

ONTARIO DISABILITY SUPPORT PROGRAM - EMPLOYMENT SUPPORTS

DIRECTIVE 6.3

LOCAL PLANNING AND COORDINATION GROUP

SUMMARY OF DIRECTIVE

To describe the purpose, functions and membership of Local Planning and Coordination Groups (LPCGs) whose purpose is to provide advice to the Regional Offices regarding the planning, coordinating and managing of services under ODSP Employment Supports.

INTENT OF POLICY

To ensure that people with disabilities have meaningful input into the planning and delivery of Employment Supports by establishing an LPCG in each Regional Office.

APPLICATION OF POLICY

In order for ODSP Employment Supports to be successful, it is important to establish a mechanism to involve people with disabilities, community service providers, and employers in the coordination and delivery of Employment Supports in the local community.

Each Regional Office will establish, at a minimum, one LPCG made up of key stakeholders in the community. Some Regional Offices may decide to convene more than one group where communities are remote and/or local needs are different.

The purpose of the LPCG is to provide advice and support to the Regional Office's Employment Supports System Manager regarding the program, and to provide support to the provincial outreach strategy efforts, as well as any local employer outreach initiatives.

The LPCG will develop a terms of reference for itself in consultation with the Regional Office according to the policies outlined in this Directive. The terms of reference should include a statement regarding the confidential nature of the issues to be addressed by the LPCG. For this reason, members of an LPCG must take an "oath of secrecy".

Local Employment Groups

It is recognized that other local employment programs and activities may also be available in the community. Examples include the Ministry of Training, Colleges and Universities' Job Connect program, HRSDC Resource Centres, Ontario Works, and

ONTARIO DISABILITY SUPPORT PROGRAM - EMPLOYMENT SUPPORTS

individual community agencies funded under HRSDC's Opportunities Fund. Where such programs exist, it is important that LPCGs foster and develop positive working relationships with these programs in order to maximize employment supports to people with disabilities and to minimize duplication.

Functions

The LPCG may undertake the following functions.

- Provide advice and make recommendations to the Regional Office on operational issues such as access, intake procedures and outreach, related to ODSP Employment Supports.
- Provide advice to the Regional Office regarding the ongoing coordination of employment support services in the community in order to identify opportunities for program improvements, emerging issues and gaps in services and supports available to meet the needs of people with all types of disabilities.
- Assist the Regional Office to implement a dispute resolution process ([See Directive 6.2 Dispute Resolution](#)). The LPCG will recruit and nominate a pool of qualified members for the dispute resolution committee to the Regional Office. (This function will not apply to Regional Offices that have chosen to access a dispute resolution committee from another Regional Office.)
- Assist with the evaluation of client satisfaction of ODSP Employment Supports.
- Provide advice and make recommendations to the Regional Office regarding proposals for Special Projects.
- Facilitate linkages between service providers, training facilities, employers and people with disabilities to improve employment opportunities, including specific initiatives and activities as a part of the provincial-level employer outreach strategy.

The relative focus on any of the above functions will vary according to the local issues, priorities and the employment support network already established.

Membership

The membership of the LPCG will consist of key stakeholders in the community including people with disabilities, service providers, and employers and representatives from the business community.

Cross-memberships or links with other community planning groups are encouraged. An example would be a link between the LPCG and the Local Training and Adjustment

ONTARIO DISABILITY SUPPORT PROGRAM - EMPLOYMENT SUPPORTS

Boards (LTAB), where they exist. An LTAB representative could be invited to become a member of the group. This will allow both local planning groups to benefit from the efforts of the other and provide mutual support in developing and evaluating local solutions to improving employment opportunities for people with disabilities.

Wherever possible, at least half of the members of the LPCG will be people with disabilities. All members will participate on a volunteer basis and no remuneration will be provided.

Members will demonstrate the following:

- thorough understanding of the needs of people with disabilities;
- knowledge of employment planning concepts and resources;
- knowledge of labour market trends and employment opportunities for people with disabilities;
- knowledge of services and supports for people with disabilities; and
- ability to work collaboratively as part of a team.

Members of the various stakeholder groups will be nominated by community umbrella organizations or associations wherever possible, and will represent the views of their constituency. Employers and business community members, for example, may be representatives from the Chamber of Commerce, Boards of Trade, and Personnel or Professional Associations.

The LPCG should have good representation from the various disability groups. Representatives for people with disabilities should be active members of consumer controlled organizations. In areas where the consumers may not be well organized, people with disabilities who have been actively involved in the development of community support services may be selected.

Local factors (e.g. urban and rural needs) should be considered in the membership selection. Regional Offices will accept nominations and determine the final selection of representatives. Once the LPCG has been established, future members of the LPCG may be chosen either by the Regional Office or this authority may be delegated to the LPCG. The Regional Office, however, retains the ability to rescind the delegated authority.

The term of membership should ensure there is overlap of experienced and new members. The Regional Office, in consultation with LPCG members, will determine the term of membership.

There will be co-chairs. One will be appointed by the LPCG. Preference should be given to a person with a disability. The Employment Supports System Manager, or his/her delegate, will be the other chair and will be an ex-officio member.

ONTARIO DISABILITY SUPPORT PROGRAM - EMPLOYMENT SUPPORTS

Minutes and Meetings

Minutes will be taken and distributed to all members of the LPCG and the ODSP Manager. Clerical support will be provided by the Regional Office.

The co-chairs will schedule meetings and provide advance notice to all members. The number of meetings held will be determined by the co-chairs and depend on the issues to be discussed.

In Regions where face-to-face meetings are difficult to arrange, LPCGs may consider using teleconferences or email discussion groups to conduct business. Any confidential material should be distributed carefully.

Confidentiality

Individual client or case issues will not be discussed. The Ministry will make clear when confidentiality requirements apply.

All information presented to the LPCG as “confidential” will not be shared outside of the committee members.

Conflict of Interest

Members will not represent personal or organizational interests.

All members of the LPCG at the outset of their appointment will declare any real or perceived conflict of interest that may arise from their participation in the group.

Any member of the LPCG with direct personal or monetary interest in an issue, or perceived interest, must declare the conflict of interest and withdraw from all discussion and voting on the matter.

Expenses

The Regional Office will reimburse members for expenses related to meetings including accommodation, meals and travel costs, in accordance with Ministry guidelines for employees and as authorized by the Employment Supports System Manager. Photocopying services and secretarial support are available, subject to approval from the Regional Office.

RELATED DIRECTIVES

[6.2 Dispute Resolution](#)