

Guidelines

Health System Improvement Pre-Proposal (H-SIP) Process

Introduction

On April 1 2007, as part of the Ontario Ministry of Health and Long-Term Care's (MoHLTC) health system transformation plan, Local Health Integration Networks (LHINs) assumed responsibility for planning, funding and integrating health services at the local level. LHINs, working in collaboration with health service providers (HSPs) will plan, coordinate and assess local health system performance to ensure the development of a quality health care system that is responsive to local health service needs, improve the health status of the population and is sustainable in the long term. To this end, each LHIN has developed an Integrated Health Service Plan (IHSP) to reflect the current health status of their local population and to identify areas of focus for the next three years.

To create the health care system envisioned by the MoHLTC, HSPs and LHINs need to focus their efforts to ensure that available resources are targeted to local health system priorities. Within this context, all proposals submitted to the LHINs will be assessed against local health system needs. The onus for reviewing, evaluating and acting on proposals submitted by HSPs is the responsibility of the LHIN.

To reduce the time and costs HSPs incur in preparing detailed business cases, the LHINs have established a pre-proposal process. This process, known as an H-SIP, will enable the LHIN to make a preliminary assessment of any request or activity contemplated by an HSP that requires the LHIN's approval.

H-SIP Submissions to the North West LHIN

All H-SIPs submitted to the North West LHIN will be evaluated against priorities as outlined in the North West LHIN *Integrated Health Services Plan* ("IHSP"), local health system needs and financial feasibility.

Following the North West LHIN's review and evaluation of the H-SIP, an HSP may be invited to submit a detailed proposal and a business plan for further analysis. Guidelines for the development of a detailed proposal and business case will be provided by the North West LHIN.

The submission of an H-SIP is not formal notice of a proposed integration to the North West LHIN as contemplated by s. 27 of the *Local Health System Integration Act, 2006* ("LHSIA"). HSPs wishing to provide notice of a proposed integration under s. 27 of LHSIA should contact the North West LHIN for more information.

Guidelines for Completion of an H-SIP

1. H-SIPs can be completed and submitted two ways:
 - It can be submitted through the North West LHIN's web via on-line form or a downloadable word form;
 - It can be submitted through WERS (for those HSP that have access to the Web Enabled Reporting System);
2. All sections need to be completed before you are able to submit.
3. Pre-proposals that involve new technology must reference the Ontario Health Technology Advisory Committee's (OHTAC) recommendation supporting the request.
4. Pre-proposals must have CEO approval.
5. When considering whether to submit an H-SIP, and when completing the H-SIP, please keep in mind that it will be evaluated against the following considerations:
 - How it will improve the North West LHIN population health;
 - Key challenges to achieving the proposed improvement;
 - The NW LHIN IHSP priorities supported by the proposed improvement;
 - The extent of consultation with other HSPs and community partners across the NW LHIN;
 - The extent to which the proposed improvement results in one or all of the following; better integration across the health system, sustainable quality improvements in care, improve patient safety, reduction in barriers to care, significant increases in efficiencies;
 - Resource requirements.

6. If you have any questions regarding the completion of this form please contact:
Jim Restall, 684-9425 ext. 2012 or toll free 1-866-907-5446. Jim is Senior Consultant,
Performance and Integration.

Form submission: You can submit your pre-proposal electronically using our online form. A downloadable form is available through a link on the online form.

Helpful Links:

- [NW LHIN Integration Health Services Plan](#)
- [MOHLTC Transformation Agenda](#)
- [Ontario Health Technology Advisory Committee](#)
- [Local Health System Integration Act, 2006](#)