

From: [Fernandes, Krislyn](#)
To: [Kolar, Loren](#)
Subject: 05.3 RECEIVE (2019-08-20) 2019-20 Transfer Payment HBHC (City of Hamilton Public Health Services)
Date: September 4, 2019 3:06:35 PM
Attachments: [2019-20 HBHC Amending City of Hamilton.pdf](#)
[2019-20 HBHC Hamilton Amendment.pdf](#)
Importance: High

Krislyn Fernandes

Administrative Coordinator to Dr. Elizabeth Richardson, Medical Officer of Health

Office of the Medical Officer of Health | Public Health Services
Healthy and Safe Communities Dept. | City of Hamilton
100 Main Street West, 6th Floor | Hamilton, ON | L8P 1H6
t: 905.546.2424 x3502 | e: Krislyn.Fernandes@hamilton.ca

Mailing Address:

110 King Street West, 2nd Floor | Hamilton, ON | L8P 4S6

From: Lenz-Billard, Sandra (MCCSS) <Sandra.Lenz-Billard@ontario.ca>
Sent: August 20, 2019 9:41 AM
To: Richardson, Dr. Elizabeth <Elizabeth.Richardson@hamilton.ca>
Cc: Vickers-Manzin, Jennifer <Jennifer.Vickers-Manzin@hamilton.ca>; Weber, Stacey (MCCSS) <Stacey.Weber@ontario.ca>
Subject: 2019-20 Transfer Payment HBHC (City of Hamilton, Public Health Services)
Importance: High

On behalf of Stacey Weber,

Please see information attached regarding your 2019-20 Transfer Payment Agreement.

Thank you.

Ministry of Children, Community
and Social Services

Early Child Development Branch

Children with Special Needs
Division

3rd Floor
101 Bloor St. W.
Toronto ON M5S 2Z7

Tel: 416-327-7386

Ministère des Services à l'enfance et des
Services sociaux et communautaires

Direction du développement de la petite
enfance

Division des services aux enfants ayant
des besoins particuliers

3^e étage
101, rue Bloor Ouest
Toronto ON M5S 2Z7

Tél. : 416-327-7386



August 19, 2019

Dr. Elizabeth Richardson
Medical Officer of Health
City of Hamilton, Public Health Services
1 Hughson Street North, 4th Floor
Hamilton, ON L8R 3L5

elizabeth.richardson@hamilton.ca

Dear Dr. Richardson:

Re: Agreement between Her Majesty the Queen in right of Ontario as represented by the Minister of Children, Community and Social Services (“Province”) and City of Hamilton, Public Health Services effective as of January 1, 2018 for the delivery of the Healthy Babies Healthy Children Program Project (the “Agreement”).

Attached is an amending agreement which amends key portions of the Agreement. Amended Sections include:

- A1.2 Funding Year;
- A11.1 Termination on Notice
- A17.1, A17.2, A17.3 Notice; and
- Schedules “B” through “F”.

The maximum annual funding allocation for the Healthy Babies Healthy Children Program is \$3,533,913. Effective as of this Amendment, the Funding Year for Healthy Babies Healthy Children will now shift to align with the fiscal year of the Province (April 1 – March 31). Please refer to A1.2 (a) and (b) for information.

The 2019-20 Healthy Babies Healthy Children Program Transfer Payment Budget Package is available on the Healthy Child Development SharePoint website. Program staff in your organization have been provided with the necessary information to access the site.

The package contains the following documents:

- 2019-20 Funding Guidelines
- 2019 Q1 Calendar and 2019-20 Fiscal Request for Funding Templates

- 2019-20 Financial Quarterly Reporting Template
- 2019-20 Reporting Schedule
- 2018 Settlement Package Certification
- 2018 Settlement Form
- 2018 Settlement Package Auditor's Questionnaire
- Retainable and Non-Retainable Revenue Policy

Please complete all sections of each form as accurately as possible and ensure that your Request for Funding submission has the appropriate signatures before submitting.

Please print two copies of the Amending Agreement, complete schedule "B", sign the signature page and complete and sign the 2019 Q1 Calendar and 2019-20 Fiscal Request for Funding templates. Two copies of the signed Amending Agreement along with the Request for Funding templates and a copy of the current certificate of insurance must be returned to the address below by Friday September 13, 2019.

Marta Stanczyk, Administrative Assistant
Early Child Development Branch
Ministry of Children, Community and Social Services
3rd Floor, 101 Bloor Street West
Toronto, ON M5S 2Z7
416-327-7378

Electronic copies of the Request for Funding (excel) should also be emailed to ECDBFinanceTeam@ontario.ca. The Province will countersign Amendment No. 1 and return a copy to you.

Your ongoing support of programs for Ontario's children and families is appreciated.

Sincerely,



Stacey Weber
Director

Attachments

- c. Jennifer Vickers-Manzin, Director, Family Health Division, City of Hamilton

**Ministry of Children, Community and Social Services
Early Child Development Branch**

2019-20 TRANSFER PAYMENT CHECKLIST

Please include this checklist with your submission.

