

MSAA AMENDING AGREEMENT

THIS AMENDING AGREEMENT (the “Agreement”) is made as of the 1st day of April, 2017

B E T W E E N:

NORTH SIMCOE MUSKOKA LOCAL HEALTH INTEGRATION NETWORK (the “LHIN”)

AND

**CANADIAN MENTAL HEALTH ASSOCIATION, MUSKOKA-PARRY SOUND
BRANCH** (the “HSP”)

WHEREAS the LHIN and the HSP (together the “Parties”) entered into a multi-sector service accountability agreement that took effect April 1, 2014 (the “MSAA”);

AND WHEREAS the LHIN and the HSP have agreed to extend the MSAA for a twelve month period to March 31, 2018;

NOW THEREFORE in consideration of mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows.

1.0 Definitions. Except as otherwise defined in this Agreement, all terms shall have the meaning ascribed to them in the MSAA. References in this Agreement to the MSAA mean the MSAA as amended and extended.

2.0 Amendments.

2.1 Agreed Amendments. The MSAA is amended as set out in this Article 2.

2.2 Amended Definitions.

(a) The following terms have the following meanings.

For the Funding Year beginning April 1, 2017, “**Schedule**” means any one, and “**Schedules**” means any two or more as the context requires, of the Schedules in effect for the Funding Year that began April 1, 2016 (“2016-17”), except that any Schedules in effect for the 2016-17 with the same name as Schedules listed below and appended to this Agreement are replaced by those Schedules listed below and appended to this Agreement.

Schedule B: Service Plan

Schedule C: Reports

Schedule D: Directives, Guidelines and Policies

Schedule E: Performance

Schedule G: Compliance

2.3 Term. This Agreement and the MSAA will terminate on March 31, 2018.

- 3.0 Effective Date.** The amendments set out in Article 2 shall take effect on April 1, 2017. All other terms of the MSAA shall remain in full force and effect.
- 4.0 Governing Law.** This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- 5.0 Counterparts.** This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- 6.0 Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

NORTH SIMCOE MUSKOKA LOCAL HEALTH INTEGRATION NETWORK

By:

Original signed by: _____	March 24, 2017 _____
Robert Morton, Board Chair	Date

And by:

Original signed by: _____	March 24, 2017 _____
Jill Tettmann, Chief Executive Officer	Date

CANADIAN MENTAL HEALTH ASSOCIATION, MUSKOKA-PARRY SOUND BRANCH

By:

Original signed by: _____	March 22, 2017 _____
Joan Edwards-Karmazyn, Board Chair	Date

And by:

Original signed by: _____	February 27, 2017 _____
Diane Brown-Demarco, Executive Director	Date

Schedule B1: Total LHIN Funding
2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

