  - ~ Schedule 5 balanced budget requirement
    - “...the LHIN will be required to **establish annual balanced budget provisions** in either the agreements assigned to the LHIN, or **service accountability agreements**, as applicable.”
- Multi-Sector Service Accountability Agreement (M-SAA).
  - ~ S.4.5 Conditions of Funding
    - “Annual Balanced Budget” means that, in each fiscal year of the term of the Agreement, the total expenses of the HSP are less than or equal to the total revenue, from all sources, of the HSP.”

# Accountability Cycle

- If you are Accountable, you are Responsible

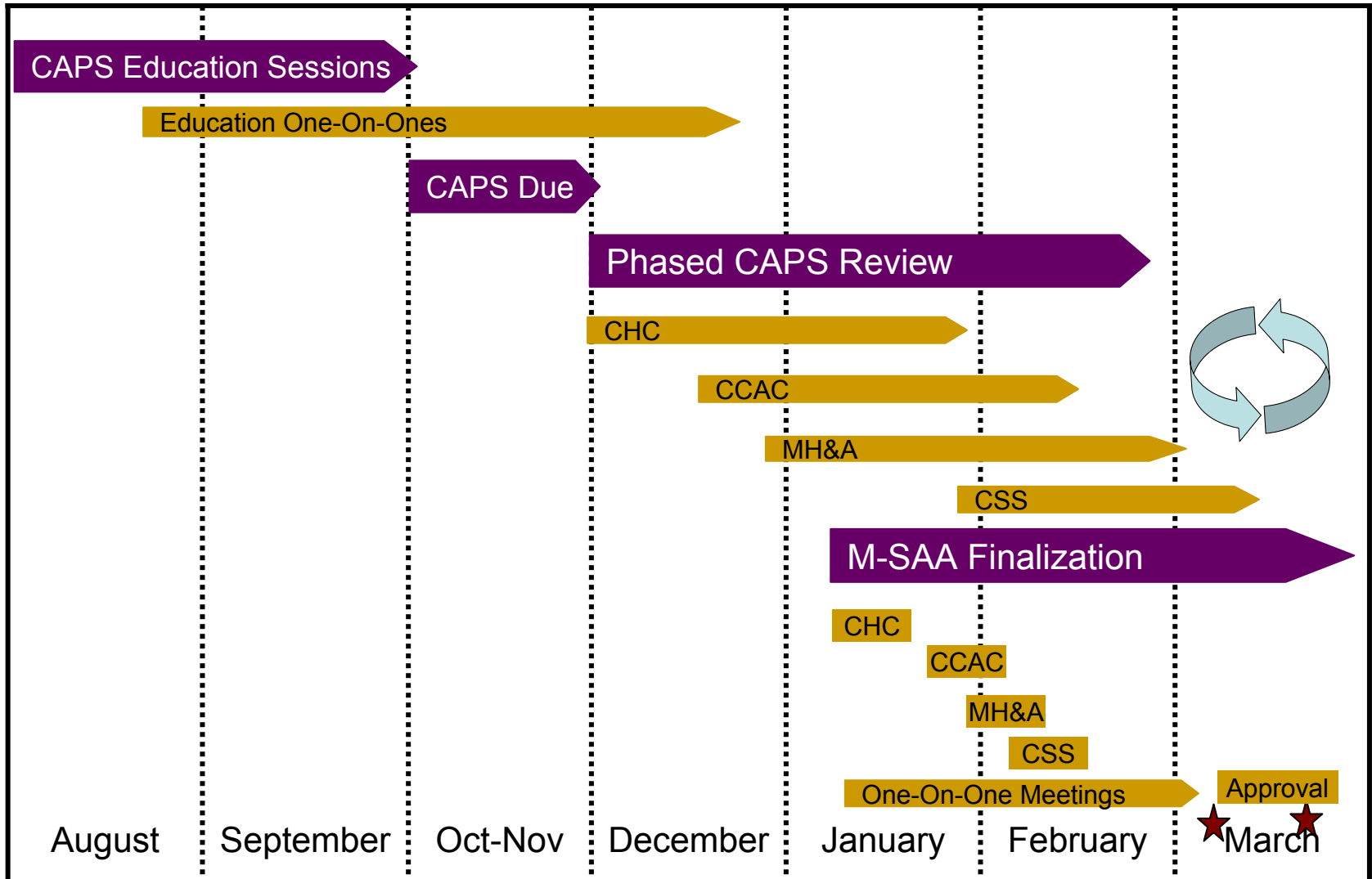
## What we Have Done:

- Education Sessions in the Fall
- CAPS Review
  - Financial
  - Performance
  - Planning
- Sector and Individual Meetings
- Pre M-SAA Checks



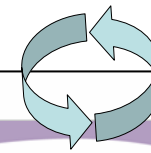
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# M-SAA 'Responsibility-Cycle'



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# What We Have Done—CAPS Review (Checklist)



