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February 11, 2016

Dr. Suzanne Johnston
President
Niagara Health System
1200 Fourth Avenue
St. Catharines ON L2S 0A9

Dear Dr. Johnston:

Re: 2014-17 Multi-Sector Service Accountability Agreement

When the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") and the Niagara Health System (the "HSP") entered into a multi-sector service accountability agreement for a three-year term effective April 1, 2014 (the "MSAA"), the budgeted financial data, service activities and performance indicators for all three years (up to and including fiscal year 2016-17) were included. The LHIN is now required to update the MSAA to include changes to Schedules B, C, D and E for the 2016-17 fiscal year.

Subject to HSP's agreement, the MSAA will be amended with effect April 1, 2016, by adding the amended Schedules B, C, D and E (the "Schedules") that are included in this letter.

To the extent that there are any conflicts between the current MSAA and this amendment, the amendment will govern in respect of the Schedules. All other terms and conditions in the MSAA will remain the same.

Please indicate the HSP's acceptance of, and agreement to this amendment, by signing below and returning one original signed copy of this letter to Ashley Bolduc, Analyst, Quality and Risk Management, HNHB LHIN, 264 Main Street East, Grimsby, ON, L3M 1P8 by **March 21, 2016**. Please also submit a signed electronic copy to hnhb.reporting@lhins.on.ca. If you have any questions or concerns please contact Kiran Kumar, Advisor, Quality and Risk Management at kiran.kumar@lhins.on.ca or at 905-945-4930 ext. 4219.

...2/



Ontario

Local Health Integration
Network
Réseau local d'intégration
des services de santé

Dr. Suzanne Johnston

The LHIN appreciates your organization's collaboration and hard work during this 2016-17 MSAA refresh process. We look forward to maintaining a strong working relationship with you.

Sincerely,

Donna Cripps

Donna Cripps
Chief Executive Officer

c: Barry Wright, Board Chair, Niagara Health System
Michael Shea, Board Chair, HNHB LHIN
Emily Christoffersen, Director, Quality and Risk Management, HNHBLHIN
Derek Bodden, Director, Finance, HNHB LHIN
Angela Zangari, Executive VP, Finance & Operations, NHS

encl.: Schedules B, C, D and E

AGREED TO AND ACCEPTED BY:

Niagara Health System

Suzanne Johnston

Suzanne Johnston
President

March 22 2016

Date

I have the authority to bind Niagara
Health System

And By:

Barry Wright

Barry Wright
Board Chair

March 23 2016

Date

I have the authority to bind Niagara
Health System

Schedule B1: Total LHIN Funding
2016-2017

Health Service Provider: Niagara Health System

LHIN Program Revenue & Expenses	Row #	Account: Financial (F) Reference OHRS VERSION 9.0	2016-2017 Plan Target
REVENUE			
LHIN Global Base Allocation	1	F 11006	\$6,465,503
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	\$6,465,503
Recoveries from External/Internal Sources	11	F 120*	\$0
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*]	\$0
Subtotal Other Revenues	14	Sum of Rows 11 to 13	\$0
TOTAL REVENUE FUND TYPE 2	15	Sum of Rows 10 and 14	\$6,465,503
EXPENSES			
Compensation			
Salaries (Worked hours + Benefit hours cost)	17	F 31010, 31030, 31090, 35010, 35030, 35090	\$3,709,965
Benefit Contributions	18	F 31040 to 31085, 35040 to 35085	\$960,405
Employee Future Benefit Compensation	19	F 305*	\$0
Physician Compensation	20	F 390*	\$0
Physician Assistant Compensation	21	F 390*	\$0
Nurse Practitioner Compensation	22	F 380*	\$116,700
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	\$1,035,541
Service Costs			
Med/Surgical Supplies & Drugs	27	F 460*, 465*, 560*, 565*	\$2,300
Supplies & Sundry Expenses	28	F 4*, 5*, 6*, [excl. F 460*, 465*, 560*, 565*, 69596, 69571, 72000, 62800, 45100, 69700]	\$470,792
Community One Time Expense	29	F 69596	\$0
Equipment Expenses	30	F 7*, [excl. F 750*, 780*]	\$58,700
Amortization on Major Equip, Software License & Fees	31	F 750*, 780*	\$0
Contracted Out Expense	32	F 8*	\$16,100
Buildings & Grounds Expenses	33	F 9*, [excl. F 950*]	\$95,000
Building Amortization	34	F 9*	\$0
TOTAL EXPENSES FUND TYPE 2	35	Sum of Rows 17 to 34	\$6,465,503
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*	\$0
Total Expenses (Type 3)	40	F 3*, F 4*, F 5*, F 6*, F 7*, F 8*, F 9*	\$0
NET SURPLUS/(DEFICIT) FUND TYPE 3	41	Row 39 minus Row 40	\$0
FUND TYPE 1 - HOSPITAL			
Total Revenue (Type 1)	42	F 1*	\$454,959,950
Total Expenses (Type 1)	43	F 3*, F 4*, F 5*, F 6*, F 7*, F 8*, F 9*	\$454,959,950
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	\$461,425,453
Total Expenses (All Funds)	46	Line 16 + line 40 + line 43	\$461,425,453
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*	\$0
Plant Operations	49	72 1*	\$0
Volunteer Services	50	72 1*	\$0
Information Systems Support	51	72 1*	\$0
General Administration	52	72 1*	\$435,321
Admin & Support Services	53	72 1*	\$435,321
Management Clinical Services	54	72 5 05	\$0
Medical Resources	55	72 5 07	\$0
Total Admin & Undistributed Expenses	56	Sum of Rows 46-50 (included in Fund Type 2 expenses above)	\$435,321