LHIN Program Revenue & Expenses	Row #	Account: Financial (F) Reference OHSR VERSION 10.0	2017-2018 Plan Target
REVENUE			
LHIN Global Base Allocation	1	F 11006	\$8,862,195
HBAM Funding (CCAC only)	2	F 11005	\$0
Quality-Based Procedures (CCAC only)	3	F 11004	\$0
MOHLTC Base Allocation	4	F 11010	\$0
MOHLTC Other funding envelopes	5	F 11014	\$0
LHIN One Time	6	F 11008	\$0
MOHLTC One Time	7	F 11012	\$0
Paymaster Flow Through	8	F 11019	\$0
Service Recipient Revenue	9	F 11050 to 11090	\$0
Subtotal Revenue LHIN/MOHLTC	10	Sum of Rows 1 to 9	\$8,862,195
Recoveries from External/Internal Sources	11	F 120*	\$429,182
Donations	12	F 140*	\$0
Other Funding Sources & Other Revenue	13	F 130* to 190*, 110*, [excl. F 11006, 11008, 11010, 11012, 11014, 11019, 11050 to 11090, 131*, 140*, 141*, 151*]	\$124,270
Subtotal Other Revenues	14	Sum of Rows 11 to 13	\$553,452
TOTAL REVENUE FUND TYPE 2	15	Sum of Rows 10 and 14	\$9,415,647
EXPENSES			
Compensation			
Salaries (Worked hours + Benefit hours cost)	17	F 31010, 31030, 31090, 35010, 35030, 35090	\$6,242,791
Benefit Contributions	18	F 31040 to 31085, 35040 to 35085	\$1,396,876
Employee Future Benefit Compensation	19	F 305*	\$0
Physician Compensation	20	F 390*	\$168,000
Physician Assistant Compensation	21	F 390*	\$0
Nurse Practitioner Compensation	22	F 380*	\$0
Physiotherapist Compensation (Row 128)	23	F 350*	\$0
Chiropractor Compensation (Row 129)	24	F 390*	\$0
All Other Medical Staff Compensation	25	F 390*, [excl. F 39092]	\$0
Sessional Fees	26	F 39092	\$185,222
Service Costs			
Med/Surgical Supplies & Drugs	27	F 460*, 465*, 560*, 565*	\$0
Supplies & Sundry Expenses	28	F 4*, 5*, 6*, [excl. F 460*, 465*, 560*, 565*, 69596, 69571, 72000, 62800, 45100, 69700]	\$881,186
Community One Time Expense	29	F 69596	\$0
Equipment Expenses	30	F 7*, [excl. F 750*, 780*]	\$41,500
Amortization on Major Equip, Software License & Fees	31	F 750*, 780*	\$0
Contracted Out Expense	32	F 8*	\$158,507
Buildings & Grounds Expenses	33	F 9*, [excl. F 950*]	\$341,565
Building Amortization	34	F 9*	\$0
TOTAL EXPENSES FUND TYPE 2	35	Sum of Rows 17 to 34	\$9,415,647
NET SURPLUS/(DEFICIT) FROM OPERATIONS	36	Row 15 minus Row 35	\$0
Amortization - Grants/Donations Revenue	37	F 131*, 141* & 151*	\$0
SURPLUS/DEFICIT Incl. Amortization of Grants/Donations	38	Sum of Rows 36 to 37	\$0
FUND TYPE 3 - OTHER			
Total Revenue (Type 3)	39	F 1*	\$1,639,701
Total Expenses (Type 3)	40	F 3*, F 4*, F 5*, F 6*, F 7*, F 8*, F 9*	\$1,639,701
NET SURPLUS/(DEFICIT) FUND TYPE 3	41	Row 39 minus Row 40	\$0
FUND TYPE 1 - HOSPITAL			
Total Revenue (Type 1)	42	F 1*	\$0
Total Expenses (Type 1)	43	F 3*, F 4*, F 5*, F 6*, F 7*, F 8*, F 9*	\$0
NET SURPLUS/(DEFICIT) FUND TYPE 1	44	Row 42 minus Row 43	\$0
ALL FUND TYPES			
Total Revenue (All Funds)	45	Line 15 + line 39 + line 42	\$11,055,348
Total Expenses (All Funds)	46	Line 16 + line 40 + line 43	\$11,055,348
NET SURPLUS/(DEFICIT) ALL FUND TYPES	47	Row 45 minus Row 46	\$0
Total Admin Expenses Allocated to the TPBEs			
Undistributed Accounting Centres	48	82*	\$231,824
Plant Operations	49	72 1*	\$392,330
Volunteer Services	50	72 1*	\$44,425
Information Systems Support	51	72 1*	\$178,000
General Administration	52	72 1*	\$892,608
Other Administrative Expenses	53	72 1*	\$0
Admin & Support Services	54	72 1*	\$1,507,363
Management Clinical Services	55	72 5 05	\$804,290
Medical Resources	56	72 5 07	\$298,082
Total Admin & Undistributed Expenses	57	Sum of Rows 48, 54, 55-56 (included in Fund Type 2 expenses above)	\$2,841,559

Schedule B2: Clinical Activity- Summary
2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Service Category 2016-2017 Budget	OHRIS Framework Level 3	Full-time equivalents (FTE)	Visits F2F, Tel., In-House, Cont. Out	Not Uniquely Identified Service Recipient Interactions	Hours of Care In-House & Contracted Out	Inpatient/Resident Days	Individuals Served by Functional Centre	Attendance Days Face-to-Face	Group Sessions (# of group sessions-not individuals)	Meal Delivered-Combined	Group Participant Attendances (Reg & Non-Reg)	Service Provider Interactions	Service Provider Group Interactions	Mental Health Sessions
Case Management	72 5 09*	16.53	7,684	0	0	0	398	0	48	0	219	7,900	61	0
Primary Care- Clinics/Programs	72 5 10*	34.17	14,482	3,010	0	0	2,287	0	622	0	3,518	16,750	653	0
Crisis Intervention	72 5 15*	15.20	8,668	8	0	0	991	0	0	0	0	8,670	8	0
Health Promotion and Education	72 5 50	1.87	0	600	0	0	0	0	20	0	350	0	0	0
Consumer/Survivor/Family Initiatives	72 5 51 76*	3.06	0	3,200	0	0	0	0	565	0	3,775	0	0	0

