

Toronto Dementia Network

Minutes of the Thirteenth Meeting of the Steering Committee April 5, 2005 at 9:30 a.m. in Room H483 Sunnybrook and Women's Health Sciences Centre

Present:

Dr. Rory Fisher (Co-chair)	Regional Geriatric Program of Toronto
Françoise Hébert (Co-chair)	Alzheimer Society of Toronto
Dr. Carole Cohen	Dementia LINC, Sunnybrook and Women's
Amanda Falotico	Providence Centre and OCSA
Pam Goldsilver	COTA Health
Marta Krywonis	Community Care Access Centres
Vija Mallia	Castleview Wychwood Home for the Aged (OANHSS)
Rhona Phillips	Ontario Ministry of Health and Long Term Care
Dr. David Ryan	Psychogeriatric Resource Consultant Program

Rapporteur

Regrets:

Terry Collins	Ontario Long Term Care Association
Catherine Kohm	Baycrest Centre for Geriatric Care
Judith Wahl	Advocacy Centre for the Elderly (ACE)

1. Welcome and Opening Remarks

Dr. Fisher welcomed everyone. He noted with regret the closing of the Toronto District Health Council, that had generously allowed us to meet in their boardroom, and whose representatives (Fern Teplitzky, Cori Ross and Leslie Sorensen) contributed so much to the Steering Committee.

2. Approval of the Agenda

The agenda was approved as distributed.

3. Approval of the Minutes of December 14, 2004

The minutes were approved as distributed.

4. Budget Update

F. Hébert advised that the one-time, one-year funding of the Dementia Network website coordinator position by the RGP has now ended. The Alzheimer Society of Toronto has stepped up to the plate and will fund the website position until at least March 31, 2006.

5. Website Update

F. Hébert distributed a statistical summary. The Toronto Dementia Network website had 82,804 visits in 2004, averaging about 6,900 visits per month. In the first three months of 2005, the website averaged 14,500 visits per month, and there were a total of 5,668 visits to the events pages during this period. It was noted that the events statistics for 2004 were incorrect. Correct statistics are attached to these minutes.

6. Community Consultation Task Force

The Task Force has now completed its *Build-A-Case* focus groups with health professionals and family caregivers. A preliminary report on the focus group findings was previously distributed by Dr. Ryan, but it was agreed that a final report needs to be published to share with others the valuable knowledge gained during the consultations. V. Mallia agreed to work with Dr. Ryan to prepare a final report by the end of the summer. The report will be posted on the TDN website, and an e-mail blast will publicize it to all dementia network stakeholders in Toronto.

Dr. Ryan, A. Falotico and R. Phillips described their progress in pursuing Initiative 6B (previously distributed): *"The consolidation of information resources to meet the needs of the lay 'circle of care'. This might include:*

- 1. The translation of key standards and guidelines into non-professional language*
- 2. Clarification of service components and reasonable expectations of service across the spectrum of care*
- 3. The development of a 'five key facts' FAQ to meet the common queries of lay caregivers across the spectrum of care."*

Documents relating to standards of care are now being collected to create an inventory of organizations that have a standards 'product'. The RGP is recruiting a staff member who will work on this project, reviewing the standards from a usability perspective and identifying key facts and parameters relating to the delivery of service programs that family caregivers need to know. The project will assist families to advocate for better services within a framework of reasonable expectations. The project will be completed by March 31, 2006.

7. Trillium Proposal Update

Our collaborative proposal to the Ontario Trillium Foundation, which asked for \$174,960 over three years to add greater depth and diversity components to the website, was rejected.

8. Dementia Network Grant Submission

The Alzheimer Strategy's Staff Education and Training Initiative has announced that \$500,000 is available to dementia networks in Ontario for projects that build on existing education initiatives and encourage new partnerships. The Toronto Dementia Network has submitted two proposals:

- Dr. Ryan submitted a two-layer proposal for \$117,250 to re-engineer our service locator website and train the Toronto PRCs and PECs to maintain it (\$59,625) and to replicate our service locator to other dementia networks across the province, host a provincial meeting of PRCs, PECs and host organization administrators, and train the PRCs and PECs to populate and manage their region's dementia service locator (\$57,625).
- F. Hébert submitted a \$52,360 proposal to add a series of components to our website intended to strengthen linkages, collaboration and knowledge exchange between service providers, researchers, change champions and policy makers in Toronto, and to make the site more useful to the public.

We hope to hear soon whether either or both of these proposals have been successful.

9. TDN as Advisory Council for PECs and PRCs

The PRC Community Advisory Committee includes five members who also serve on the Toronto Dementia Network Steering Committee (the PECs do not have an advisory committee). The idea, originally suggested by Dr. Ryan, was presented by F. Hébert that the Toronto Dementia Network Steering Committee might assume the role of Community Advisory Committee for both PRCs and PECs in Toronto. This would provide greater opportunity for collaboration between the PRCs and PECs, give an important ongoing responsibility to the Steering Committee, and reduce the number of meetings that Advisory Committee members must attend. There was general support for this idea and the RGP was asked to consider the proposal. Meanwhile, to balance PRC and PEC representation on the Steering Committee, it was agreed that a PEC will be invited to attend future meetings.

10. AKE Update

F. Hébert advised that she has been invited to serve on the Alzheimer Knowledge Exchange (AKE) Implementation Team. She distributed a summary of the Transition Plan which outlines the goals and responsibilities of the Roundtable, the Provincial Advisory Group and the AKE, pointing out the many references to roles for dementia networks. She also noted that a full-time AKE Coordinator position will soon be filled, to create an Alzheimer Resource Centre (ARC) for the province. There was general confusion about the Transition plan, and it was agreed that Eric Hong would be invited to the next meeting of the Steering Committee to discuss the AKE and the ARC.

Discussion turned to LHINs, and how they might affect the Toronto Dementia Network. It was agreed that LHINs would be placed on the agenda for the next meeting. It was also suggested that a meeting with representatives of dementia networks in the greater Toronto area might be useful in the future.

11. Next Meeting and Adjournment

The next meeting will take place at 9:30 am on Tuesday, June 7, 2005, hosted by Vija Mallia at Castlerview Wychwood Towers, 351 Christie Street, Toronto.