



York ASD Partnership Participation Agreement 2018-2021

Purpose: Working Together for system integration to enhance the system of supports for people with ASD and their families.

The purpose of this community partnership is to implement a strategic plan that is the result of a long effort to improve the system of support for children, youth and adults with ASD and their families in York Region. The families of children and adults with ASD have had to make their way through an often confusing and complicated network of organizations in York Region.

History: In 2008 The York Region Dual Diagnosis and Autism Spectrum Disorder Service System Working Group partnered with the Autism Action Committee and Autism Ontario York Region to form the York ASD Partnership.

The group developed the first strategic plan, approved in May, 2010. The following 4 goals formed the vision and framework for systems change:

1. Coordinated Access
2. Knowledge and Awareness
3. Continuum of Coordinated Services
4. Partnering and Accountability for a sustainable infrastructure

The following elements were considered critical to this vision:

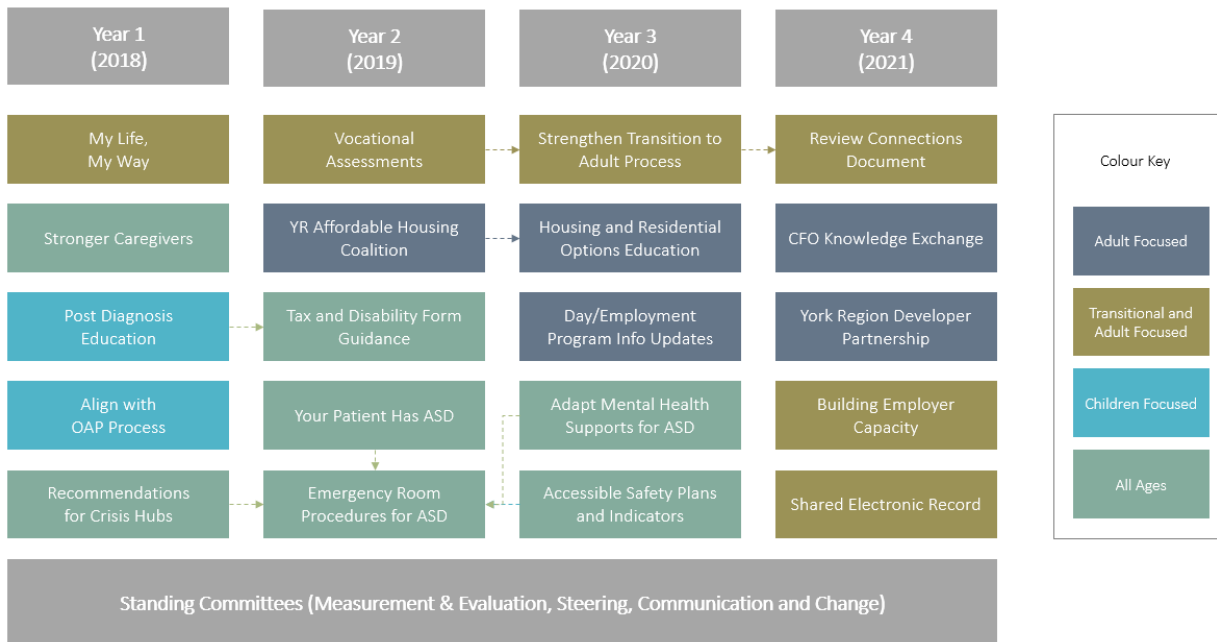
- A network model of service
- Parents and families as partners in planning
- Individualized planning
- Stream-lined responses
- Technology to coordinate and communicate
- Evidenced-based practices
- A comprehensive continuum of 24-7-12 care and lifelong supports
- Asset-based approaches
- Increased public understanding of ASD
- Elevated knowledge/training across all sectors and professions
- Horizontal coordination of provincial ministries at the local level
- A sustainable, resourced infrastructure for planning at the local level.