Schedule C: Reports

Community Mental Health and Addictions Services

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Only those requirements listed below that relate to the programs and services that are funded by the LHIN will be applicable.

A list of reporting requirements and related submission dates is set out below. Unless otherwise indicated, the HSP is only required to provide information that is related to the funding that is provided under this Agreement. Reports that require full entity reporting are followed by an asterisk "*".

OHRs/MIS Trial Balance Submission (through OHFS)	
2014-15	Due Dates (Must pass 3c Edits)
2014-15 Q1	<i>Not required 2014-15</i>
2014-15 Q2	October 31, 2014
2014-15 Q3	January 31, 2015
2014-15 Q4	May 30, 2015
2015-16	Due Dates (Must pass 3c Edits)
2015-16 Q1	<i>Not required 2015-16</i>
2015-16 Q2	October 31, 2015
2015-16 Q3	January 31, 2016
2015-16 Q4	May 31, 2016
2016-17	Due Dates (Must pass 3c Edits)
2016-17 Q1	<i>Not required 2016-17</i>
2016-17 Q2	October 31, 2016
2016-17 Q3	January 31, 2017
2016-17 Q4	May 31, 2017
2017-18	Due Dates (Must pass 3c Edits)
2017-18 Q1	<i>Not required 2017-18</i>
2017-18 Q2	October 31, 2017
2017-18 Q3	January 31, 2018
2017-18 Q4	May 31, 2018

Supplementary Reporting - Quarterly Report (through SRI)	
2014-2015	Due five (5) business days following Trial Balance Submission Due Date
2014-15 Q2	November 7, 2014
2014-15 Q3	February 7, 2015
2014-15 Q4	June 7, 2015 – Supplementary Reporting Due
2015-2016	Due five (5) business days following Trial Balance Submission Due Date
2015-16 Q2	November 7, 2015
2015-16 Q3	February 7, 2016
2015-16 Q4	June 7, 2016 – Supplementary Reporting Due
2016-17	Due five (5) business days following Trial Balance Submission Due Date
2016-17 Q2	November 7, 2016
2016-17 Q3	February 7, 2017
2016-17 Q4	June 7, 2017 – Supplementary Reporting Due
2017-2018	Due five (5) business days following Trial Balance Submission Due Date
2017-18 Q2	November 7, 2017
2017-18 Q3	February 7, 2018
2017-18 Q4	June 7, 2018 – Supplementary Reporting Due

Schedule C: Reports

Community Mental Health and Addictions Services

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Annual Reconciliation Report (ARR) through SRI and paper copy submission*

(All HSPs must submit both paper copy ARR submission, duly signed, to the Ministry and the respective LHIN where funding is provided; soft copy to be provided through SRI)

Fiscal Year	Due Date
2014-15 ARR	June 30, 2015
2015-16 ARR	June 30, 2016
2016-17 ARR	June 30, 2017
2017-18 ARR	June 30, 2018

Board Approved Audited Financial Statements *

(All HSPs must submit both paper copy Board Approved Audited Financial Statements, to the Ministry and the respective LHIN where funding is provided; soft copy to be uploaded to SRI)

Fiscal Year	Due Date
2014-15	June 30, 2015
2015-16	June 30, 2016
2016-17	June 30, 2017
2017-18	June 30, 2018

Declaration of Compliance

Fiscal Year	Due Date
2013-14	June 30, 2014
2014-15	June 30, 2015
2015-16	June 30, 2016
2016-17	June 30, 2017
2017-18	June 30, 2018

