



## MOHLTC /LHIN CAPITAL WORKING GROUP BULLETIN

ISSUE #7  
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### MOHLTC/LHIN Joint Capital Review Framework

### Ministry-LHIN Performance Agreement

As part of the Ministry-LHIN Performance Agreement (MLPA), the MOHLTC/LHIN CWG continues to implement two (2) provisions contained in this agreement: Own Funds Capital Projects; Post Construction Operating Plan (PCOP). To this end two subgroups of the CWG have been established in order that these provisions are implemented.

### Own Funds Capital Projects Subgroup

The MOHLTC/LHIN Performance Agreement (MLPA) defines Own Funds Capital Projects as follows:

Own Funds capital projects are those capital projects funded by a public hospital without capital funding from the Government of Ontario, including the MOHLTC and the LHIN.

Based on the MLPA, the CWG will develop mechanisms to devolve the review and approval of hospital Own Funds projects to LHINs, as appropriate, and subject to eligibility criteria established by MOHLTC.

The Own Funds Subgroup, reporting to the CWG, will accomplish the following:

- Identify issues and recommendations for their resolution related to devolving Own Funds Capital Projects to the LHIN;

- Develop recommended eligibility criteria to be established by the MOHLTC for these projects;
- Develop an “Own Funds Capital Projects Toolkit” as a supplement to the MOHLTC/LHIN Joint Review Framework for Early Capital Planning: *Toolkit* that describes the relationship, and roles and responsibilities for MOHLTC and LHIN with regards to Own Funds Capital Projects;
- Develop a communications plan for MOHLTC, LHIN and HSPs.

The members of the Own Funds Subgroup:

- Meryl Hodnett (Co-Chair), Health Capital Investment Branch
- Paul Barker (Co-Chair), CE LHIN
- Victoria van Hemert, Central LHIN
- Anne Barszczewski, Health Capital Investment Branch
- Elaine Bishop, Health Capital Investment Branch (Project Support)

### Post Construction Operation Plan Subgroup

The MOHLTC/LHIN Performance Agreement (MLPA) defines PCOP as follows:

“PCOP funding” means post-construction operating plan funding provided to a public hospital in the local health system for service expansion and other costs occurring in conjunction with the completion of an approved capital project.

The MOHLTC will determine the amount of the Dedicated Funding Envelope for PCOP funding for a public hospital in the local health system for each fiscal year, including any conditions of such funding;



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The LHIN will use the Dedicated Funding Envelope for PCOP to provide funding to public hospitals in accordance with the conditions of such funding and incorporate any conditions of the funding into service accountability agreements with public hospitals.

The PCOP Subgroup, reporting to the CWG, will accomplish the following:

- Consistent with each of the Capital Planning Stages, define the roles and responsibilities of each of the LHIN and ministry with respect to the development, execution, and reconciliation of a PCOP;
- Consider and recommend approaches to address changes to a previously agreed to PCOP as a result of changing service needs that may occur in the planning, design, and construction phases of a project;
- Review and recommend revisions to the process and requirements in the *Toolkit* to ensure alignment with PCOP hospital submission requirements, including changes to current processes, as required;
- Develop a supplement to the above-referenced *Toolkit* that describes the relationship, and roles and responsibilities of the ministry and LHINs with regards to the PCOP process;
- Develop a communications plan for MOHLTC, LHINs and HSPs.

The members of the PCOP Subgroup:

- James Stewart (Co-Chair), Health Capital Investment Branch
- Bill Manson (Co-Chair), Toronto Central LHIN
- Brock Hovey, Central West LHIN
- Martha Auchinleck, Northeast LHIN
- Sue Turcotte, North Simcoe Muskoka LHIN
- Kyle Johansen, Southeast LHIN

- Eric Hanna, CEO, Arnprior and District Hospital
- Gyanna Cyrus, Health Capital Investment Branch
- Elaine Bishop, Health Capital Investment Branch (Project Support)
- Diana Pinto, Health Capital Investment Branch (Project Support)

### CT Designation Protocol

On July 29, 2011, a revised version of the CT Protocol for the submission, review and approval, of CT designation requests was sent to all LHINs from the LHIN Liaison Branch. The revised Protocol includes a Business Case template that is to be completed by all hospitals submitting a request for CT Scanner designation. The standardized Business Case template is required to better ensure hospitals have met the capital criteria associated with approval of a CT Scanner.

