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June 3, 2019

Received Jun 3 2019
MOH Office

Dr. Elizabeth Richardson
Medical Officer of Health
City of Hamilton
110 King Street West 2nd Floor, Main Reception
Hamilton ON L8P 4S6

Dear Dr.  Richardson:

Re: Community Addictions Services Program 2019-20

The Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) is pleased to advise the City of Hamilton (COH) that it will be receiving up to an additional \$79,958 base funding in 2019-20 (annualized to \$95,000 in 2020-21) to support the Community Addictions Services Program. Details of the funding, including applicable terms and conditions are set out in Schedule A.

In accordance with the *Local Health System Integration Act, 2006* the LHIN hereby gives notice that, subject to COH's agreement, it proposes to amend the Multi-Sector Service Accountability Agreement (MSAA) between the HNHB LHIN and COH to reflect the additional funding and conditions with effect as of the date of this letter.

Please be advised that if your agency is fulfilling a sponsoring or lead agency role, you are accountable to the LHIN for the deliverables, funding and reporting. This approval is conditional on organizations submitting financial and performance reports to the LHIN on a prescribed schedule as described in the attached Schedule A.

The HNHB LHIN will provide the additional funding as set out in the attached schedules, subject to the Ministry of Health and Long-Term Care (ministry) receiving the necessary appropriation from the Ontario Legislature.

COH is required to maintain financial records for this allocation. Unspent funds, and funds not used for the intended and approved purposes, are subject to recovery.

It is also essential that you manage costs within your approved budget.

Please indicate COH's acceptance of the proposed funding, the conditions on which it is provided, and COH's agreement to the amendment of the MSAA by signing below and returning one copy of this letter **by June 18, 2019**, to the attention of Shannon Lawrence, Analyst, Funding, HNHB LHIN, 211 Pritchard Rd., Unit 1, Hamilton ON, L8J 0G5. Please also return a copy electronically to shannon.lawrence@lhins.on.ca.

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Dr. Elizabeth Richardson

Should you have any questions regarding the information provided in the letter, please contact Derek Bodden, Director, Finance, at derek.bodden@lhins.on.ca or (905) 523-8600, ext. 4228.

Sincerely,



Donna Cripps
Chief Executive Officer
Hamilton Niagara Haldimand Brant Local Health Integration Network

Att: Schedule A
Budget & Performance Reporting Templates

c: Elaine Gee, Business Administrator, COH
Kelly Cimek, Director, Planning, HNHB LHIN
Derek Bodden, Director, Finance, HNHB LHIN

I agree to the terms and conditions in this letter dated June 3, 2019 regarding Community Addictions Services Program 2019-20.

AGREED TO AND ACCEPTED BY

City of Hamilton

By:

Elizabeth Richardson
Medical Officer of Health

Signature

Date

I have authority to bind City of Hamilton

Dr. Elizabeth Richardson

Schedule A

1. **2019-20 Funding Details:** \$79,958 (Annualized to \$95,000 in 2020-21) (Base Funding).
2. **Program Description:**
The program increases access to community-based addictions services for youth and adults and timely connections to primary care, treatment, health and social services. The expanded community-based addictions services focus primarily on opioid, alcohol and cannabis misuse and addiction. The funding supports 1 FTE Addictions Counsellor to provide Alcohol Drug and Gambling Services at Consumption and Treatment Service in Hamilton.
3. **Specific Terms and Conditions Applicable to the Funding:**
City of Hamilton (COH) agrees that it will:
 - (a) use the funding to support the Community Addictions Services Program and for no other purpose. This funding cannot be diverted to fund increases in employee compensation.
 - (b) not use surplus funds for any other program without prior written consent from the HNHB LHIN. This funding is subject to recovery and reconciliation.
 - (c) have all new staff hired under this funding complete Ontario's San'yas Indigenous Cultural Safety Training by the end of Q3 2019-20. This online, self-directed training will be paid for by the HNHB LHIN and can be arranged by emailing hnhb.submissions@lhins.on.ca.
 - (d) as a team member work in collaboration with other health service providers on a coordinated care plan based on the Health Links Model of Care and following the provincial coordinated care plan template.
4. **Financial and Statistical Performance and Reporting:**
 - a) Financial and statistical Quarterly Reporting will be reported under the following Functional Centre in SRI: COM Primary Care – Addictions Treatment Substance Abuse – 72 5 10 78 11
 - b) New statistical targets associated with this funding are outlined below. These annual and pro-rated volumes are also found in the Budget Reporting template:

COM Primary Care – Addictions Treatment Substance Abuse – 72 5 10 78 11	Annual Performance Targets (Beginning 2020-21)	Pro-rated Performance Targets (Fiscal year 2019-20)
Individuals Served	120	101
Visits	600	505

- c) Please include the funding and expense updates in the Budget Adjustment columns on the financial pages in the appropriate functional centre effective Quarter 2.

