

October 2, 2008

MEMORANDUM

TO: Community Support Services Health Service Providers
Mental Health and Addictions Health Service Providers
Community Health Centres
Waterloo Wellington CCAC

FROM: Sandra J. Hanmer, MHS., CHE,
CEO
Waterloo Wellington LHIN

RE: Community Annual Planning Submission Education

At the Champions of Change Symposium on September 29th, I announced that the Waterloo Wellington LHIN (WWLHIN) would be offering Community Annual Planning Submission (CAPS) education and training sessions for health service providers in mid-October. As you know, community health centres, community support services agencies, mental health and addictions agencies and the Waterloo Wellington CCAC will be entering into Service Accountability Agreements with the WWLHIN between now and March 31, 2009. To begin this process, health service providers are required to submit a 2-year Service Plan to the WWLHIN by November 15, 2008.

The CAPS guidelines and technical support documentation will be available on the WWLHIN web site this week. To support you in developing your plan to meet the CAPS requirements, the WWLHIN is hosting two education sessions October 15th and 16th. I encourage you and your staff, who are involved in the planning and budget submission process, to attend and bring your questions.

The dates and times are as follows:

Wednesday, October 15th
1:30 p.m. – 3:30 p.m.
The Cutten Club (Trophy Room)
190 College Ave. East
Guelph

Thursday October 16th
1:30 p.m. – 3:30 p.m.
St. George Banquet Hall (Hall B)
665 King St. North
Waterloo

Please RSVP to Sonal Garach at WWLHIN at 519-822-6208 x 217 or by e-mail at sonal.garach@lhins.on.ca and indicate your organization name, name(s) and e-mail(s) of people attending, and the session you will attend.