



DSP Service Development Transition Fund

Project Charter



Agenda & Objective | Service Development Transition Fund

- Remedy Review
- Project Objectives & Scope
- Project Approach & Phases
- Project Timeline
- Project Resources
- Project Outcomes
- Key Assumptions & Discussion Points
- Open Discussion & Next Steps

Today's Objectives

- Share the developed Service Development Transition Fund project charter.
- Gather feedback on the proposed project charter and bring forward outstanding project questions to Leadership.



What does the Remedy Technical Report say about ‘Service Provider Expansion’?

Reference in the Remedy	Page
Many things need to happen together. Things like: Supports for Service Providers to make sure that new programs that are being planned are in line with the Report	17
Need to support Service Providers with the transition and to ensure that new programs currently in development (ie day options and enhancing services for children) are informed by and consistent with the human rights approach	22
Establish a Service Development Transition Fund to support DSP service providers to manage the required changes in culture, capability and infrastructure (eg IT systems capable of managing IF)	67
June 2024: Services Transition Development funding round is open	69
Developing strategies to support innovation, partnership approaches and transition and Establishing a Service Development Transition Fund to support DSP providers to manage the required changes in culture, capability and infrastructure	76
Design work commences on Discretionary funding/Innovations and Transition funds. Innovations/transition design work complete. Implementation planning commences.	#68- #69 Year 1
Innovations and Transition funding commenced and allocated through Regional Advisory mechanism and Services Transition Development Fund commenced.	#17 Year 2



Project Objectives & Scope | Service Development Transition Fund

Project Objectives:

- **Engage With The Sector:** Engage with DSP sector representatives to understand key areas of sector and provider capacity that will need to be developed to support the future state of programs and services offered by DSP in alignment with individualized funding and other Remedy changes. Work to categorize key themes and identify funding areas that align with sector needs.
- **Build the Funding Framework:** Design the Service Provider Development Transition Fund Framework. The framework should set clear guidelines on what the one-time discretionary funding can be approved for and how it will be utilized—can it be accessed more than once, what are the limits to provided funding, frequency of funding, etc.
- **Design the Application & Evaluation Process:** Design the Service Development Transition Fund application process and clearly define the evaluation process. Work with DSP to establish a clear scoring framework and review team for submitted applications.
- **Establish the Funding Mechanisms:** Work with DCS Finance to define the funding mechanism and determine key responsibilities for funding provision and oversight within the Regional Hubs. This would include the frequency of funding rounds, any technology required to support applications or tracking, roles and responsibilities of DCS staff who would administer the fund, and any evaluation/reporting requirements for successful applicants.
- **Develop Sector Communication Materials:** Develop communication materials to inform the sector of available funding opportunities to help DSP Service Providers manage the required changes in culture, capability, and infrastructure to meet Remedy based programming and service structures.

In Scope:

- Engage with DSP Service Providers to understand current system needs
- Develop a sector working group to inform SDTF
- Engage working group throughout established phases to provide sector ownership and partnership of work
- Analyze feedback and establish funding framework/guidelines
- Design application and evaluation processes (leverage prior SSL work)
- Build application documents for the sector
- Engage with CAM and Legal to inform fund guideline and documents
- Establish funding mechanism with DCS Finance
- Establish internal tracking, reporting and accountability mechanisms for the funding
- Develop sector communication materials for the SDTF