In addition to re-affirming the goals and elements of the 2010 Strategic Plan, the 2018 Strategic Plan added initiatives that continue to enhance the system of supports for children with ASD and their families and adds an additional focus on enhancing the system of supports for adults with ASD and their families.

The Key themes identified by stakeholders through the 207-18 strategic planning process are:

- Meaningful day and employment options
- Transition to adult living supports
- Housing and accommodation
- Crisis prevention and intervention
- Social relationships
- Health/medical specialists
- Services for those who are not eligible for developmental service supports
- Quality of life
- Community building
- Current pressure points in children’s services
- Post secondary education and life long learning

Initiatives Roadmap



Membership

Membership in the York ASD Partnership is based on the following principles:

- Balanced representation – Families and service provider representatives across age groups and all levels of the Autism Spectrum
- Building on existing strengths and assets

The member organizations listed below will provide one formal representative and one delegated back up liaison as an alternate when the designated representative is unable to attend meetings.

Aptus Treatment Centre

Autism Ontario York Region

Catulpa Community Support Services

Children's Treatment Network of Simcoe York

Christian Horizons

Community Living York South

Community Living Central York

Community Living Georgina

Early Intervention Services of York Region

Kinark Child & Family Services and Ontario Autism Program

Kerry's Place Autism Services

Mackenzie Health Centre for Behaviour Health Sciences

Reena

Seneca College

York Catholic District School Board

York Hills Centre for Children Youth & Families

York Region District School Board

York Support Services Network

York University Faculty of Health

Families of people with ASD

Ex Officio: MCCSS, MEDU,

Commitment

It is recognized that the collaborative commitment of all partners is essential to the successful implementation of our vision. Therefore it is expected that each partner will assume a leadership role in implementation.

All partners agree to participate in the collective implementation of our shared Strategic Plan as it unfolds through:

- Information sharing internally at your organization
- Implementing common agreed upon standards and protocols
- Coordinated access systems
- Consistent participation in standing committees, work groups and or coalitions as established by the YASDP
- Consistent Partnership meeting attendance
- One voice representing the unique strengths and needs of all partners
- Participation in staff training, data collection, reporting as required
- Identification of an “Information Flow Champion” at your organization
- Implementation of plans by relevant staff at your organization
- Commitment to implementing system changes developed by the YASDP
- Collaboration and joint problem solving
- Resource and knowledge sharing across service sectors
- Facilitating Collaborative service delivery options.