- Two (2) copies of the TP Agreement or Amending Agreement with original signatures
- Completed & signed 2019 Q1 Calendar and 2019-20 Fiscal Request for Funding Excel Spreadsheets
- Copy of current insurance certificate (Section A10.0)

Complete packages should be sent to:
Marta Stanczyk, Administrative Assistant
Ministry of Children, Community and Social Services
101 Bloor St. W. 3rd Fl.
Toronto, ON M5S 2Z7

Due Date: September 13, 2019

Please provide a person for us to contact directly with questions regarding your submission.

Name: _____

Title: _____

Telephone: _____

Email: _____

REMINDER:

2019-20 reporting documents and templates and the 2018 Year-End Reconciliation Package are available for download through the Healthy Child Development SharePoint site. Program Leads within your organization have the information to access this site.

This Amending Agreement No. 1 effective as of the 1st day of August 2019.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Children, Community and Social Services

(the “**Province**”)

- and -

CITY OF HAMILTON, PUBLIC HEALTH SERVICES

(the “**Recipient**”)

BACKGROUND

1. Her Majesty the Queen in right of Ontario as represented by the Minister of Children and Youth Services and the Recipient entered into an agreement effective as of the 1st day of January 2018 (the “**Agreement**”).
2. The Minister of Children, Community and Social Services has been assigned the authority to exercise the powers and duties of the Minister of Children and Youth Services;
3. The Parties wish to amend the Agreement in the manner set out in this amending agreement (the “**Amending Agreement No. 1**”).

In CONSIDERATION of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Capitalized terms used but not defined in Amending Agreement No. 1 have the same meanings ascribed to them in the Agreement.
2. Section A1.2 of the Agreement is amended by deleting the definition of “Funding Year” and replacing it with:

“**Funding Year**” means:

in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

3. Section A11.1 of the Agreement is deleted and replaced with the following:

A11.1 Termination on Notice. The Province, in its sole discretion, without liability, cost or penalty, and without prejudice to any other rights or remedies under this Agreement or at law or in equity, may terminate this Agreement at any time, for any reason, upon giving at least sixty (60) days' written notice to the Recipient.

4. Section A17.1 of the Agreement is deleted and replaced with the following:

A17.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, or personal delivery, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

5. Sub-section A17.2 (b) is deleted and replaced with the following:

(b) in the case of email, or personal delivery, one Business Day after the Notice is delivered.

6. Sub-section A17.3(b) is deleted and replaced with the following:

(b) Notice will be by email or personal delivery.

7. Schedule "B" of the Agreement is deleted and replaced with Schedule "B", attached to Amending Agreement No. 1 as Appendix "1".

8. Schedule "C" of the Agreement is deleted and replaced with Schedule "C", attached to Amending Agreement No. 1 as Appendix "2".

9. Schedule "D" of the Agreement is deleted and replaced with Schedule "D", attached to Amending Agreement No. 1 as Appendix "3".

10. Schedule "E" of the Agreement is deleted and replaced with Schedule "E", attached to Amending Agreement No. 1 as Appendix "4".

11. Schedule "F" of the Agreement is deleted and replaced with Schedule "F", attached to Amending Agreement No. 1 as Appendix "5".

12. This Amending Agreement No. 1 shall be effective as of the first date written above.

13. Except for the amendments provided for in Amending Agreement No. 1, all provisions in the Agreement shall remain in full force and effect.

-SIGNATURE PAGE FOLLOWS-

The Parties have executed this Amending Agreement No. 1 on the date set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Minister of
Children, Community and Social Services**

Date

Stacey Weber, Director
Early Child Development Branch

CITY OF HAMILTON, PUBLIC HEALTH SERVICES

Date

Name
Title

I have authority to bind the Recipient

Date

Name
Title

I have authority to bind the Recipient

Appendix 1

SCHEDULE “B” PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Annual Funds	\$ 3,533,913 for the purpose of completing the HBHC Project
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000
Insurance	\$ 2,000,000 per occurrence
Contact information for the purposes of Notice to the Province	Stacey Weber, Director Early Child Development Branch 3 rd Floor, 101 Bloor Street West Toronto, ON M5S 2Z7 stacey.weber@ontario.ca 416-327-7386
Contact information for the purposes of Notice to the Recipient	Dr. Elizabeth Richardson, Medical Officer of Health 1 Hughson Street North, 4th Floor Hamilton, ON L8R 3L5 elizabeth.richardson@hamilton.ca Phone:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Name/Position: Address: Email: Phone:

Additional Provisions:

Open Data

The Province reserves the right to publish contract information as open data. This includes Recipient contact information, financial terms, key dates, and outcomes or outputs.

Appendix 2

Schedule "C" PROJECT

Project Purpose and Goals

Healthy Babies Healthy Children (HBHC) Project services are provided during the prenatal period and to families with children from birth up to their transition to school, using targeted project approaches with a universal screening opportunity at time of birth. The goal of HBHC is to optimize newborn and child healthy growth and development and reduce health inequities for families receiving services.