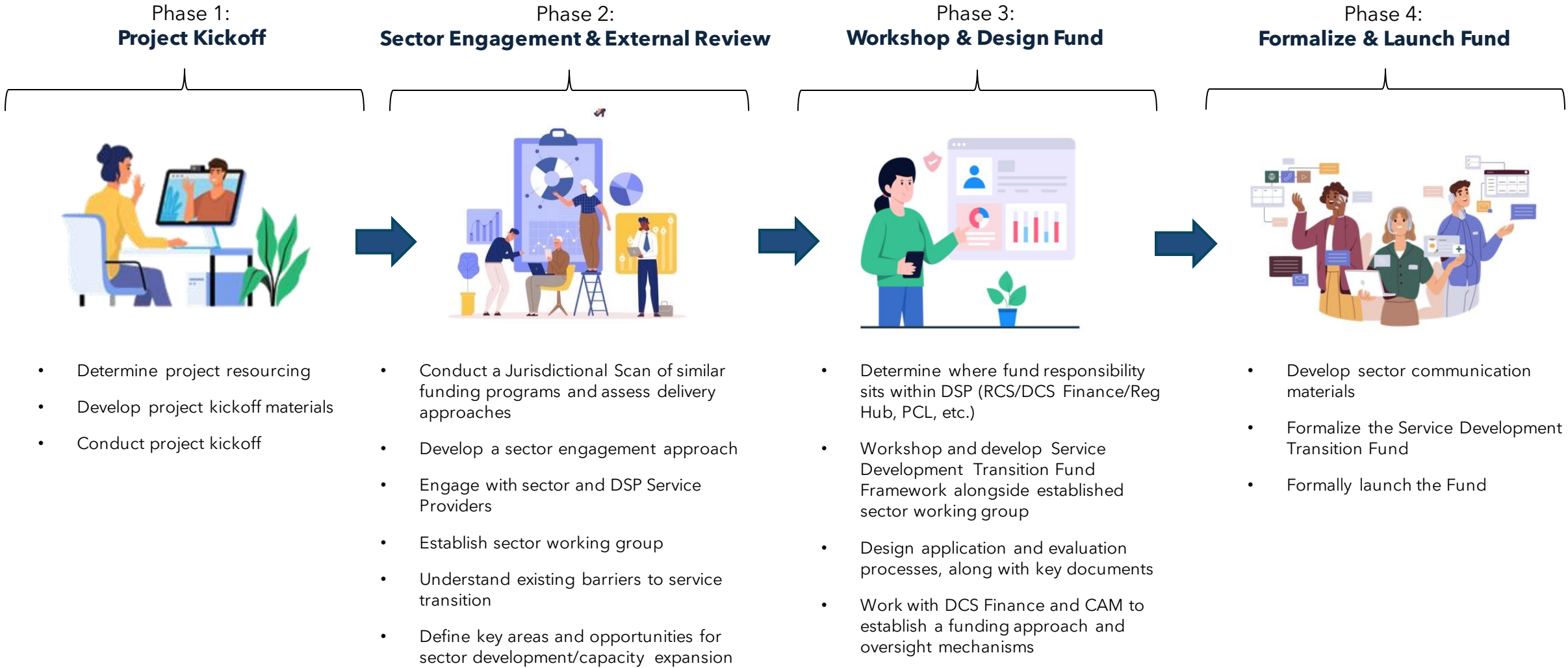
Out of Scope:

- Actively facilitating and leading sector communications once the SDTF is completed
- Providing future advisement to DSP on internal government capital/infrastructure investment areas
- Providing any analysis of technology and IT infrastructure
- Evaluation of SDTF submissions from Service Providers once the fund is established



Project Approach | Service Development Transition Fund

Framed below is a high-level phased approach to launch the Service Development Transition Fund Project.





Project Approach | Service Development Transition Fund



Phase 1: Project Kickoff

Overview

In the first phase of the project, the project team will work with key stakeholders to validate the scope and timelines that are incorporated into the Project Charter and ensure that it is reviewed, feedback is incorporated, and is approved and finalized.

