ADP Providers Service Network
meeting notes
18 April 2024 at 11 am

Attendees: Colleen Taylor, Chair (Olde Forge), Monique Thibodeau-LaFlamme (Montfort Renaissance), Carole Green (DSORC), Amy Bevilacqua (OWCS), Sydney Flegg (J.W. MacIntosh), Penny Bodnoff (ADPA Chair & The Good Companions), Donna McGilvery & Nicole Piche (Alzheimer Society, Cornwall); Mandy Lemire (Vista), Katrin Spencer (Perley Health), Julia Fatuma (EORC), Michaela McClymont (ARH), Isabelle Meunier (Ontario Health at Home, formerly HCCSS), Chris Cobus and Reem Haddad (CCSN).

1. **Welcome and Introductions**
   Colleen welcomed and there was a round of introductions. Both the agenda for today and notes from the last meeting (25 Jan 2024) were accepted as circulated.

2. **Regional ADP: Approval of revised Terms of Reference**
   The revised Terms of Reference were approved by the group as circulated. Changes were made to the formatting to align with Terms of Reference created for the other CCSN Service Networks (e.g., ALS-HRS).

3. **Update re: further connections with the Central East ADP Network**
   Colleen reported that in follow-up to her initial meeting with the Co-Chairs of the Central East ADP Network, she received some of the best practice/guideline documents they have developed and they appear to be very thorough. It will be helpful to compare the content of both CE's documents and the guideline documents that CCSN developed with this group in 2018 as the group moves forward with efforts to revisit current practices and update guidelines as needed. She and Nathalie Lafrenière, CCSN Regional Director, will continue to convene with CE and explore ways to involve SE in identifying opportunities to collaborate on matters of common interest.
   Colleen acknowledged the value of having Isabelle Meunier, HCCSS, actively involved with both this ADP group and at ADPA meetings. Having ongoing rapport between CSS ADP providers and HCCSS (now referred to as Ontario Health at Home) on topics such as the ADP Indicator Report and communication pathways is very helpful for all involved. Isabelle Meunier indicated that she would encourage her colleagues in CE & SE to consider similar opportunities to build further rapport with ADP providers in the other regions of Ontario Health East.

4. **Update on PEI ADP Inquiry**
   Chris reported that CCSN was contacted by Ann Millar, a person scanning the ADP landscape in Ontario to support the development of ADP programs in PEI. Ann had come across CCSN's ADP Guidelines document online and was impressed with the details, so reached out to set up a meeting to discuss the ADP landscape in our region. Colleen and Chris met with Ann and shared Terms of Reference for both this ADP Service Network and the ADPA and a sample of the HCCSS Indicator report used to track waitlists and advocate for additional investment in this area of service. All were grateful for the connection and agreed to keep one another in mind as both regions proceed with ADP efforts.

5. **ADPA Conference Update**
    Penny Bodnoff, Chair of ADPA, reported that there are approximately 114 people already registered for the ADPA Conference planned for May 10, 2024 in Ottawa. All involved are looking forward this opportunity to reconvene with one another in person, as it has been a long time (pre-pandemic) since doing so.

6. **ADP Checklist Document**
    The ADP Checklist document has been finalized for distribution to ADP managers/staff as a tool clarifying communication pathways to connect with HPG, CCSN E-Referral, the IAR (Integrated Assessment Record), Program listings on CCSN Teams Status Chart, as well as the Champlain Healthline and SSO. Chris acknowledged that this document has been under review for some time and updated collaboratively with help from the past regional ADP Chair & ADP staff, HCCSS, and CCSN, and distributed as a final draft at the last meeting for this group's review. Having received no further input requiring revisions the document is now ready for circulation. Recognizing that policies and procedures change over time, this will be a 'living document' to be updated as needed; therefore, should anyone receiving it identify a need for changes, they are encouraged to let this service network know of such a need. ==Action:== Members of this group to share it with their respective ADP staff and Penny to circulate it among ADPA members.

7. **IAR Status Update**
    Members of the group indicated that the IAR is now fully functional again and can be used to prevent duplication of assessments.

8. **ADP Indicator Report**
    Colleen acknowledged the value of the ADP Indicator report, noting that this report is generated from the information provided by ADP Providers to HCCSS via HPG, therefore, it is information able to be obtained from ADP providers throughout the entire province. As such, it is vital that the data it contains is accurate and as current as possible, so that if opportunity to explore more funding for ADP programming should arise, it is information can quickly be pulled to support proposals for further investments in ADP services.
    Isabelle took this opportunity to remind ADP Providers 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 on these reports. As well, Colleen noted the value of revisiting clients waiting, to ensure they wish to remain on the waitlist and/or circumstances haven't changed making them no longer eligible for ADP.

9. Other?
    Chris acknowledged the need to revisit the ADP Guidelines that this group approved in 2018 to ensure they remain relevant and determine if updates are needed. In light of information received from CE re: their guidelines, it would be helpful for this group to review both documents in determining what updates are needed. ==Action:== Colleen to confirm CE's document is available for circulation and if so, Chris will circulate this along with the CCSN 2018 guidelines (and CCSN's ADP Program self-assessment tool) for the group to review prior to the next meeting.

Next meeting: The group agreed to reconvene in June.