Schedule C: Reports

Community Mental Health and Addictions Services

2016-2017

Health Service Provider: Niagara Health System

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

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 SRI 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 SRI Reporting Due
2016-2017	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 SRI Reporting Due

Schedule C: Reports

Community Mental Health and Addictions Services

2016-2017

Health Service Provider: Niagara Health System

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

All HSPs must submit both a paper copy the Annual Revenue Reconciliation (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	June 30, 2015
2015-16	June 30, 2016
2016-17	June 30, 2017

Board Approved Audited Financial Statements *

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

Declaration of Compliance

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

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
DATIS (Drug & Alcohol Treatment Information System)	• 2016-17 Q4 June 30, 2017
	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
	• 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

Schedule C: Reports

Community Mental Health and Addictions Services

2016-2017

Health Service Provider: Niagara Health System

Other Reporting Requirements	
Requirement	Due Date
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 receive funding to provide mental health and/or addictions services must participate in ConnexOntario Health Services Information's annual validation of service details; provide service availability updates; and inform ConnexOntario Health Services Information 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

Schedule D: Directives , Guidelines and Policies

Community Mental Health and Addictions Services

2016-2017

Health Service Provider: Niagara Health System

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 (except "Inventory of Assets") 3.7 Human Resource Control
<ul style="list-style-type: none"> Early Psychosis Intervention Standards (Nov 2010) 	
<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) 	
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) 	

Schedule D: Directives , Guidlelines and Policies
Community Mental Health and Addictions Services
2016-2017
Health Service Provider: Niagara Health System

- | |
|--|
| ▪ Ontario Admission Discharge Criteria for Addiction Agencies (2000) |
| ▪ Admission, Discharge and Assessment Tools for Ontario Addiction Agencies (2000) |
| ▪ South Oaks Gambling Screen (SOGS) |
| ▪ Ontario Healthcare Reporting Standards – OHRS/MIS - most current version available to applicable year |
| ▪ Guideline for Community Health Service Providers Audits and Reviews, August 2012 |

Schedule E1: Core Indicators**2016-2017****Health Service Provider: Niagara Health System**

Performance Indicators	2016-2017 Target	Performance Standard
*Balanced Budget - Fund Type 2	\$0	>=0
Proportion of Budget Spent on Administration	6.7%	<=8.1%
**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	< 5%
Variance Forecast to Actual Units of Service	0	< 5%
Service Activity by Functional Centre	Refer to Schedule E2a	-
Number of Individuals Served	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
Budget Spent on Administration- AS General Administration 72 1 10
Budget Spent on Administration- AS Information Systems Support 72 1 25
Budget Spent on Administration- AS Volunteer Services 72 1 40
Budget Spent on Administration- AS Plant Operation 72 1 55