Community Mental Health and Addictions – Other Reporting Requirements

Requirement	Due Date
Common Data Set for Community Mental Health Services	Last day of one month following the close of trial balance reporting for Q2 and Q4 (Year-End)
	• 2014-15 Q2 November 28, 2014
	• 2014-15 Q4 June 30, 2015
	• 2015-16 Q2 November 30, 2015
	• 2015-16 Q4 June 30, 2016
	• 2016-17 Q2 November 30, 2016
	• 2016-17 Q4 June 30, 2017
DATIS (Drug & Alcohol Treatment Information System)	Fifteen (15) business days after end of Q1, Q2 and Q3 - Twenty (20) business days after Year-End (Q4)
	• 2014-15 Q1 July 22, 2014
	• 2014-15 Q2 October 22, 2014
	• 2014-15 Q3 January 22, 2015
	• 2014-15 Q4 April 30, 2015
	• 2015-16 Q1 July 22, 2015
	• 2015-16 Q2 October 22, 2015
• 2015-16 Q3 January 22, 2016	

Schedule C: Reports

Community Mental Health and Addictions Services

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

	- 2015-16 Q4	April 28, 2016
	- 2016-17 Q1	July 22, 2016
	- 2016-17 Q2	October 24, 2016
	- 2016-17 Q3	January 23, 2017
	- 2016-17 Q4	May 2, 2017
	- 2017-18 Q1	July 21, 2017
	- 2017-18 Q2	October 24, 2017
	- 2017-18 Q3	January 23, 2018
	- 2017-18 Q4	May 2, 2018
ConnexOntario Health Services Information <ul style="list-style-type: none"> - Drug and Alcohol Helpline - Ontario Problem Gambling Helpline (OPGH) - Mental Health Helpline 	All HSPs that received funding to provide mental health and/or addictions services must participate in <u>ConnexOntario Health Services Information's</u> annual validation of service details; provide service availability updates; and inform <u>ConnexOntario Health Services Information</u> of any program/service changes as they occur.	
French language service report	2014-15	- April 30, 2015
	2015-16	- April 30, 2016
	2016-17	- April 30, 2017
	2017-18	- April 30, 2018

Schedule D: Directives , Guidelines and Policies

Community Mental Health and Addictions Services

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Only those requirements listed below that relate to the programs and services that are funded by the LHIN will be applicable.

<ul style="list-style-type: none"> • Community Financial Policy, 2015 	
<ul style="list-style-type: none"> • Operating Manual for Community Mental Health and Addiction Services (2003) 	Chapter 1. Organizational Components 1.2 Organizational Structure, Roles and Relationships 1.3 Developing and Maintaining the HSP Organization / Structure 1.5 Dispute Resolution
	Chapter 2. Program & Administrative Components 2.3 Budget Allocations/ Problem Gambling Budget Allocations 2.4 Service Provision Requirements 2.5 Client Records, Confidentiality and Disclosure 2.6 Service Reporting Requirements 2.8 Issues Management 2.9 Service Evaluation/Quality Assurance 2.10 Administrative Expectations
	Chapter 3. Financial Record Keeping and Reporting Requirements 3.2 Personal Needs Allowance for Clients in Some Residential Addictions Programs 3.6 Internal Financial Controls (<i>except "Inventory of Assets"</i>) 3.7 Human Resource Control
<ul style="list-style-type: none"> • Early Psychosis Intervention Standards (March 2011) 	
<ul style="list-style-type: none"> • Ontario Program Standards for ACT Teams (2005) 	
<ul style="list-style-type: none"> • Intensive Case Management Service Standards for Mental Health Services and Supports (2005) 	
<ul style="list-style-type: none"> • Crisis Response Service Standards for Mental Health Services and Supports (2005) 	
<ul style="list-style-type: none"> • Psychiatric Sessional Funding Guidelines (2004) 	
<ul style="list-style-type: none"> • Joint Policy Guideline for the Provision of Community Mental Health and Developmental Services for Adults with Dual Diagnosis (2008) 	
<ul style="list-style-type: none"> • Addictions & Mental Health Ontario – Ontario Provincial Withdrawal Management Standards (2014) 	
<ul style="list-style-type: none"> • Addictions staged screening and assessment tools (2015) 	
<ul style="list-style-type: none"> • South Oaks Gambling Screen (SOGS) 	
<ul style="list-style-type: none"> • Ontario Healthcare Reporting Standards – OHRS/MIS - most current version available to applicable year 	
<ul style="list-style-type: none"> • Guideline for Community Health Service Providers Audits and Reviews, August 2012 	

