

*An Overview of Health System Improvement Pre-Proposals  
(H-SIP) at Toronto Central LHIN*

*‘H-SIP Manual’*

Updated October 2009

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## 1: Important Information Re: H-SIPs

Toronto Central LHIN works closely with health service providers (HSP) to ensure that available resources are targeted to projects that best meet local health system needs. HSPs that are interested in implementing a project or change in service may indicate this interest to the Toronto Central LHIN by submitting a Health System Improvement Pre-Proposal (H-SIP). An H-SIP form is the sole venue available for HSPs to articulate:

- **A request for funding to add a new health service that the organization has not previously provided**
- **A request for funding to expand an existing health service**
- **A request for funding to improve efficiency or reduce barriers to care**
- **A notice of voluntary integration**
  - HSPs must refer to the '*Voluntary Integration Manual*' on the Toronto Central LHIN website before submitting their formal notice to the Toronto Central LHIN.

H-SIPs help the LHINs to identify local health system gaps, may inform the development of strategic plans, and are a valuable source of innovative ideas for health system improvement. While non-HSPs may be involved in the proposals, applications must be submitted by a current HSP that assumes accountability for the proposal.

### *Before submitting an H-SIP, HSPs should consider the following:*

- The Toronto Central LHIN has a limited amount of discretionary funding, most of which is one-time in nature. The LHIN's capacity to approve multiple projects with multi-year funding requirements is constrained. Should significant multi-year funding become available, the Toronto Central LHIN may note this in a targeted call for proposals.
- HSPs should be prepared to describe how their proposal will be sustained after LHIN funding for the proposal is complete.
- The Toronto Central LHIN gives particular attention to H-SIPs that align with the LHIN's and the MoHLTC's priorities.
- In reviewing H-SIPs, the LHIN may identify multiple proposals for a similar program or project. HSPs should be aware that their submitted proposals could be shared with potential collaborators.

## 2: H-SIP Process at the Toronto Central LHIN

*The following are important stages in the H-SIP process at the Toronto Central LHIN:*

### **1. H-SIP submissions:**

- HSPs can submit H-SIPs to the Toronto Central LHIN at any time throughout the year.
- H-SIP forms can be downloaded from the Toronto Central LHIN's website and returned by email to: [torontocentral@lhins.on.ca](mailto:torontocentral@lhins.on.ca)
- All sections must be completed before the form can be submitted. Instructions for filling out H-SIP sections are included on the form.
- H-SIPs must have approval from the CEO/ED of the submitting organization before submission.

### **2. Letter of acknowledgment:**

Following the receipt of their H-SIP, HSPs will be sent a letter of acknowledgement from the Toronto Central LHIN. This letter will specify the date their H-SIP was received by the Toronto Central LHIN. **HSPs must note that their proposal will expire one year from this date.** HSPs are responsible for monitoring when their proposals expire and are welcome to resubmit their H-SIP once it expires.

H-SIPs that were submitted prior to September 2008 will expire September 1, 2009.

### **3. H-SIP reviews:**

The Toronto Central LHIN performs quarterly H-SIP reviews during the LHIN's fiscal year, which runs from April 1<sup>st</sup> to March 31<sup>st</sup>. All H-SIPs received prior to a review will be considered during that review. H-SIPs will remain in funding consideration until their expiration and will be considered for all appropriate review sessions performed by the LHIN.

The Toronto Central LHIN may conduct additional reviews at any time throughout the year when a new funding source or urgent requirement deems it necessary. The Toronto Central LHIN may opt to release a specific call for proposals and in this case specific criteria and timelines may be considered.

### **4. Submission of additional information and/or business case:**

Following the H-SIP reviews, select HSPs may be asked to submit additional information and/or a business case to the Toronto Central LHIN.

### 3: Key Considerations Used by the Toronto Central LHIN

*These considerations are not listed in order of importance.  
Additional criteria may be considered in the event of a targeted call for proposals.*

*In evaluating proposals, the LHIN will consider the following:*

- **Does the proposal align with the Toronto Central LHIN's current areas of focus?**
- **Does the proposal align with Ministry of Health and Long Term Care directions?**
- **Does the proposal support timely, measurable, well-defined outcomes?** *I.e. Proposed service/enhancement will show significant impact, that can be quantified*
- **Have consumers, residents and other stakeholders within the community been engaged in identifying this initiative as necessary and appropriate to meet community needs?**
- **Are the submitted cost projections reasonable?** *I.e. Costs outlined are comparable to similar projects or programs in the sector*
- **Does the proposal support health service delivery sustainability?** *I.e. Ensures the future viability of the service, or the health care system*
- **Does the proposal demonstrate strong partnerships and collaboration?** *I.e. Establishes or strengthens cross-sectoral service delivery or movement of patients*
- **Is the proposal evidence-based?** *I.e. The rationale is demonstrated by qualitative and quantitative data*
- **Does the proposal target improvements in LHIN priority neighbourhoods?**
- **Are the submitting HSPs meeting the requirements set out in their accountability agreement with the Toronto Central LHIN?** *I.e. Are they maintaining a balanced budget? Have they met the requirements of previous or current projects funded by the LHIN?*

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