* 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

2016-2017

Health Service Provider: Niagara Health System

OHRS Description & Functional Centre		2016-2017	
		Target	Performance Standard
¹ These values are provided for information purposes only. They are not Accountability Indicators.			
Administration and Support Services 72 1*			
Full-time equivalents (FTE)	72 1*	1.00	n/a
Total Cost for Functional Centre	72 1*	\$435,321	n/a
Medical Resources 72 5 07			
Total Cost for Functional Centre	72 5 07	\$824,752	n/a
Clinics/Programs - MH Counseling and Treatment 72 5 10 76 12			
Full-time equivalents (FTE)	72 5 10 76 12	11.05	n/a
Visits	72 5 10 76 12	6,000	5700 - 6300
Not Uniquely Identified Service Recipient Interactions	72 5 10 76 12	275	220 - 330
Individuals Served by Functional Centre	72 5 10 76 12	1,000	900 - 1100
Group Sessions	72 5 10 76 12	200	160 - 240
Total Cost for Functional Centre	72 5 10 76 12	\$1,229,092	n/a
Group Participant Attendances	72 5 10 76 12	1,420	1278 - 1562
MH Eating Disorders 72 5 10 76 70			
Full-time equivalents (FTE)	72 5 10 76 70	3.55	n/a
Visits	72 5 10 76 70	2,300	2070 - 2530
Individuals Served by Functional Centre	72 5 10 76 70	300	240 - 360
Group Sessions	72 5 10 76 70	50	40 - 60
Total Cost for Functional Centre	72 5 10 76 70	\$356,989	n/a
Group Participant Attendances	72 5 10 76 70	330	264 - 396
Addictions Treatment-Substance Abuse 72 5 10 78 11			
Full-time equivalents (FTE)	72 5 10 78 11	5.91	n/a
Visits	72 5 10 78 11	8,875	8431 - 9319
Individuals Served by Functional Centre	72 5 10 78 11	520	442 - 598
Group Sessions	72 5 10 78 11	400	320 - 480
Total Cost for Functional Centre	72 5 10 78 11	\$445,066	n/a
Group Participant Attendances	72 5 10 78 11	2,100	1890 - 2310
COM Residential Addiction - Treatment Services-Substance Abuse 72 5 40 78 11			
Full-time equivalents (FTE)	72 5 40 78 11	18.46	n/a
Inpatient/Resident Days	72 5 40 78 11	6,200	5890 - 6510
Individuals Served by Functional Centre	72 5 40 78 11	1,000	900 - 1100
Total Cost for Functional Centre	72 5 40 78 11	\$1,774,556	n/a
COM Residential Addiction - Withdrawal Management Centres 72 5 40 78 45			
Full-time equivalents (FTE)	72 5 40 78 45	22.59	n/a
Inpatient/Resident Days	72 5 40 78 45	5,000	4750 - 5250
Individuals Served by Functional Centre	72 5 40 78 45	1,000	900 - 1100
Total Cost for Functional Centre	72 5 40 78 45	\$1,399,727	n/a
ACTIVITY SUMMARY			
Total Full-Time Equivalents for all F/C		62.56	n/a
Total Visits for all F/C		17,175	16316 - 18034
Total Not Uniquely Identified Service Recipient Interactions for all F/C		275	220 - 330

Schedule E2a: Clinical Activity- Detail

2016-2017

Health Service Provider: Niagara Health System

OHRS Description & Functional Centre	2016-2017	
	Target	Performance Standard
¹ These values are provided for information purposes only. They are not Accountability Indicators.		
Total Inpatient/Resident Days for all F/C	11,200	10640 - 11760
Total Individuals Served by Functional Centre for all F/C	3,820	3438 - 4202
Total Group Sessions for all F/C	650	553 - 748
Total Group Participants for all F/C	3,850	n/a
Total Cost for All F/C	\$6,465,503	n/a

**Schedule E3a Local: All
2016-2017**

Health Service Provider: Niagara Health System

Develop a quality improvement plan for 2016-17 and submit a copy of the plan to the HNHB LHIN by June 1, 2016. Organizations should consider utilizing the HQO template as a framework.

Patient/client reported feedback is an important component of measuring and improving the patient/client experience. Health Service Providers (HSPs) are required to report patient experience indicators for fiscal year 2016-17 by March 31, 2017. Reporting will reflect two elements of the patient/client reported experience: overall patient/client satisfaction and involvement in decisions about care. HSPs should report on the questions that are most similar to the following:

- Overall satisfaction: "Overall, how would you rate the care and services you received?"
- Involvement in decisions about care: "Were you involved in decisions about your care as much as you wanted to be?"

**Schedule E3a Local: All
2016-2017**

Health Service Provider: Niagara Health System

Participate in applicable initiatives or strategies related to the health system transformation agendas of Patients First and/or HNHB LHIN Strategic Health System Plan. This includes, but is not limited to, actively working with Health Links lead organizations to support and advance Health Links performance objectives in Hamilton Niagara Haldimand Brant LHIN.

Strive to meet the targets for health system performance indicators. Engage in activities, including LHIN-wide initiatives, which result in the demonstrated improving performance trends on relevant MLAA indicators.