Schedule E1: Core Indicators 2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Performance Indicators	2017-2018 Target	Performance Standard
*Balanced Budget - Fund Type 2	\$0	>=0
Proportion of Budget Spent on Administration	16.0%	<=19.2%
**Percentage Total Margin	0.00%	>= 0%
Percentage of Alternate Level of Care (ALC) days (closed cases)	9.46%	<10.41%
Variance Forecast to Actual Expenditures	0.0%	< 5%
Variance Forecast to Actual Units of Service	0.0%	< 5%
Service Activity by Functional Centre	Refer to Schedule E2a	-
Number of Individuals Served (by functional centre)	Refer to Schedule E2a	-
Alternate Level of Care (ALC) Rate	12.7%	<13.97%

Explanatory Indicators
Cost per Unit Service (by Functional Centre)
Cost per Individual Served (by Program/Service/Functional Centre)
Client Experience

* Balanced Budget Fund Type 2: HSP's are required to submit a balanced budget

** No negative variance is accepted for Total Margin

Schedule E2a: Clinical Activity- Detail

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

OHRs Description & Functional Centre		2017-2018	
		Target	Performance Standard
* These values are provided for information purposes only. They are not Accountability Indicators.			
Undistributed Accounting Centres 82*			
Total Cost for Functional Centre	82	\$231,824	n/a
Administration and Support Services 72 1*			
* Full-time equivalents (FTE)	72 1*	7.72	n/a
Total Cost for Functional Centre	72 1	\$1,507,363	n/a
Clinical Management 72 5 05			
* Full-time equivalents (FTE)	72 5 05	6.53	n/a
*Total Cost for Functional Centre	72 5 05	\$804,290	n/a
Medical Resources 72 5 07			
*Total Cost for Functional Centre	72 5 07	\$298,082	n/a
Mental Health Sessions	72 5 07	552	469 - 635
Case Management/Supportive Counselling & Services - Mental Health 72 5 09 76			
* Full-time equivalents (FTE)	72 5 09 76	11.86	n/a
Visits	72 5 09 76	4,784	4306 - 5262
Individuals Served by Functional Centre	72 5 09 76	254	203 - 305
*Total Cost for Functional Centre	72 5 09 76	\$1,037,359	n/a
Service Provider Interactions	72 5 09 76	4,800	4320 - 5280
Case Management/Supportive Counselling & Services - Addictions Supportive Housing 72 5 09 78 10			
* Full-time equivalents (FTE)	72 5 09 78 10	2.80	n/a
Visits	72 5 09 78 10	1,900	1710 - 2090
Individuals Served by Functional Centre	72 5 09 78 10	24	19 - 29
Group Sessions	72 5 09 78 10	35	28 - 42
*Total Cost for Functional Centre	72 5 09 78 10	\$257,369	n/a
Group Participant Attendances	72 5 09 78 10	200	160 - 240
Service Provider Interactions	72 5 09 78 10	1,900	1710 - 2090
Service Provider Group Interactions	72 5 09 78 10	35	28 - 42
Case Management Addictions - Substance Abuse 72 5 09 78 11			
* Full-time equivalents (FTE)	72 5 09 78 11	1.87	n/a
Visits	72 5 09 78 11	1,000	900 - 1100
Individuals Served by Functional Centre	72 5 09 78 11	120	96 - 144
Group Sessions	72 5 09 78 11	13	10 - 16
*Total Cost for Functional Centre	72 5 09 78 11	\$168,959	n/a
Group Participant Attendances	72 5 09 78 11	19	15 - 23
Service Provider Interactions	72 5 09 78 11	1,200	1080 - 1320
Service Provider Group Interactions	72 5 09 78 11	26	21 - 31
Clinics/Programs - MH Counseling and Treatment 72 5 10 76 12			
* Full-time equivalents (FTE)	72 5 10 76 12	6.60	n/a
Visits	72 5 10 76 12	3,800	3420 - 4180
Individuals Served by Functional Centre	72 5 10 76 12	991	842 - 1140
Group Sessions	72 5 10 76 12	260	208 - 312
*Total Cost for Functional Centre	72 5 10 76 12	\$661,991	n/a