Key Activities

- Develop a draft Project Charter
- Present the Project Charter to the project team for review
- Incorporate feedback from the review into the Project Charter
- Receive approval and sign off on the finalized Project Charter
- Conduct broader DSP project kickoff session

Deliverables

- Project Kickoff Document



Project Approach | Service Development Transition Fund

2 Phase 2: Sector Engagement & External Review

Overview

In the second phase, the project team will conduct an initial assessment of external grant funding programs similar in scope to the proposed SDTF. Subsequently, the team will work on developing and launching a targeted sector engagement to gather key feedback from DSP Service Providers, aiming to understand barriers to service transition that can be addressed through appropriate support. This sector engagement will also enable DSP to establish a volunteer working group to advise on the funding framework and application processes to be developed in phase three, thus allowing Service Providers to help define the framework and ensure its effectiveness. At the end of the phase, the project team will submit results of a J-Scan and a "What We Heard" Report summarizing the initial engagements. The work during this phase will lay the groundwork and help define the key funding areas for the SDTF.

Key Activities

- Conduct a Jurisdictional Scan of funding programs and assess delivery approaches
- Develop a sector engagement approach
- Engage with Sector and DSP Service Providers
- Establish sector working group for Phase 3
- Assess existing barriers to service transition and define key areas and opportunities for sector capacity expansion
- Submit J-Scan and Engagement Analysis

Deliverables

- Engagement Plan
- Completed Sector Engagements
- Confirmed Sector Working Group
- Working Group Parameters (working agreement)
- J-Scan & Engagement Analysis



Project Approach | Service Development Transition Fund

3 Phase 3: Workshop & Design Fund

Overview

In phase three, the project team will collaborate with the working group to workshop and define the framework and funding guidelines for the SDTF. This will involve documenting clear guidelines on the specific areas for which one-time discretionary funding can be approved and how it will be utilized. Additionally, the team will workshop and develop key application documents with input from the sector.

Phase three will also consist of internal working sessions to determine the responsibility for fund delivery, evaluation processes and a scoring matrix, Finance/Legal/CAM requirements to ensure due diligence and the development of proper funding oversight mechanisms. This phase will result in the creation of the SDTF Framework, along with the necessary internal and external documents and processes required to launch the fund.

Key Activities

- Determine where fund responsibility sits within DSP (RCS/DCS Finance/Reg Hub, PCL, etc)
- Workshop and develop Service Development Transition Fund Framework and guidelines alongside established sector working group
- Engage with CAM and Legal to determine internal guidelines and requirements for fund
- Design application and evaluation processes, along with key documents
- Work with DCS Finance to establish a funding approach and oversight mechanisms

Deliverables

- SDTF Framework & Guidelines
- Application & Evaluation Processes
- Sector Application Documents
- Reporting and Accountability Mechanisms
- Funding Approach Confirmed
- SDTF Delivery Responsibility Determined



Project Approach | Service Development Transition Fund

4 Phase 4: Formalize & Launch Fund

Overview

Phase four will have the project team developing the required public communications materials and implementation plan for DSP to formalize and launch the fund. If required, the project team will work with CNS to formalize the communication materials.

Upon the submission of the phase four deliverables, DSP program will be responsible for launching the fund and coordinating application review and funding delivery.

Key Activities

- Develop sector communication materials and implementation plan
- Formally launch the Fund
- Transition to operations



Deliverables

- Communication Package
- Implementation Plan

Project Timeline | Service Development Transition Fund











Project Scheduled Week Of:	May				June				July				August				September			
Project Tasks	6	13	20	27	3	10	17	24	1	8	15	22	5	12	19	26	2	9	16	23
Phase 1: Project Kickoff																				
Hold Project Kickoff meeting																				
Incorporate feedback and finalize project kickoff document																				
Phase 2: Sector Engagement & External Review																				
Conduct a Jurisdictional Scan of funding programs and assess delivery approaches																				
Develop a sector engagement approach																				
Engage with Sector and DSP Service Providers																				
Establish Sector Working Group for Phase 3 & Working Agreement																				
Assess existing barriers and define key areas and opportunities for sector capacity expansion																				
Submit J-Scan and Engagement Analysis																				
Phase 3: Workshop & Design Fund Framework																				
Workshop and develop Service Development Transition Fund Framework and Guidelines																				
Design application and evaluation processes, along with key documents																				
Work with DCS Finance to establish a funding approach and oversight mechanisms																				
Submit funding framework to DSP Leadership for Review																				
Incorporate Feedback & Submit Funding Framework & Key Process Documents																				
Phase 4: Formalize & Launch Fund																				
Develop sector communication materials																				
Develop implementation plan and parameters																				
Formalize the Service Development Transition Fund																				

