

July 31, 2014

IFIS# 51190  
Program# 563

Tanya MacDonald  
Administrator  
Ritz Lutheran Villa (Mitchell and Area Community Outreach)  
4118A Perth Road 164  
Hwy 23, RR 5  
Mitchell ON N0K 1N0

Dear Ms. MacDonald:

**Re: 2014/15 Community Exercise and Falls Prevention Initiative Funding - Indirect Costs**

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The South West Local Health Integration Network (LHIN) is pleased to advise that \$1,803 in one-time funding in 2014/15 will be provided to your organization to support the 2014/15 Community Exercise and Falls Prevention Initiative Funding - Indirect Costs initiative. This allocation from the Exercise and Falls Initiative is to support indirect operational costs associated with the delivery of existing community exercise and falls prevention classes across the South West LHIN that were funded as part of physiotherapy reform in 2013/14.

The funding allocation of \$1,803 for 2014/15 will form part of your budget and will amend the current Multi-Sector Service Accountability Agreement (M-SAA) as per clause 14.12 Amendment of Agreement and Schedule F: Project Funding Agreement. Please review Schedule F which outlines the approved funding and sets out any additional conditions or qualifiers. To confirm agreement with the terms and conditions, please return one signed copy to Sheri Nolan, Administrative Assistant at the South West LHIN at [sheri.nolan@lhins.on.ca](mailto:sheri.nolan@lhins.on.ca) by **August 6, 2014**.

As a condition of the funding, the HSP shall complete the enclosed reporting template and report performance metrics quarterly, and submit to [Christina.Janson@lhins.on.ca](mailto:Christina.Janson@lhins.on.ca).

We anticipate that the electronic cash flow of the funding will commence in the scheduled payment.

We would like to take this opportunity to thank you and your staff for your efforts and hard work in helping to improve health care within the South West LHIN.

LHIN15-17A

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If you have any questions about this initiative, please contact Kristy McQueen, System Design and Integration Lead at (519) 640-2583.

Yours very truly,



Kelly Gillis (A) for Michael Barrett  
Chief Executive Officer

Encl.

- c: Deb Little, Board Chair, Ritz Lutheran Villa
- Jeff Low, Board Chair, South West LHIN
- Vicky Wolfe Hinz, Manager of Outreach Services, Ritz Lutheran Villa (Mitchell and Area Community Outreach)
- Kelly Gillis, Senior Director, System Design & Integration, South West LHIN
- Mark Brintnell, Senior Director, Performance and Accountability, South West LHIN

## SCHEDULE F – PROJECT FUNDING AGREEMENT

**THIS PROJECT FUNDING AGREEMENT** (the “PFA”) is effective as of **April 28, 2014** (the “Effective Date”) between:

**SOUTH WEST LOCAL HEALTH INTEGRATION NETWORK** (the “LHIN”)

- and -

**Ritz Lutheran Villa (Mitchell and Area Community Outreach)** (the “HSP”)

**WHEREAS** the LHIN and the HSP entered into a service accountability agreement dated April 1, 2014 (the “SAA”) for the provision of Services and now wish to set out the terms of pursuant to which the LHIN will fund the HSP 2014/15 Community Exercise and Falls Prevention Initiative Funding - Indirect Costs (the “Project”);

**NOW THEREFORE** in consideration of their respective agreements set out below and subject to the terms of the SAA, the parties covenant and agree as follows:

- 1.0 Definitions.** Unless otherwise specified in the PFA, capitalized words and phrases shall have the meaning set out in the SAA. When used in the PFA, the following words and phrases have the following meanings:
- “**Project Funding**” means the funding for the Services;
- “**Services**” mean the services described in Appendix A to this PFA; and
- “**Term**” means the period of time from the Effective Date up to and including March 31, 2015.
- 2.0 Relationship between the SAA and the PFA.** This PFA is made subject to and hereby incorporates the terms of the SAA. On execution the PFA will be appended to the SAA as a Schedule.
- 3.0 The Services.** The HSP agrees to provide the Services on the terms and conditions of this PFA including all Appendices and schedules.
- 4.0 Rates and Payment Process.** Subject to the SAA, the Project Funding for the provision of the Deliverables shall be as specified in Appendix A to this PFA.
- 5.0 Representatives for PFA.**
- (a) The HSP’s Representative for purposes of this PFA shall be Tanya MacDonald, Administrator, at (519) 348-8612 or email at [tmacdonald@ritzlutheranvilla.com](mailto:tmacdonald@ritzlutheranvilla.com). The HSP agrees that the HSP’s Representative has authority to legally bind the HSP.
- (b) The LHIN’s Representative for purposes of this PFA shall be: Mark Brintnell, Senior Director, Performance & Accountability, at (519) 640-2577 or email at [mark.brintnell@lhins.on.ca](mailto:mark.brintnell@lhins.on.ca).
- 6.0 Additional Terms and Conditions.** The following additional terms and conditions are applicable to this PFA.