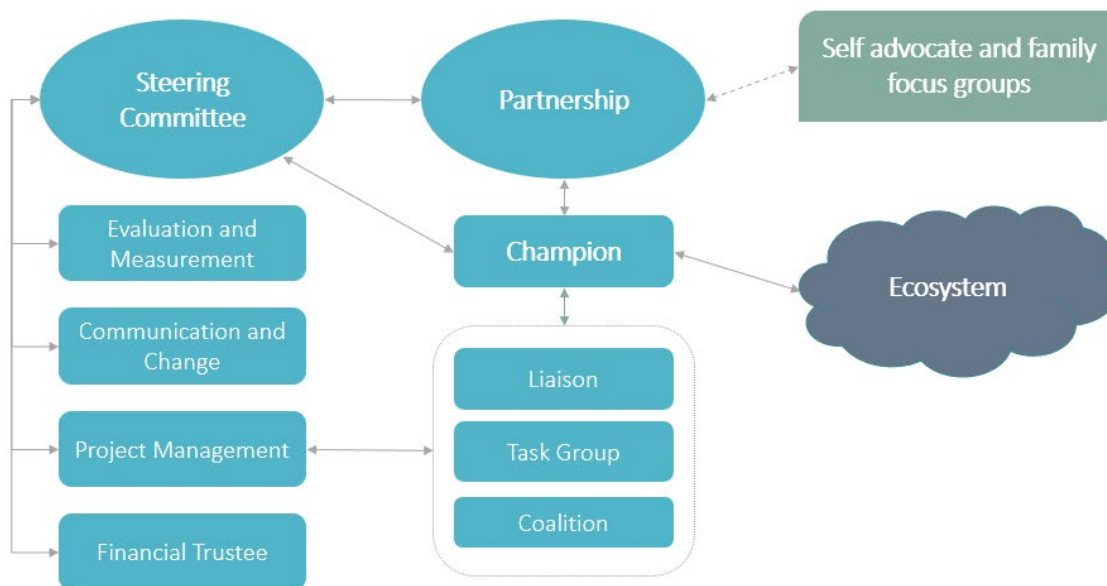
Financial Contributions

It is expected that each York ASD Partnership member organization will negotiate an agreeable financial contribution as a membership fee toward the operating budget required to ensure the ongoing success of the York ASD Partnership initiatives.

Partnership Structure

The York ASD Partnership provides leadership and oversight to the implementation of the current strategic plan. It establishes annual priorities and ensures that the Partnership plans are best positioned to optimize resources and capacity across the membership and to seek additional resources as appropriate. The full York ASD Partnership will meet every other month. Additional meetings may be added when deemed necessary related to specific implementation plans.

The YASDP Steering Committee guides work planning, partnership meeting agendas and reviews recommendations from task groups, coalitions and initiative champions. Provides monthly operational support and oversight of project management, financial trusteeship and facilitates any administrative requirements. The Partnership may designate short-term decision making to the Steering Committee between meetings, including communication between groups, proposal development and advocacy.



The Partnership’s structure is based on strengths and learnings discovered since the last strategic plan. Each initiative in the roadmap will have a champion who will stay connected to the topic, report progress and challenges, and oversee the work. Previously, these champions chaired a working group that focused on topic. These working groups have been replaced with three new types of collaborative groups.

1. **Standing Committee.** These are perpetual committees that provide essential services to the Partnership. Standing committee members are asked to join for a term of at least one year, and there are no term limits. A standing committee can have a chair or can be chaired by Project Management (PM).
2. **Task Group.** These are time-limited working groups that commits to a usable, quality deliverable. Participants of task groups do not have to be sitting members of the Partnership.
3. **Coalition.** A group of members that provide ongoing, direct service/value to individuals with ASD and work together to deliver the service in the region.

This structure recognizes that not all the critical players are at the Partnership table. There are countless committees and groups outside the Partnership that make decisions that also affect people with ASD in York Region. The Partnership recognizes the need to work more effectively with this larger business “ecosystem”¹ that extends beyond York Region and ASD, and it isn’t practical for every organization to be a member of the Partnership.

1 Defined as “an economic community supported by a foundation of interacting organizations and individuals”

The ecosystem is very complex and difficult to depict, but can be organized into three key segments:

- The first is the Partnership’s member organizations, who typically develop programs and services with awareness and sensitivities to the needs of people with ASD.
- The next segment is focused on special needs populations who focus on an issue related to a population (e.g. mental health, medical challenges, respite, seniors). These groups may or may not be considering the needs of individuals with ASD in their programs and services. This group may also view a developmental disability (or intellectual disability) being a determining factor that includes or excludes people from some special needs service.
- All citizens – these groups plan services for all citizens (including those with ASD) such as recreation, housing, corrections, etc.

YASDP Champion and Liaison

The Partnership connects to the eco-system through the topic’s **champion**. This person is a regular attendee of the Partnership and is responsible for helping the Partnership stay up-to-date with progress and opportunities related to their topic. A **Liaison** is a delegate of the champion. Their role is to communicate Partnership objectives in the ecosystem, but they are not a regularly attending Partnership member. The purpose of the liaison is to recognize that time and attending many committee meetings is constrained for many members – and large agencies already have representation at these various committees. This allows the Champion to share or delegate this responsibility to others in their organization.

