Adult Day Program Association | MINUTES

Meeting date | 26 January 2024 **Time** | 9:30 – 11:00 am

Meeting location | Teams Platform online.

AGENCY REPRESENTED	PRESENT	REGRETS
Penny Bodnoff, The Good Companions – *Chair*	x	
Allan Cormier, Ottawa West Community Support – *Vice Chair*		x
Sylvia Nicol, Carleton Lodge Day Program (City of Ottawa) – *Treasurer*	x	
Arnprior Regional Hospital – The Grove – Michaela McClymont		x
Abbotsford House at the Glebe Centre – Cassandra Ford	x	
Beth Donovan Hospice – Sue Walker		x
Bruyère - Résidence Saint-Louis – Anisha Mehreja	x	
Carefor Health and Community Services – Eastern Counties – Natacha Brisson		x
Carefor Ottawa (Perley Site) – Erica Miskiman Beaton, Tammy Doxtator	x	
Carefor (Carling) – Cheryl Conway		x
Centre d'acceuil Champlain (City of Ottawa) – Manon Geoffroy	x	
Eastern Ottawa Resource Centre – Pono Traore	x	
Good Companions – Sonia Movrin	x	
Harmer House – Jenna Redman	x	
Hospice Care Ottawa – Spring Kozak	x	
Jewish Family Services - Seniors Support Services - George Sladowski	x	
J. W. MacIntosh Community Support Services – Sarah Speer	x	
Marianhill – Joanna Chisnell	x	
Montfort Renaissance – Guillaume Gervais	x	
The Olde Forge Community Resource Centre – Scott Roscoe	x	
Vista Centre Brain Injury Services (VCBIS) – Mandy Lemire	x	
Western Ottawa Community Resource Centre - Emily Moses & Marlaine Turenne	x	
Rural Ottawa Support Services South (ROSSS) – Lyn Rorke	x	
Royal Ottawa Geriatric Day Hospital – Greg Stenman	x	
PARTERNING AGENCY	**PRESENT**	**REGRETS**
Champlain Community Support Network (CCSN) – Chris Cobus	x	
Dementia Society of Ottawa and Renfrew County – MIsia McCallum	x	
Home and Community Care Support Services – Isabelle Meunier	x	
Para Transpo – Simon Harris	x	

AGENDA ITEMS

1. Welcome and Introduction

Penny Bodnoff, ADPA Chair, opened the meeting and welcomed members.

2. a) Approval of agenda

The 26 January 2024 agenda was approved. Motioned by Manon Geoffroy, seconded by Marlaine Turenne.

b) Approval of minutes

The 23 Nov 2023 ADPA Meeting Minutes were approved as circulated.
Motioned by Greg Stenman, seconded by Cassandra Ford.

3. Update from Home and Community Care Support Services (HCCSS) – Isabelle Meunier

Isabelle extended thanks to ADP Providers for their work to review 'pending' files and ensure that those listed are current. She reminded people that once referrals from HCCSS are 'accepted' it is important to either 'admit' or 'waitlist' the person in HPG, to ensure their correct status is reflected.
ADP Providers were also encouraged to follow-up with clients on their respective waitlists to ensure they remain interested in being on the waitlist, address any changes in client needs, and support the accuracy of waitlists.

Question: Can ADP Providers insert notes into HPG when they have updates on client situations to share with one another/HCCSS? The system does not allow this beyond inserting notes at the time ADP Providers are accepting a referral. Only HCCSS staff can insert notes anytime on the HPG platform.

Question: With IAR still not enabling viewing of assessments, how can ADP providers access assessments from HCCSS? It was suggested that ADP providers connect with the Care Coordinator involved, to have assessments shared by fax/HPG. If assessment is 'hidden' as per client direction, it is not able to be shared.

Question: Is it possible for HCCSS to keep ADP files open on HPG even when client is no longer receiving HCCSS services, as was recently done for ALS clients? To do so involves a more complicated solution, but HCCSS are looking into this. **Action:** Monique Thibodeau-Laflamme indicated that if HCCSS needed an agency to 'pilot' a solution, Montfort would be interested.

4. Update from Champlain Community Support Network (CCSN) – Chris Cobus

Chris asked the group if in future, she might focus on topics particularly relevant to ADP (e.g., initiatives of the CCSN Regional ADP Service Network) rather than CCSN activities in general. It was agreed that she would do so and Penny, who also attends both the Regional ADP meetings and Chairs ADPA will contribute to this update. A few other participants may attend both meetings and were also invited to extend their feedback.

CCSN's Regional ADP Service Network met yesterday:
- Terms of Reference approved. **Action:** Penny to share with ADPA members once she receives the final document.
- Efforts underway to engage ADP providers in Central and South-East to allow for sharing of best practices, common challenges, and experience across ADP programs throughout Eastern Ontario (Champlain, Central East, and South-East).
- The important work of both the Regional ADP Service Network and the ADPA group was recognized, with a view to ensuring that they complement, not duplicate, one another's efforts. **Action:** Penny to share current ADPA Terms of Reference with Colleen Taylor, Chair of the Regional ADP Service Network, and work with ADPA Executive to update.
- ADP Checklist is currently circulating among Regional ADP group for input. Once this document is finalized, Penny will share it with ADPA members for their use in onboarding/training staff on processes to connect with: HPG, CCSN E-Referral, the IAR (Integrated Assessment Record), Program listings on CCSN Teams Status Chart and Champlain Healthline, and SSO.
- IAR able to be accessed to upload assessments, but the viewer that allows for the sharing of assessments is not enabled. CCSN received word that the IAR should be fully functional again by March 2024.