Schedule E2a: Clinical Activity- Detail

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

OHRs Description & Functional Centre		2017-2018	
		Target	Performance Standard
* These values are provided for information purposes only. They are not Accountability Indicators.			
Group Participant Attendances	72 5 10 76 12	1,000	900 - 1100
Service Provider Interactions	72 5 10 76 12	4,500	4050 - 4950
Service Provider Group Interactions	72 5 10 76 12	225	180 - 270
MH Assertive Community Treatment Teams 72 5 10 76 20			
* Full-time equivalents (FTE)	72 5 10 76 20	12.25	n/a
Visits	72 5 10 76 20	6,000	5700 - 6300
Individuals Served by Functional Centre	72 5 10 76 20	68	54 - 82
Group Sessions	72 5 10 76 20	8	6 - 10
*Total Cost for Functional Centre	72 5 10 76 20	\$1,198,194	n/a
Service Provider Interactions	72 5 10 76 20	6,000	5700 - 6300
Service Provider Group Interactions	72 5 10 76 20	8	6 - 10
MH Early Intervention 72 5 10 76 51			
* Full-time equivalents (FTE)	72 5 10 76 51	3.65	n/a
Visits	72 5 10 76 51	1,500	1350 - 1650
Individuals Served by Functional Centre	72 5 10 76 51	69	55 - 83
Group Sessions	72 5 10 76 51	4	3 - 5
*Total Cost for Functional Centre	72 5 10 76 51	\$414,255	n/a
Group Participant Attendances	72 5 10 76 51	18	14 - 22
Service Provider Interactions	72 5 10 76 51	1,500	1350 - 1650
Service Provider Group Interactions	72 5 10 76 51	4	3 - 5
MH Diversion and Court Support 72 5 10 76 56			
* Full-time equivalents (FTE)	72 5 10 76 56	0.84	n/a
Visits	72 5 10 76 56	800	680 - 920
Individuals Served by Functional Centre	72 5 10 76 56	125	100 - 150
*Total Cost for Functional Centre	72 5 10 76 56	\$78,411	n/a
Service Provider Interactions	72 5 10 76 56	900	765 - 1035
MH Psycho-geriatric 72 5 10 76 96			
* Full-time equivalents (FTE)	72 5 10 76 96	0.75	n/a
Visits	72 5 10 76 96	500	425 - 575
Individuals Served by Functional Centre	72 5 10 76 96	86	69 - 103
*Total Cost for Functional Centre	72 5 10 76 96	\$84,660	n/a
Service Provider Interactions	72 5 10 76 96	500	425 - 575
Addictions Treatment-Substance Abuse 72 5 10 78 11			
* Full-time equivalents (FTE)	72 5 10 78 11	9.15	n/a
Visits	72 5 10 78 11	1,832	1649 - 2015
Not Uniquely Identified Service Recipient Interactions	72 5 10 78 11	3,000	2700 - 3300
Individuals Served by Functional Centre	72 5 10 78 11	933	793 - 1073
Group Sessions	72 5 10 78 11	350	280 - 420
*Total Cost for Functional Centre	72 5 10 78 11	\$704,481	n/a
Group Participant Attendances	72 5 10 78 11	2,500	2250 - 2750
Service Provider Interactions	72 5 10 78 11	3,300	2970 - 3630

