

Children's Therapy Initiative
South Eastman Health/Santé Sud-Est Inc.
Terms of Reference

Purpose

The Children's Therapy Initiative Partnership (CTIP) seeks to improve the delivery of therapy services (Audiology, Occupational Therapy, Physiotherapy, Speech-Language Pathology), to children living in South Eastman. The goal is to work collaboratively with all stakeholders to provide assessments and interventions, as needed, to these children and to facilitate the delivery of these services to children and their families so that each child reaches their full potential. Children served through this partnership range in age from birth to 18 years and up to 21 years if in school.

Guiding Principles

The Children's Therapy Initiative in South Eastman will be guided by the Provincial Directive of *developing a partnered, coordinated and integrated system of delivering therapy to all children in the region*. The delivery model will include features that address:

- Easy and equitable access to services
- Family Centred
- Community Based
- Common intake
- Continuum of integrated, coordinated services to meet the needs of child/family
- Transition Planning
- Sensitive to culture, gender, and ability
- Based on best practice and research
- Transparent to service providers and public
- Evaluation of the programme
- Reporting outcomes to Service Providers and the Public

Membership

The core membership comprises representatives from five organizations:

- Education – Border Land, DSFM, Falcon Lake, Hanover, Red River Valley, Seine River School Divisions
- Family Services and Housing/Children's Special Services/Child Care
- Rehabilitation Centre for Children
- Society for Manitobans with Disabilities
- South Eastman Health/Santé Sud-Est Inc. – Audiology, Primary Health/Public Health, Therapy Services

Ad hoc members include, but are not limited to:

- Parents/Guardians
- Home Care
- Mental Health, SEH/SSE

- Children’s Hospital, HSC
- CNIB
- Home School Association

Ad hoc members will be invited as needed or by request. Working groups may be established to develop specific goals/projects and will report to the membership.

Organization

Co-chairs – one, representing the health organization and the other from one of the other four organizations in the membership, each serving two years. Responsibilities will include preparing and distributing the agenda one week prior to the meeting date.

Recorder – The CTI Coordinator will have responsibility of taking minutes at each meeting using the template of South Eastman Health/Santé Sud-Est Inc. Mental Health Programme. Handouts circulated at the meetings will be listed at the end of the minutes. Members who are absent may request a copy of the handouts from the CTI Coordinator. The recorder will also distribute the minutes to the membership and ensure that a copy of the minutes, including all documents, be maintained in the central records binder.

Membership – members are expected to attend meetings when called, or send a designate if unable to attend.

Meeting Times – meetings will be set on an annual basis in June of each year. Meetings will be held quarterly, at a minimum, with additional meetings at the call of the co-chairs on the fourth Tuesday of the month.

Quorum – Representation from a minimum of four organizations is required to hold a general meeting.

Decision Making

Decisions regarding funding and general operations of the Children’s Therapy Initiative are made by consensus at general meetings. Critical decisions impacting member organizations should be brought back to a second meeting after individual organizational approval is received.

If consensus is not achieved after members have aired their points of view and discussion has occurred, the following tool will be used:

Each member will vote according to the number polling system.

- 1 = yes, absolutely
- 2 = ok, I can live with this
- 3 = ok, but refer to the group for decision. Won’t stand in the way
- 4 = no

The group will discuss the results and vote again. If no consensus is reached, a formal vote will take place. Each organization has voting privileges which are weighted:

Education – three votes (HSD, SRSD, others)

FSH/CSS/Child Care – two votes
RCC – one vote
SMD – one vote
SEH/SSE – two votes

Agenda Format

1. Call to Order
2. Selection of Recorder
3. Review of Minutes
4. Additions to the Agenda
5. Unfinished Business
 - 5.1
6. New Business
 - 6.1
7. Date of Next Meeting
8. Adjournment

Terms of Reference will be reviewed annually for the first three years of this Initiative.