CCSN TEP Scholarships approved for training in March. **Action:** Chris to circulate letters of congratulation to applicants soon.
Champlain Dementia Network (CDN) has some education funds available for dementia related initiatives. **Action:**

Penny to circulate details to the group after the meeting, as deadline to apply is approaching fast.

5. Update from Para-Transpo - Simon Harris

Para's pilot re: advance bookings and notifications continues.
Question: An ADP provider indicated he was experiencing difficultly accessing the "My Para App". **Action:** Simon to assist with resumption of access.

6. Business Arising

6.1 - Sylvia Nicol, ADPA Treasurer, indicated the current bank account stands at $5472.20.
6.2 – Penny Bodnoff, Chair, noted planning continues re: 10 May 2024 ADPA Conference at the Ron Kolbus Lakeside Centre in Ottawa. Save the date! Conference planning committee members: Penny, Anisha, Sylvia, Cassandra, Allan. Help with registration would be welcomed. Committee cautioned to avoid too early a start time, to enable attendants from farther regions of Champlain time to travel to attend. Still finalizing presenters. **Action:** Greg Stenman to discuss with Penny, the availability of his staff to assist.
6.3 – ADPA Terms of Reference – Penny sharing with Regional ADP and involve ADPA Executive in updating.

7. Round table discussion: News/ new updates from your program

Carefor Perley – Erica Miskiman:
- 4 days a week at Perley
- One day of functional fitness
- 15-18 participants per day
- Working on reviewing waitlist.

Montfort Renaissance – Guillaume Gervais:
- French Program
- Capacity to accept referrals.
- 4 days per week (Mon, Tues, Thurs, and Fri)
- Planning underway for a "Seniors Active Living Fair"; great response to call out for providers to participate!
- Have a stationary exercise bike available for give away. If interested contact Guillaume.

Royal Ottawa Geriatric Day Program – Greg Stenman:
- 'New" Recreational Therapist
- High Caseload (approx. 114)

WOCRC – Marlaine Turenne:
- 2 sites: Algonquin and Kanata
- Programs Monday to Friday with a couple of evening sessions.
- Evening programs (Tues & Wed. 3 pm – 8 pm)
- Virtual program: exercise and games
- Waitlist increasing
- Caregiver Support Group operating on Wednesdays.

EORC – Pono Traore:
- 5 days per week
- Some capacity in Orleans
- Hiring a Coordinator

Bruyère – Joie de Vivre

- 5 days per week
- Mon & Fri, 6-7 people per day, capacity for referrals (French programming)
- Monday participants require advanced dementia care.
- Tues, English programming, at full capacity (11-12 people per day)
- Wed & Thurs, French programming, at full capacity (11-12 people per day)

Centre d'acceuil Champlain (City of Ottawa) – Manon Geoffroy:
- 5 days per week in Vanier
- Mon, Wed, Fri bilingual (dementia programming)
- Some capacity.
- Tues & Thurs French (Frail Elderly)
- 6-7 people waiting
- Caregiver Support Group operating.

Carleton Lodge – Sylvia Nicol:
- 9 clients per day (Mon to Fri)
- Dementia Program (17 people)

Abbotsford – Cassandra Ford:
- 3 days per week
- 12 participants per day (one half day with 8 participants)
- 59 people on waitlist.

Olde Forge – Scott Roscoe:
- Mon (dementia programming)
- Tues (mixed programming)
- 11 people per day
- 99 on waitlist
- Virtual programming, numbers decreasing.

J.W. MacIntosh – Sarah Speer:
- 3 days per week (restarted the third day in November)
- Seeking a volunteer to assist.
- Transportation remains a challenge.

ROSSS – Lyn Rorke:
- Thursdays changed location to Kenmore, a rural location.
- Clients waiting due to transportation challenges.
- Tuesday in Manotick, joint programming with Caregivers.
- NROC (Nepean, Rideau, Osgoode Community Centre) providing Mental Health supports.

Hospice Care – Kayla Savoie:
- Undergoing staffing changes
- Capacity for referrals
- French Program seeking a new location.
- Caregivers Group in Kanata.

Harmer House - Jenna Redman:

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- Register 15- 17 people per day
- 5 days a week.
- Waitlist decreasing
- Transportation is still a challenge.

The Good Companions – Penny Bodnoff:
- Staff at full complement, including a student.
- 5 days per week
- Often reach capacity, but then someone moves on, creating more space.
- Space on Fridays
- LGBTQ2+ programming; space available on Saturdays.
- Referrals welcome

Vista ABI – Mandy Lemire:
- Four days a week in Ottawa (at Bronson Centre) and in Cornwall.
- Seeking a new location in Ottawa

7 Adjournment

Meeting adjourned at: 11 am   **Next Meeting:** 22 March 2024 at 9:30 am via *Teams*.

Penny reminded the group to make it a habit to update their program status monthly on Teams. Any questions about access to the ADP Status Chart, contact Chris Cobus ccobus@ccsn-rscc.org

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