Schedule E2a: Clinical Activity- Detail

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

OHRs Description & Functional Centre		2017-2018	
		Target	Performance Standard
* These values are provided for information purposes only. They are not Accountability Indicators.			
Service Provider Group Interactions	72 5 10 78 11	416	333 - 499
Addictions Treatment-Problem Gambling 72 5 10 78 12			
* Full-time equivalents (FTE)	72 5 10 78 12	0.93	n/a
Visits	72 5 10 78 12	50	40 - 60
Not Uniquely Identified Service Recipient Interactions	72 5 10 78 12	10	8 - 12
Individuals Served by Functional Centre	72 5 10 78 12	15	12 - 18
*Total Cost for Functional Centre	72 5 10 78 12	\$79,052	n/a
Service Provider Interactions	72 5 10 78 12	50	40 - 60
Crisis Intervention - Mental Health 72 5 15 76			
* Full-time equivalents (FTE)	72 5 15 76	15.20	n/a
Visits	72 5 15 76	8,668	8235 - 9101
Not Uniquely Identified Service Recipient Interactions	72 5 15 76	8	6 - 10
Individuals Served by Functional Centre	72 5 15 76	991	842 - 1140
*Total Cost for Functional Centre	72 5 15 76	\$1,489,690	n/a
Service Provider Interactions	72 5 15 76	8,670	8237 - 9104
Service Provider Group Interactions	72 5 15 76	8	6 - 10
Health Promo. /Education MH - Community Development 72 5 50 76 40			
* Full-time equivalents (FTE)	72 5 50 76 40	1.87	n/a
Not Uniquely Identified Service Recipient Interactions	72 5 50 76 40	600	510 - 690
Group Sessions	72 5 50 76 40	20	16 - 24
*Total Cost for Functional Centre	72 5 50 76 40	\$153,067	n/a
Group Participant Attendances	72 5 50 76 40	350	280 - 420
Consumer Survivor Initiatives - Peer/Self Help 72 5 51 76 11			
* Full-time equivalents (FTE)	72 5 51 76 11	2.99	n/a
Not Uniquely Identified Service Recipient Interactions	72 5 51 76 11	3,000	2700 - 3300
Group Sessions	72 5 51 76 11	525	446 - 604
*Total Cost for Functional Centre	72 5 51 76 11	\$238,662	n/a
Group Participant Attendances	72 5 51 76 11	3,625	3263 - 3988
Consumer Survivor Initiatives - Family Initiatives 72 5 51 76 20			
* Full-time equivalents (FTE)	72 5 51 76 20	0.07	n/a
Not Uniquely Identified Service Recipient Interactions	72 5 51 76 20	200	160 - 240
Group Sessions	72 5 51 76 20	40	32 - 48
*Total Cost for Functional Centre	72 5 51 76 20	\$7,938	n/a
Group Participant Attendances	72 5 51 76 20	150	120 - 180
ACTIVITY SUMMARY			
Total Full-Time Equivalents for all F/C		85.08	n/a
Total Visits for all F/C		30,834	29601 - 32067
Total Not Uniquely Identified Service Recipient Interactions for all F/C		6,818	6477 - 7159
Total Individuals Served by Functional Centre for all F/C		3,676	3308 - 4044
Total Group Sessions for all F/C		1,255	1130 - 1381
Total Group Participants for all F/C		7,862	n/a

Schedule E2a: Clinical Activity- Detail

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

OHS Description & Functional Centre	2017-2018	
	Target	Performance Standard
* These values are provided for information purposes only. They are not Accountability Indicators.		
Total Service Provider Interactions for all F/C	33,320	31987 - 34653
Total Service Provider Group Interactions for all F/C	722	614 - 830
Total Mental Health Sessions for all F/C	552	469 - 635
Total Cost for All F/C	9,415,647	9133178 - 9698116

Schedule E2c: CMH&A Sector Specific Indicators

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Performance Indicators	2017-2018 Target	Performance Standard
No Performance Indicators	-	-

Explanatory Indicators
Repeat Unplanned Emergency Visits within 30 days for Mental Health conditions
Repeat Unplanned Emergency Visits within 30 days for Substance Abuse conditions
Average Number of Days Waited from Referral/Application to Initial Assessment Complete
Average number of days waited from Initial Assessment Complete to Service Initiation

Schedule E3a Local: All 2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

System Collaboration on Health Systems Planning and Design

Health Service Providers are required to collaborate with system partners to support the development of an integrated system of health services that provides person-centred, timely, equitable, accessible, high quality, and evidence-based services in an efficient, effective and sustainable manner. (Referred to as “Care Connections - Partnering for Healthy Communities” and “Care Connections Refresh”).

To ensure optimal alignment across the region, the Health Service Provider agrees that the development and submission of organizational plans and proposals to the LHIN will incorporate, where applicable, the following considerations:

- the needs of patients, clients and/or residents
- NSM LHIN System priorities (as outlined in the NSM LHIN Integrated Health Service Plan (IHSP), NSM LHIN Annual Business Plans, and NSM LHIN Annual CEO deliverables as posted on the NSM LHIN website)
- Feedback from LHIN Leadership Council and relevant Coordinating Councils
- coordination and collaboration within NSM LHIN geographic sub-regions, where applicable.