Project Scope

The Recipient will manage the HBHC Project, in accordance to the "Healthy Babies Healthy Children Protocol, 2018" (or as current) as described in the Ontario Public Health Standards: Requirements for Programs, Services and Accountability, pursuant to Section 7 of the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, to deliver the required components of the provincial HBHC project. The Recipient will complete the HBHC project targets listed below by the end of March for each year the project is provided. Performance towards these activities will establish baselines that will be used to inform ongoing continuous quality improvement for the project.

Project Components and Service Targets

1. Service and System Integration.
2. Access to Information and Resources.
3. Early Identification and Intervention Screening.
 - a. Prenatal - targeted screening that supports early identification of the following key populations that would benefit most from prenatal interventions:
 - i. Young (e.g., teen) mothers.
 - ii. Families experiencing isolation or poor access to prenatal services.
 - b. Postpartum – a minimum of 80% of births screened is required to achieve universal screening reach.
 - c. Early Childhood – in light of existing measures that identify up to 30% of children 0-6 years old have compromised child development, targeted screening of the following key populations that would benefit most from early childhood interventions.
 - i. Families with an exposure to adverse childhood events.
 - ii. Families with a child(ren) having an existing developmental delay with no or limited service supports.
 - iii. Priority populations experiencing inequities in health status related to the social determinants of health.
4. Assessment.
 - i. Families identified with risk are more likely to accept follow-up services when they receive contact within 48 hours of being discharged from birth admission.
 - ii. Universal contact may be achieved with a minimum of 80% total reach.

5. Blended Home Visiting Services.
 - a. A minimum of 50% of families confirmed with risk continue to receive home visiting services which include:
 - i. Accepting Blended Home Visiting services during the period of service.
 - ii. Establishing and maintaining a Family Service Plan.
 - iii. Participating in quality intensive home visiting services.
6. Service Coordination.
7. Referral to/from Community Services.
8. Research.
9. Evaluation.

Additionally, project outcomes and population outcomes, as identified in the HBHC Guidance Document,¹ will be monitored through project reports and datamarts in the *Healthy Child Development Integrated Services for Children Information System (HCD-ISCIS) Reporting Sub-system (IRSS)*. Project delivery will be monitored through the use of these reports and ad-hoc queries to verify and validate data to the Province, and to support the annually identified Continuous Quality Improvement (CQI) initiatives.

¹ The Public Health Unit is expected to be guided by the HBHC Guidance Document 2012 which is to be used with the HBHC Protocol 2018 until such time that the HBHC Reference Document becomes operationalized or other guiding documents to support operationalization are developed.

Appendix 3

Schedule "D" BUDGET

Recipient to complete and submit "2019 Q1 Calendar and 2019-20 Fiscal Request for Funding" to the Province for approval.

Appendix 4

Schedule "E" PAYMENT PLAN

The Province shall provide the funding identified in Schedule "B" in accordance to the following schedule:

The transfer amount will be paid in instalments at the mid and end of each month over the corresponding Funding Year.

Appendix 5

Schedule "F" REPORTS

Within one (1) month of completing the second (Q2) and third (Q3) three (3) month period from the time the HBHC Project commences, the Recipient shall provide an interim progress report to the Province:

- (a) including a quarterly (Q2 and Q3) unaudited financial statement which accounts for HBHC Project revenue and expenditures;
- (b) including a quarterly (Q2 and Q3) HBHC Project progress report generated by the *Healthy Child Development Integrated Services for Children Information System (HCD-ISCIS) Reporting Sub-system (IRSS)* or other Province approved Information System indicating whether the activities and outcomes of the HBHC Project were met;
- (c) providing any other details requested by the Province.

Within 45 days of completing the fourth (Q4) three (3) month period from the time the HBHC Project commences, the Recipient shall provide an interim progress report to the Province:

- (a) including a quarterly (Q4) unaudited financial statement which accounts for HBHC Project revenue and expenditures;
- (b) including a quarterly (Q4) HBHC Project progress report generated by the *Healthy Child Development Integrated Services for Children Information System (HCD-ISCIS) Reporting Sub-system (IRSS)* or other Province approved Information System indicating whether the activities and outcomes of the HBHC Project were met;
- (c) providing any other details requested by the Province.

Within four (4) months after March 31 in any Funding Year of the HBHC Project, the Recipient shall submit a final report to the Province:

- (a) including a final audited financial statement, auditors questionnaire and certification form which accounts for HBHC Project revenue and expenditures.
- (b) including an annual HBHC Project report generated by the *Healthy Child Development Integrated Services for Children Information System (HCD-ISCIS) Reporting Sub-system (IRSS)* or other Province approved Information System indicating whether the outcomes of the HBHC Project were met. The information generated by the Province will be in an anonymized form;

(c) providing any other details requested by the Province.

At the request of the Province, the Recipient shall submit ad hoc reports generated by the *Healthy Child Development Integrated Services for Children Information System (HCD-ISCIS) Reporting Sub-system (IRSS)* or other Province approved Information System. The information generated for the Province will be in an anonymized form.