

ADP Providers Service Network

Terms of Reference

1.0 Purpose

The purpose of the Network is to engage community Health Service Providers (HSPs) in substantive and meaningful strategic discussions to:

- Collaborate, as health system leaders across the East region, to provide input on policy/policy changes, performance standards, indicators and/or service targets as well as quality improvement initiatives that support service provision and improvement of the client experience.
- Identify and consider options to address service gaps and funding levels.
- Share innovative ideas and leading practices.
- Support individual members of the Network in their provision of Adult Day Programs.
- Work towards alignment of service-related practices for greater consistency across Ontario Health East.
- Provide recommendations for reforming the service and, therefore, the health care system.

Successful outcomes of discussions will:

- Improve quality of and access to the service; and
- Be broadly supported (i.e., through consensus) by Network members.

2.0 Membership

- The Network will consist of leadership representatives from Health Service Providers (HSPs) who are receiving government funding to support Adult Day Service programs. These are the voting members of the Network.
- Community Support Network (CCSN) staff representation – standing; non-voting.
- Ontario Health East (OHE) Representation – by invitation; non-voting
- Home & Community Care Support Services Representation – by invitation; non-voting.
- Additional participants may be included as guests, on an ‘as needed’ basis (e.g., Adult Day Program Association (ADPA)).

3.0 Responsibilities of Members

1. Arrive prepared, participate, and contribute to the meeting and work collaboratively to create solutions that meet the broadest range of members' viewpoints and interests.
2. Support a regional view to Network efforts, while contributing local experience.
3. Participate and champion follow-up required to achieve deliverables.
4. Select a Network Chair or Co-Chairs.
** The term of the Chair will be for a period of 2 years. Incumbents may be re-elected for another term. If a vacancy exists, another member from the Network shall be elected.*

4.0 Responsibilities of the Chair(s)

1. Call and facilitate meetings, at the intervals determined by the Network.
2. Ensure the agenda, meeting summaries, and related documentation are prepared and circulated to members prior to meetings.
3. Provide regular updates to the CCSN Leadership and other community Networks/Committees as needed.

5.0 Meetings

1. Frequency of meetings to be determined by the group.
2. Virtual meetings will be the norm, to accommodate participation from throughout Eastern Ontario.
3. Work between meetings will be via electronic communications.
4. Meeting summaries will be circulated following each meeting.

6.0 Decision Making

The Network will strive for consensus with consensus being defined as *being able to live with and support a decision*, which does not necessarily require total agreement. *If consensus cannot be reached*, a vote among members will be taken and the majority will stand. Quorum consists of 50% of members plus one. Should quorum not exist, a decision will be made via email, including all ADP HSPs.

Approved: 18 April 2024