Central East LHIN

## CAPS CHECK LIST-Community Support Services (CSS)

<b>Agency:</b>	Carefrist Seniors & Community Services Assoc. css740				
<b>Sector:</b>	CSS				
<b>Review Team:</b>	<input type="checkbox"/> Ritva, Brian/James, Andrew <input checked="" type="checkbox"/> Karen, Kate, Lindsay <input type="checkbox"/> Ajay, Jeanne, John				
<b>H-SIP(=) SUBMITTED</b>					
<b>Title</b>	<b>Funding (\$)</b>	<b>Comments</b>	<b>Reviewed by</b>		
NONE			<input checked="" type="checkbox"/> PICE <input checked="" type="checkbox"/> Finance <input checked="" type="checkbox"/> Performance		
<b>Item</b>	<b>Notes</b>	<b>CAPS Form</b>	<b>YES/NO</b>	<b>Follow-up Required</b>	
				<b>WHAT</b>	<b>WHO</b>
Is the budget balanced and total margin zero	Total margin=0.00%	2A-line 30, col 3, 6, 7	Yes	NR	
					<input type="checkbox"/> Dec 9
The balanced position is not based on any assumptions	This includes funding that has been assumed to roll over into base, H-SIPs, or a yearly increase.	2A-lines 1-7, col 3, 6, 7	Yes	NR	
					<input type="checkbox"/> Dec 9
Is the variance of the 08/09 & 09/10 budget reasonable	Aligns with target funding allocations	2A-line 30, col 5	Yes	NR	
					<input type="checkbox"/> Dec 9
Does the revenue align with targets provided	Compare with targets & actuals FY07-08, 08-09, 09-10, 0-11 targets	2A-line 1, col 2,3,4,6,7	Yes	LHIN funding to change in 2009/10+2010/11 <b>Corrected</b>	Ajay
					<input type="checkbox"/> Dec 9
Is the revenue and expenses in the appropriate section for LHIN/MDH funded programs	Verify with Q4 07-08 data to ensure that this is consistent	Compare 2B & 2C	Yes	Rev-Amort Grant in 2007/08 only? Is it for Line #12: <b>Corrected</b>	
					<input type="checkbox"/> Dec 9
Are the expenses void of any major discrepancies	Large capital purchases that have been unapproved, comparisons with last years totals.	2A-line 15-28, column 2,3,4,6	Yes	NR	
					<input type="checkbox"/> Dec 9

Central East LHIN

## PERFORMANCE

Item	Definition-Within standard or target	CAPS Form	YES/NO	Follow-up Required		Review (DATE)
				WHAT	WHO	
Is the cost per individual served within reason	Per program or service area. Based on prior years volume/service.	3B-col 12, 24	yes	N/R		<input checked="" type="checkbox"/> Dec. 15
Is the variance (budget and forecast) on track to deliver units of service	Per program or service area. Based on any presented variance.	Compare 2A-line 30, col 5, with 3A-line 15	yes	N/R		<input checked="" type="checkbox"/> Dec. 15
Is the level of service/volume adequate (sector specific)	Based on prior years volume/service and total function centres.	3A-line 16 (all)	yes	N/R		<input checked="" type="checkbox"/> Dec. 15
Are the FTE's reported and within reason	Based on prior year submissions	3B-all lines, col 1	yes	N/R		<input checked="" type="checkbox"/> Dec. 15
Is the cost per service within reason	Compare with prior years service and functional centres within sectors	3B-col 11, 23	yes	N/R		<input checked="" type="checkbox"/> Dec. 15
<b>PICE</b>						
Item	Definition	CAPS Form	YES/NO	Follow-up Required		Review
				WHAT	WHO	
Collaboration	Demonstrated engagement of relevant stakeholders	Narrative Sect. A & B				<input type="checkbox"/>
Integration	Explores appropriate integration opportunities in the delivery of new and/or existing services	Narrative Sect. A & B				<input type="checkbox"/>
Alignment	Service changes support the achievement of CE LHIN priorities	Narrative Sect. A & B				<input type="checkbox"/>

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# What We Have Done

## - Pre M-SAA Review of Community Annual Plan Submissions (CAPS)

- Financial Review
  - Balanced budget and total organizational margin
  - Revenues verified against MLAA amounts
  - Revenue and Expense variances reviewed
  - Expenses checked for reasonableness (Discussions with agencies and review of trends)

# What We Have Done

## - Pre M-SAA Review of Community Annual Plan Submissions (CAPS)

- Performance Review
  - % Administration to total revenue
  - Budget Balance to Program Cost
  - Volumes purchased
  - Cost per unit of service or client served
  - HR to support volume growth

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# What We Have Done — Sector Meetings

- Community Health Centre - January 12th
  - ~ Commitment to working relationship to improve data and develop mutually acceptable Performance Indicators
- CCAC - January 15th
  - ~ LHIN specific condition to participate and support quality initiatives
- MH&A - January 23rd
  - ~ Performance focused on maintaining volumes and fiscal management
- CSS - February 17<sup>th</sup>
  - ~ Divided into large and small HSPs

# HSP Profile 'One-Pager'

The Board will be provided with a short one-pager on each HSP which will reflect the outcome of original submissions, information clarification and discussions, which resulted in agreed to performance outcomes.

The one-pager will include the following:

- HSP's Mission/Vision Statement
- HSP's Contact Information
- Financial Summary
- Performance by Functional Centre (Example: Social visits, etc)

# What We Have Done — Summary

## Status report

Sector	CAPS	Reviews			MSAA	
		Performance	Financial	Planning	Prepared	Approved
CHC (6)	100%	100%	100%	100%	100%	0%
CCAC (1)	100%	100%	100%	100%	100%	0%
MHA (22)	100%	81%	100%	37%	45%	0%
CSS (53)	100%	84%	100%	In Progress	2%	0%

- Common issues
  - Data Quality
  - Timing, Board approval by March 31<sup>st</sup>.
- Planning
  - Planning input at Sector meetings, Checklist, and Post-MSAA work (CHC)
- Strategy going forward
  - Group followed by individual meetings as needed.

## What to Expect .....

March 3<sup>rd</sup> and March 17<sup>th</sup>:

- By Sector a summary of agencies coming forward for approval of H-SAA with appropriate highlights
- One-pager for each agency being recommended for approval
- Summary of overall completion status
- Motion for Board to delegate authority to Board Chair and CEO to sign on behalf of the Board those M-SAA agreements tabled (with list of agencies)
- On March 17<sup>th</sup> a contingency strategy (as required) for outstanding HSPs, M-SAA not expected to be signed by March 31, 2009.