

OASIS

Business Resource Committee (OBRC)

Work Plan 2015- 2016

UPDATED 2016-03-31

This OASIS Board approved 2015-2016 work plan brings continuity to the projects started in 2014-2015, with additional emphasis on developing collective strategies regarding networking and information sharing.

The work plan follows the major headings of the Terms of Reference and in each instance, details how the OASIS Business Resource Committee plans to address each item.

AREAS OF FOCUS

1. Networking, sharing of information and best practices within the sector relating to finance and administration, and engaging with DS agencies in the sector
2. Tracking administrative and legislative initiatives and providing constructive feedback to ministries on behalf of DS agencies through OASIS
3. Working collaboratively with the ministry and assisting in any pilot projects that will benefit the agencies and the sector

FOCUS	INITIATIVE	PROJECTS	DESIRED OUTCOMES	UPDATE 2016-03-31
Networking, sharing of information and best practices within the sector relating to finance and administration, and engaging with DS agencies in the sector	<ul style="list-style-type: none"> • Sponsoring and engaging with DSFG • Sharing information through OASIS website • Flowing projects up and down through DSFG to ensure sector issues and feedback is reflected • Promoting best practices within DS sector in areas of finance and administration 	<ul style="list-style-type: none"> • Connecting with Back office purchasing organizations- OECM, Health pro, OHA to provide VOR access to all agencies in DS sector and developing a process for access • Collecting sector information on an annual basis to develop aggregate indicators similar to those used by the ministry that can be used by individual agencies to compare their indicators to the aggregate and improve their operations • Looking for RDSP options 	<ul style="list-style-type: none"> • Provide the sector with an opportunity to access as many VOR as possible on order to save on procurement. Work with MOF/OECM on the VOR project for DS sector. OBRC functions as the control group • Provide sector with indicators similar to the ones tracked by MCSS in order to improve data quality, data integrity and to promote consistency and best practices during data entry • Develop best practices for providing individuals with 	<ul style="list-style-type: none"> • Project Manager has worked with many agencies in the DS sector and assisted in connecting to OECM and VOR. Project winds down in June 2016- final update at DSFG • Collecting information annually goes on with sector wide indicators and participating agency specific indicators provided annually- planning the Q4 for 2015-16- discussion at DSFG

		<p>for individuals who are able to consent but have no plan holders</p> <ul style="list-style-type: none"> Continuously improve and update the Policy Options manual as new information becomes available 	<p>supported banking and RDSP through navigation of legal issues with assistance from those in the sector with legal background</p> <ul style="list-style-type: none"> Self-explanatory suggestion additions to manual- review and options for IF budgets and fee for service budgets. 	<ul style="list-style-type: none"> Sector wide feedback was provided to Law Commission of Ontario. Their interim report has now been published with our recommendations accepted and included - closed Major update of the policy manual is underway with both members of OBRC and DSFG participating. Expected to complete in the summer/Fall 2016- deferred to summer 2016
Tracking administrative and legislative initiatives and providing constructive feedback to ministries on behalf of DS agencies through OASIS	<ul style="list-style-type: none"> Tracking administrative and legislative developments and their impact on DS agencies Using the analysis to develop constructive feedback to ministry or government through OASIS 	<ul style="list-style-type: none"> Currently there are initiatives such as the fire marshals act which will have significant cost/staffing implications on agency residences 	<ul style="list-style-type: none"> sharing of the decision tree used by agency for use across the sector to identify requirements for compliance with the fire Marshalls act possible submission to the ministry of funding that may be required to bring sector residences into compliance 	<ul style="list-style-type: none"> ongoing sharing of experiences at both OBRC and DSFG meetings – agencies continue to struggle with obtaining funding required to make upgrades to comply such as sprinkler systems – ongoing issue may need OASIS discussion with Ministry
Working collaboratively with the ministry and assisting in any pilot projects that will benefit the agencies and the sector	<ul style="list-style-type: none"> Continuing to collaborate with the ministry on financial and administrative initiatives relevant to the sector by regular contact Assisting the ministry with pilot projects that will benefit the 	<ul style="list-style-type: none"> Contact with ministry policy branch on work done regarding transformation Contact with the ministry regarding updates to ministry budget and 	<ul style="list-style-type: none"> Possible pilot projects on testing the resource allocation model on existing individualized budgets Possible pilot project with 	<ul style="list-style-type: none"> Project has just started with a pilot of breaking down service contract into individualized budgets and reporting at yearend on them, some members of OBRC and DSFG are

	sector and DS agencies	<p>expenditure guidelines documents</p> <ul style="list-style-type: none"> Shortened timelines on quarterly reports 	<p>ministry regarding group purchasing (different from the VOR above)</p> <ul style="list-style-type: none"> Sector feedback collected and provided to ministry with request to reconsider 	<p>participating- project has advanced to funding stage presentation at OASIS meeting March 30th</p> <ul style="list-style-type: none"> Ministry offered an opportunity for agencies to come together with OECM for an ongoing project but would have required agencies to commit to OECM- there was enough interest and there was no critical mass of agencies to make this work-closed No response from ministry on quarterly report timelines – checking regularly with regional staff
	<ul style="list-style-type: none"> 	<p>OTHER PROJECTS</p> <ul style="list-style-type: none"> Supported Banking 	<ul style="list-style-type: none"> A consistent process for individuals to receive seamless banking 	<ul style="list-style-type: none"> This project has taken a lot of time and effort- banks have not been very receptive to providing supportive banking citing anti money laundering rules recent developments have been encouraging and may lead to a continuum of banking – supported banking for individuals who can provide consent and trust banking (instead of public guardian and trustee) for individuals who cannot provide consent- update

		<ul style="list-style-type: none"> • Online solutions to individuals/agencies to manage residential and nonresidential funding • Financial accountability Project • Pay Equity 	<ul style="list-style-type: none"> • Act as an advisory group for projects that are developing online solutions to individuals and agencies to manage individualized funding • To act as an advisory group to ministry funded project to provide information/education on financial accountability • OASIS group is looking for feedback on pay equity 	<p>at DSFG</p> <ul style="list-style-type: none"> • Current projects are MDP online solutions to manage -residential and passport funding-ongoing • Another project is File transfer project led by CH- Both OBRC and DSFG agencies are participating-ongoing • Both OBRC and DSFG agencies are participating draft curriculum has been developed webinars expected in summer/Fall 2016 • Group will participate in the April DSFG meeting and seek feedback on pay equity- DSFG agenda
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Committee Composition:

2016-2017 Business Resource Committee Members

REGION	MEMBER	AGENCY
North	Rhonda Stone	Community Living Algoma
Central East	Margaret Patrowicz	New Leaf
Central west/provincial	Angelica McKay	Christian Horizons
Eastern	Joanne Stolte	Kerry's Place Autism Services
Hamilton Niagara	April Papineau	Community Living Haldimand
Toronto	Flavian Pinto	Community Living Toronto
South East	Darlene Ryan (Chair)	Community Living Prince Edward
South West	Brian Sim-Little	Community Living London
OASIS Board	Ann Kenney	Volunteer OASIS Board Member and Board VP

Frequency of Meetings:

Scheduled as follows:

1. September 24th 2015
2. December 4th 2015- not held due to lack of agenda items
3. March 31st 2016
4. June 9th 2016

Accountability:

1. Meeting notes posted to the OASIS website after Board approval
2. Annual Report submitted to the Board normally after the June meeting