- (a) Notwithstanding any other provision in the SAA or this PFA, in the event the SAA is terminated or expires prior to the expiration or termination of the PFA, the PFA shall continue until it expires or is terminated in accordance with its terms.
- (b) The Initiative/Project will not increase risk to your agency's multi-year expense limits and annual balanced budget requirements.
- (c) Projected funding for this initiative must be spent within the identified fiscal year.
- (d) This funding is subject to reconciliation and recovery. Any unspent funds within the fiscal year will be recovered.
- (e) The HSP will ensure that any procurement of goods and services through the use of these funds will follow The Broader Public Sector Procurement Directive ("Directive"). If the HSP is not mandated to adhere to the Directive, the HSP will have a procurement policy and apply consistent practices that are based on best practices to increase efficiency in procurement practices.

**IN WITNESS WHEREOF** the parties hereto have executed this PFA as of the date first above written.

**Legal Name:** Ritz Lutheran Villa

**Organization Name:** Ritz Lutheran Villa (Mitchell and Area Community Outreach)

**By:**

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Tanya MacDonald, Administrator

And

**South West Local Health Integration Network**

**By:**

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Mark Brintnell, Senior Director  
Performance and Accountability

## APPENDIX A: SERVICES AND DELIVERABLES

### 1. DESCRIPTION OF PROJECT

One-time funding for 2014/15 to support indirect costs associated with the delivery of existing community exercise and falls prevention classes across the South West LHIN (costs which are necessary to the management and ongoing operations of classes). The Exercise and Falls Prevention Initiative supports Ontario's commitment to expand access to publicly-funded physiotherapy, exercise, and falls prevention programs across the province as well as Ontario's Action Plan for Health Care, specifically the focus on supporting seniors to stay healthy and stay at home longer, reducing the strain on hospitals and long-term care homes.

### 2. DESCRIPTION OF SERVICES

One of the following two models has been implemented depending on the provider. Each model must include the incorporation of falls prevention curriculum to achieve the blended Exercise and Falls prevention service delivery model.

- Seniors Maintaining Active Roles Together (SMART) Program
- Wellness for Seniors Model Exercise Component

### 3. DESCRIPTION OF DELIVERABLES

Provider specific deliverables	# of Sites (Locations)	# of Classes	# of Clients Exercise	# of Clients Falls	Total Unique Count
The service activity described reflects information from letter LHIN14-90A1-05.	4	4	100	100	200

### 4. OUT OF SCOPE

- Direct costs related to the operation of combined Exercise and Falls Prevention service delivery

### 5. DUE DATES

- Indirect funding financial reporting template and performance metrics monitoring report to be completed by HSP and submitted quarterly to [Christina.Janson@lhins.on.ca](mailto:Christina.Janson@lhins.on.ca) on the 15<sup>th</sup> day of the 2<sup>nd</sup> month following each quarter. The Q1 financial report is due August 15, 2014.

### 6. PERFORMANCE TARGETS

- Requirement: 120 minutes of exercise and falls prevention classes per week per class (frequency and duration to be determined by provider based on class needs)
- The classes are to be provided by a range of trained individuals/licensed exercise instructors paid at a rate of up to \$25/hour
- The classes are to be overseen by a regulated health professional paid at a rate of up to \$40/hour
- No fees can be charged for these services and there should not be any limits on the number of classes an individual senior can attend
- Direct service funding is used only for compensation as per the above parameters to support the provision of exercise and falls prevention classes
- Participation in and alignment with the goals and objectives of the South West Falls Prevention Strategy (SWFPS)

- Participation in indicator collection as a result of the Evaluation workshop, May 2014
- There is commitment to the following outcomes:
  - Reduction in emergency department visits due to falls among seniors; and
  - Reduction in hospital admissions due to falls among seniors.
  - Increase the percent of organizations demonstrating improved performance on falls indicators

## 7. REPORTING

- 7.1 The HSP shall report pursuant to the terms of the SAA and outlined in Schedule C.
- 7.2 The HSP is required to maintain financial records for this allocation for year-end evaluations and settlement. See *"2014-15 Indirect Funding Financial Reporting for Exercise and Falls Prevention Initiative"*.
- 7.3 Using agreed-upon program and participant-level indicators, the effectiveness of the program will be monitored and evaluated. The HSP to report performance metrics to the LHIN quarterly.
- 7.4 Data is to be reported through the Community Support Services (CSS) Ontario Healthcare Reporting Standards (OHRS) Trial Balance

## 8. PROJECT FUNDING

- 9.1 The Project Funding for completion of this PFA is as follows:
  - Base:
  - Fiscal (one-time): \$1,803
- 9.2 Regardless of any other provision of this PFA, the Project Funding payable for the completion of the Deliverables under this PFA are not to exceed \$1,803.