### Orientation Sessions

Following the launch of the MOHLTC/LHIN Joint Review Framework for Early Capital Planning: *Toolkit* in November 2010, the MOHLTC/LHIN Capital Working Group (CWG) held two orientation sessions with the following community groups:

- Association of Ontario Health Centres (AOHC) on February 1, 2011
- Canadian Mental Health Association, Ontario Division on February 4, 2011

The orientation sessions outlined the roles and responsibilities of the MOHLTC and LHINs when



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reviewing health service provider (HSP) early capital planning submissions, including the requirements for each of these submissions.

### Canadian Healthcare Engineering Society (CHES) Conference

On May 17, 2011, a presentation was made by Michael Barrett (CEO, SW LHIN) and Elaine Bishop, Health Capital Investment Branch, on the MOHLTC/LHIN Joint Review Framework for Early Capital Planning.

The presentation was well-received and many thoughtful questions were raised on the new joint MOHLTC-LHIN framework.

### OHA Capital Day

On June 16, 2011, a presentation was made by Meryl Hodnett, Manager, GTA Projects, Health Capital Investment Branch, Jane Colonna, Project Manager, GTA Projects, Health Capital Investment Branch, and Susan Swartzack, Senior Lead, Health System Development, Mississauga Halton LHIN at the OHA's annual Capital conference. The joint presentation highlighted the following:

- An overview of the new joint review process for early capital planning (Pre-Capital, Proposal, Functional Program);
- Roles and responsibilities for MOHLTC and LHINs for planning and decision making;
- A Case Study;
- Lessons Learned.

### MOHLTC/LHIN Joint Review Framework for Early Capital Planning Stages: Toolkit

In November 2010, the MOHLTC-LHIN Joint Review Framework for Early Capital Planning Stages: *Toolkit* was launched to ensure LHIN advice is incorporated in the early capital planning stages, and that the ministry and LHINs are working jointly in the review and approval of a health service provider's submission.

The *Toolkit* includes the following:

- Component 1: *Process Guide* for Pre-Capital; Stage 1 Proposal; Stage 2 Functional Program Submissions
- Component 2: *Guidelines* for Pre-Capital; Stage 1 Proposal; Stage 2 Functional Program Submissions
- Component 3: *Checklists* for Pre-Capital; Stage 1 Proposal; Stage 2 Functional Program Submissions
- Component 4: *LHIN Review Guide* for Pre-Capital; Stage 1 Proposal; Stage 2 Functional Program Submissions

The Toolkit and communications materials can be found on each of the LHIN websites: [www.lhins.on.ca](http://www.lhins.on.ca). It is now also posted in French.

## Working Group Membership

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Michael Barrett	CEO (Co-Chair)	South West LHIN
Meryl Hodnett	Manager, GTA Capital Team, (Co-Chair)	MOHLTC, Health Capital Investment Branch
Paul Barker	Senior Director, System Finance & Performance Management	Central East LHIN
Kyle Johansen	Health System Design Specialist	South East LHIN
Cheryl Faber	Senior Manager, Health System Planning and Development	North Simcoe Muskoka LHIN
Victoria van Hemert	Senior Director, PICE	Central LHIN
James Alberding	Director	MOHLTC, Health Capital Investment Branch
Linda D. Hunter	Manager, South & West Capital Team	MOHLTC, Health Capital Investment Branch
Elaine Bishop	Programs & Standards Advisor	MOHLTC, Health Capital Investment Branch
Lorne Langdon	North & East Team Lead, Planning & Negotiations	MOHLTC, LHIN Liaison Branch

## Health Capital Investment Branch Contact List

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Meryl Hodnett	Manager, GTA Capital Team (Central, Central East, Central West, Mississauga Halton, Toronto Central LHIN areas)	(416) 326-6337
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