 Milestone
 Deliverable



Project Resources | Service Development Transition Fund

Roles & Responsibilities



Maria Medioli, Project Sponsor

- Provide final approval and determinations for deliverables and direction
- Escalate and present items to DCS Executive as required

Laura Upton, Project Director

- Escalate and present items to DSP Management and Executive as required
- Review and approve deliverables prior to submission

Randy Acker, Program Director

- Provide strategic direction for portfolio
- Review and approve deliverables prior to submission to Co-Executive DMs

Andrew Tyler, Project Manager

- Provide project direction and oversight
- Maintain understanding of project interrelations with other work streams
- Review and approve project deliverables
- Conduct risk escalation, if needed

Evan Bunkis, Davis Pier Lead

- Provide project guidance from a portfolio lens
- Lead in the development of project deliverables

DSP Project Team Members, DSP Specialist, DSP SPS Representative, Casework Supervisors

- Provide feedback and input on key deliverables and participate in information collection activities
- Advise and represent the needs of their programs
- Liaise with impacted stakeholders and partners in the sector during implementation phases

Davis Pier Project Team Members, _____

- Develop project materials and deliverables
- Maintain regular communications with the Project Manager (e.g., status meetings and reports)
- Support facilitation of workshops and engagements
- Offer subject matter expertise

Interested Parties and Impacted Groups

Internal

- DCS Finance
- Corporate Agreement Management
- Service Provider Supports
- IF Project Team
- Legal

External

- DSP Service Providers
- ARC/RRC/RCF/SOH/ILS – Providers
- Sector Working Group
- DANS
- NSRAA
- CNS

Project Outcomes | Service Development Transition Fund

- **Expanded Service Provider Capacity:** The project will allow DSP Service Providers to expand their service capacity and make the required changes to align with the future state of Remedy programming.
- **Sector Sustainability:** The project will provide sustainability within the sector while aiming to address key barriers that Service Providers may encounter as they transition to the future state under the Remedy.
- **Sector Informed Expansion:** Through engaging with Service Providers, the project will be able to define a funding framework that meets the specific needs of the sector.
- **Updated Support Structures:** The project will provide Service Providers with one-time funding to update their service structures and make critical investments to manage the required changes in culture, capability and infrastructure

Launching the Service Development Transition Fund will allow DSP to meet key Direction 6 (8.3) In the Remedy technical report, and appendix item #17 in the Year 2 Remedy Appendix Agreements



Key Assumptions

- DSP Project Team Members will consist of representatives from current DSP regions to frame feedback/input on a regional level
- Project Resources will be available to attend workshops, meetings, and engagements
- DSP Sector Working Group will be comprised of NSRAA, DirectionS and DANS representatives, and will be involved in the funding framework design process
- Following Phase 4, DSP will be responsible for coordinating communications, reviewing applications and delivering funding

Key Discussion Points for Leadership



- Who will be able to access the funding? Is this for all DSP Service Providers?
- What is the timeframe of the Service Development Transition Fund—when does it end, or is there a funding limit?
- Can Service Providers access the fund in later years once their facilities have been phased out? E.g., could QUEST apply for funding 24 months into transitions?
- Will transition infrastructure funding be considered viable within this funding stream? If not, will there be avenues for Service Providers to access transitional funding required for administrative infrastructure funding, e.g. office spaces





Discussion

- Any questions or feedback on the proposed project plan
- Is there anything else that would be valuable for us to know as we continue this work?
- What are your initial thoughts on the fund and its scope?

Next Steps

- Incorporate leadership feedback into project charter materials
- Bring together DSP project team
- Hold project project kickoff and initiate work