The Health Service Provider understands that as a partner in the local health system, it has an ongoing obligation to provide input, where requested, on the content of strategic directions and plans for the geographic sub-regions of the NSM LHIN. Further the Health Service Provider agrees to participate in the work and initiatives of all Coordinating Councils and Project Steering Committees, to the extent that it is able without impacting its capacity to meet its other obligations under this agreement. Such initiatives include, but are not limited to:

- Participation and collaboration of a LHIN-approved senior executive of the Health Service Provider as a member of the oversight council (“referred to as the “Leadership Council”), a Coordinating Council and/or a Project Steering Committee to implement such recommendations as are agreed to by the Leadership Council and NSM LHIN Board of Directors;
- Identification of Coordinating Council project leads and/or project champions;
- Participation in regional/provincial planning and implementation groups;
- Specific obligations as may be specified as a condition of participation in Council initiatives (outlined in the Project Charter for the initiative).

Risk Management Reporting to the LHIN

HSP Boards will ensure that:

- The health service provider has an organization-specific policy related to the management of risks;
- Significant and major risks are identified and reported promptly to the LHIN in the manner outlined in the “NSM LHIN Risk Management Reporting Guidelines and Manual” (available on the NSM LHIN website);
- All significant and major risks are assigned action plans to mitigate likelihood and/or impact, and that status updates for unmitigated risks are provided to the LHIN periodically until the risk is no longer significant.

Schedule E3a Local: All 2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

Satisfaction Survey Results Reporting to the LHIN

All NSM LHIN funded Health Service Providers (HSP) are required to provide a report annually to the LHIN outlining the efforts made to collect information on the experience of persons receiving services from the organization and/or to solicit views about the quality of care provided by the HSP.

If the Health Service Provider is mandated under regulations in the Excellent Care for All Act, 2010 or Ministry of Health and Long-Term Care directive to conduct annual satisfaction surveys, the Health Service Providers will provide the LHIN with an annual summary of satisfaction survey results. The summary will include the reporting of, at minimum:

- Total Number of Patients/Clients/Family Members surveyed for Client Satisfaction
- Total Number of Patients/Clients/Family Members responding positively in response to one of the following questions*:
 - o “If you needed to be treated again, would you choose to come back to this organization/facility?”;
 - o “Would you recommend this organization/facility to your friends and family?”; or
 - o “Overall, how would you rate the care and services you received at this organization/facility?”

* actual wording and definitions of “positive” may vary slightly based on survey design.

Reporting is due to the NSM LHIN by April 30, 2018.

Indigenous Report Submission

Health Service Providers (HSPs) are required to complete the Indigenous, Métis Cultural Awareness Annual Report for the period of April 1, 2017 to March 31, 2018. The NSM LHIN will provide a separate communication to HSPs with a link to the Survey Monkey report template. The report will be used to:

- identify and track opportunities for Indigenous Cultural Safety and Aboriginal Cross Cultural Awareness training
- support HSPs with voluntary self-identification.

Reporting is due to the NSM LHIN by April 30, 2018.

Submission of Organizational Self-Assessment

Health Service Providers are required to submit to the NSM LHIN, a Board approved Organizational Self-Assessment Tool of governance and business practices to establish a baseline of organizational health status. The Organizational Self-Assessment Tool will be provided to Health Service Providers by the LHIN in an electronic format.

Reporting is due to the NSM LHIN by June 30, 2017.

Schedule G: Declaration of Compliance

2017-2018

Health Service Provider: Canadian Mental Health Association, Muskoka-Parry Sound Branch

DECLARATION OF COMPLIANCE

Issued pursuant to the M-SAA effective April 1, 2014

To: The Board of Directors of the [insert name of LHIN] Local Health Integration Network (the "LHIN"). Attn: Board Chair.

From: The Board of Directors (the "Board") of the [insert name of HSP] (the "HSP")

Date: [insert date]

Re: April 1, 2017 – March 31, 2018 (the "Applicable Period")

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the M-SAA between the LHIN and the HSP effective April 1, 2014.

The Board has authorized me, by resolution dated [insert date], to declare to you as follows:

After making inquiries of the [insert name and position of person responsible for managing the HSP on a day to day basis, e.g. the Chief Executive Office or the Executive Director] and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board's knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the "M-SAA") in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the M-SAA concerning applicable procurement practices;
- (ii) The *Local Health System Integration Act, 2006*; and
- (iii) The *Public Sector Compensation Restraint to Protect Public Services Act, 2010*.

[insert name of Chair], [insert title]