Each initiative in the strategic plan will have a dedicated Champion to facilitate system enhancements. The Champion may elect to identify liaisons, establish task groups and/or coalitions to assist them in this process.

Standing Committees

Standing Committee	Key Responsibilities
<p>Partnership Co-Chair: Ritu Singarayer and Rosemary Guzzo Term: Two years Link to Terms of Reference</p>	<ul style="list-style-type: none"> • Share resource, knowledge & information (amongst York ASD Partners and the broader service sector) • Follow common standards • Facilitate Coordinated access • Ensure consistent participation of relevant staff in working group participation • Speak with one voice that respects the unique strengths and needs of each partner • Participate in staff training, data collection, reporting • Collaborate and encourage and joint problem-solving

Standing Committee	Key Responsibilities
<p>Steering Co-Chair: Amanda Burkholder and Cindi Buick Term: Two years Link to Terms of Reference</p>	<ul style="list-style-type: none"> • Review the agenda for the Partnership meetings • Review the progress of all task groups – intervene and provide support where needed • Review the scorecard to identify areas of opportunity (Stop, Start, Continue) • Review financials to ensure adequate funding to support PM and any other projects • Integrate findings from evaluation and measurement group and provide to Partnership
<p>Project Management Owner: Neil Walker</p>	<ul style="list-style-type: none"> • Draft and coordinate Partnership communication including meeting minutes and logistics • Oversee and attend task groups (keep groups informed about related initiatives) • Represent the Partnership at events (PR) • Onboard new members • Identify new opportunities (members, funding, programs) • Manage financial reporting, budgeting • Oversee measurement • Manage online learning platform access and licenses
<p>Communication and Change Chair: Neil Walker Term: Two years Link to Terms of Reference</p>	<ul style="list-style-type: none"> • Identify effective channels for YASDP communications • Manage YASDP channels • Assist to develop/edit communications for the required channels (consult and implement) • Measure and report on each channel and campaign
<p>Financial Oner: Sandy Stemp</p>	<ul style="list-style-type: none"> • Deposit and report on contributions and grant funds; • Pay invoices that have been approved by PM or Steering Committee; • Provide financial statements as required for review

Leadership of the York ASD Partnership Table

- The Partnership elects or confirms a chair or co-chairs annually
- Role of chair is to ensure that the Partnership adheres to this agreement, and maintains focus on the implementation of the Strategic Plan. The chair(s) maintain a respectful environment that is conducive to efficient and effective meetings and strong, collaborative relationships between partners. The chair ensures that there is clear and consistent information shared with Partners, and with the larger ASD community
- All partners share responsibility to support the chair(s), and to assume leadership responsibilities from time to time

Decision-making process

- Where possible, decisions are by consensus; The Partnership has adopted a framework for sufficient consensus- “being able to live with the decision”
- Partners will declare a conflict of interest and withdraw from the decision-making process if they are in a position to benefit materially from any decisions
- Decision points are described clearly so action and impact are understood and discussed
- Where necessary may seek majority vote
- Minutes track decisions, and include any dissenting opinions

Problem-Solving and Conflict Resolution

Members agree to engage in respectful and timely dialogue to identify and successfully resolve problems and potential conflicts that may present barriers to the achievement of the shared strategic plan.

Withdrawal

If a partner wishes to withdraw from this Partnership Agreement, notice will be given by February 1st of any year that the organization will withdraw on March 31st of that year.

Revision/Renewal/Termination of the agreement

The term of this agreement is three years.. The participation agreement will be reviewed and renewed or revised according to the next Strategic Planning phase in 2020/21. It can be revised with the consensus of the Partnership at any time

Information-Sharing and Linkages

Members agree to be open and transparent in sharing of information that will advance the partnership:

- Within the partnership and with stakeholders
- With funders
- With York Region Planning Groups
- Within member organizations (CEO/ED to front line)

Name of Organization

Date and Signature of authorized organization signatory:

Date

Official Signing Officer