

Toronto Dementia Network Steering Committee

Minutes of the Third Meeting December 10, 2002, 9:30 a.m. Toronto District Health Council Boardroom 4141 Yonge Street, Suite 200, Toronto

Present

<i>Françoise Hébert, (Co-Chair)</i>	–	<i>Alzheimer Society of Toronto</i>
<i>Jean Smith for Celestine Blocker</i>	–	<i>Ontario Long Term Care Association</i>
<i>Rod Browning</i>	–	<i>Ontario Seniors' Secretariat (ex officio)</i>
<i>Dr. Carole Cohen</i>	–	<i>Dementia LINC</i>
<i>Pam Goldsilver</i>	–	<i>Comprehensive Rehabilitation and Mental Health Services</i>
<i>Anne Hayward</i>	–	<i>GTA Hospital Dementia Network (alternate)</i>
<i>Karen Henderson</i>	–	<i>Caregiver Network</i>
<i>Eric Hong</i>	–	<i>GTA Hospital Dementia Network</i>
<i>Marta Krywonis</i>	–	<i>Community Care Access Centres</i>
<i>Vija Mallia</i>	–	<i>Ontario Assoc. for Non-Profit Homes & Services for Seniors</i>
<i>Rhona Phillips</i>	–	<i>Ministry of Health & Long Term Care (ex officio)</i>
<i>Rena Postoff</i>	–	<i>Westpark Health Care Centre</i>
<i>Dr. David Ryan</i>	–	<i>Psychogeriatric Consultant Program</i>
<i>Fern Teplitzsky</i>	–	<i>Toronto District Health Council</i>

Guest Speakers:

<i>Louise Lemieux-Charles</i>	–	<i>University of Toronto</i>
<i>Rhonda Cockerill</i>	–	<i>University of Toronto</i>

Regrets:

<i>Amanda Falotico</i>	–	<i>Community Support Services</i>
<i>Dr. Rory Fisher (Co-Chair)</i>	–	<i>Regional Geriatric Program</i>

1. Call to Order and Welcome

The meeting was called to order at 9:30 a.m. by Françoise Hébert, who introduced guest speakers Louise Lemieux-Charles and Rhonda Cockerill.

2. Presentation by Louise Lemieux-Charles and Rhonda Cockerill.

Louise Lemieux-Charles and Rhonda Cockerill of the University of Toronto presented key results of the *Dementia Care Networks' Study*. The goal of the Study was to determine whether a network model of care spanning the health and social support services for individuals with dementia and their families can reduce fragmentation of care, providing coordination and continuity of care for consumers and accountability among providers. Findings of the study relating to network processes suggested that care providers perceive service delivery to be most effective when case coordination and sharing of client information is concentrated within a few agencies, that overall service delivery effectiveness decreases when agencies receive referrals only from the cliques in which they are involved, and that a high number of agencies involved in a high number of cliques facilitates the exchange of administrative information which, in turn, enhances administrative effectiveness at the network level.

Louise Lemieux-Charles and Rhonda Cockerill then answered questions about the study. They noted that there are service delivery, planning and information networks, and that interdependence is critical for success in any network. They suggested that the Toronto Dementia Network should focus on the dyad of the person with dementia and the caregiver, and that it should focus on specific initiatives. Louise Lemieux-Charles and Rhonda Cockerill were thanked for their presentation and left the meeting.

3. *Minutes of Meeting of October 8, 2002*

The Minutes of October 8, 2002 meeting were approved as presented.

4. *Administrative Matters*

The Network budget was raised. Françoise Hébert explained that the Toronto Dementia Network received \$50,000 in funds to support the creation and enhancement of the network over a two-year period. By agreement with the Ministry of Health and Long Term Care, the Alzheimer Society of Toronto provides administrative support for the Network and is reimbursed for support costs, for example maintaining the contact list, organizing meetings and distributing minutes of meetings. Support costs are reviewed and approved by Dr. Rory Fisher. To date, the Society has invoiced \$3,950 and will likely invoice a similar amount before the year end. If similar costs are invoiced next year, then more than \$30,000 remain for Steering Committee projects. Concern was expressed at the use of Network funds for administrative support. Fern Teplitsky offered to take minutes in order to reduce the amount to be invoiced.

5. *Revised Terms of Reference*

Terms of References for the Toronto Dementia Network were revised to reflect suggestions from the last meeting.

MOTION: That the Terms of Reference for the Toronto Dementia Network be approved as presented. Fern Teplitsky/Pam Goldsilver. **Carried.**

ACTION: The Terms of Reference will be distributed to the Toronto Dementia Network contact list.

6. *Next Steps*

Project initiatives for the Toronto Dementia Network were discussed, in light of the presentation by Louise Lemieux-Charles and Rhonda Cockerill. It was recognized that the Toronto Dementia Network is a network of networks or a meta-network, whose goals are to identify and optimize services. David Ryan introduced the notion of 'concept mapping', a structured process focused on a topic and involving input from participants, that produces an interpretable pictorial map of ideas and concepts and how these are interrelated. Dr. Ryan offered to distribute articles about concept mapping, which might prove useful in helping the Toronto Dementia Network to develop and detail ideas for a project initiative.

After further discussion, the Steering Committee agreed to undertake a preliminary project to identify, on a geographic basis across Toronto, all organizations that provide services to persons with dementia and their caregivers. At the same time, a range of scenarios will be developed of needs-based cases, for eventual application to the services map, with a view to identifying strengths and weaknesses in the service delivery network. Mapping by region and then applying scenarios to the maps will help to identify referral patterns, local gaps, relationships and contacts among agencies, catchment areas and memberships in other networks. These categories of information are needed to begin to consider how to optimize services in the network area.

Rhona Phillips offered to distribute Ministry maps that she has compiled of services delivered to seniors and people with physical disabilities in Metro Toronto. These maps show services by catchment area.

The Scenario team includes Pam Goldsilver, Marta Krywonis, Vija Mallia, David Ryan, with Eric Hong as Coordinator. The Mapping team includes Rhona Phillips, Fern Teplitsky and Françoise Hébert

The next meeting of the Steering Committee will evaluate the services mapping/scenario project work done by the two teams and determine future courses of action, including the possibility of meetings by region in Toronto, and which would involve additional members of the Toronto Dementia Network.

7. *Next Meeting*

The next meeting of the Toronto Dementia Network will take place on Tuesday, February 25, 2003 from 9:00 a.m. to noon in the Toronto District Health Council board room.