Dr. Elizabeth Richardson

- d) Supplemental financial and performance reporting is required utilizing the Reporting Template attached. Reporting periods are as follows:

Reporting Period	Dates of Reporting Period	Due Date
Quarter 1	April 1, 2019 – June 30, 2019	August 7, 2019
Quarter 2	July 1, 2019 – September 30, 2019	November 7, 2019
Quarter 3	October 1, 2019 – December 31, 2019	February 7, 2020
Year-End Report	January 1, 2020 – March 31, 2020	June 7, 2020

- e) The need for supplemental (performance and/or financial) reporting beyond June 7, 2020 will be determined by the LHIN in conjunction with COH.
- f) Please provide a year-end report by June 7, 2020 including referral source, primary substance of concern, and Ontario Perception of Care Tool results of individuals served:

#2: When I first started looking for help, services were available at times that were good for me.
#30. The services I have received have helped me deal more effectively with my life's challenges.
#31. I think the services provided here are of high quality.
#32. If a friend were in need of similar help I would recommend this service.

In addition, please provide the number of clients reporting appropriate and timely connections to primary care, treatment and health and social services through Consumption and Treatment services.

- g) The performance and budget reporting templates are to be submitted to hnhb.reporting@lhins.on.ca.

Should you have any questions related to these templates, please contact Doris Downie, Advisor, Funding (budget reporting) at doris.downie@lhins.on.ca or Ashley Bolduc, Advisor, Performance & Accountability (performance reporting) at ashley.bolduc@lhins.on.ca. For questions related to Mental Health & Addictions planning at the HNHB LHIN, please contact Kelly Cimek, Director, Planning at kelly.cimek@lhins.on.ca.

2019-20	City of Hamilton
	Expansion of Community Addiction Services
	Addictions - Substance Abuse
	264
	4053

City of Hamilton	2019-20
Expansion of Community Addiction Services - CTS	
Additions - Substance Abuse	
264	
4053	

[illegible]

		Budget Per Funding Letter					
Annual Number	Pro Rated		Unit Definition	Annual Number	Pro Rated	Annual Costs	Pro Rated Costs
	10:1	0					
120	101		Group Sessions		-	95,000	79,959
	-		RNA		-		-
	-		RNA		-		-
	-		RNA		-		-
	-		RNA		-		-
	-		RNA		-		-
	-		RNA		-		-
					-		
						95,000	79,959
						\$50,450	-

Legend:

HSP to complete via drop-down
HSP to complete manually
LHIN to complete

Community Addictions Services Program 2019-20

Program Status Report

Project Name: Community Addictions Services Program – Consumption and Treatment Services 2019-20

Service Sector: Addictions - Substance

Lead Organization Name: City of Hamilton - ADGS

Project Description: The program increases access to community-based addictions services for youth and adults and timely connections to primary care, treatment, health and social services. The expanded community-based addictions services focus primarily on opioid, alcohol and cannabis misuse and addiction. The funding supports 1 FTE Addictions Counsellor to provide Alcohol Drug and Gambling Services at Consumption and Treatment Service in Hamilton.

Project HSP Contact

Project HSP Partners

Reporting Start Month and Year

May

2019-20

Quality Dimension	Measures	Annual Target	2019-20				2020-21				2021-22				Current Cumulative
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Appropriately Resourced	FTE's Hired	1.0													0
Access	Individuals Served	120													0
Access	Visits	600													0
Access	Average number of days clients waited to access service.	Report Only													0
															0
															0
															0

Additional HSP's Comments on Program Implementation (add additional comments to each quarterly report):

LHIN Review Comments:

Please provide a year end report by June 7, 2020 including referral source, primary substance of concern, and Ontario Perception of Care Tool results of individuals served:

#2: When I first started looking for help, services were available at times that were good for me.

#30: The services I have received have helped me deal more effectively with my life's challenges.

#31: I think the services provided here are of high quality.

#32: If a friend were in need of similar help I would recommend this service.

In addition, please provide the number of clients reporting appropriate and timely connections to primary care, treatment and health and social services through Consumption and Treatment services.