 

**Smart Support Steering Committee**

**Terms of Reference**

**Introduction**

**Smart Support – Technology Enabled Services** plans to expand opportunities for greater independence by equipping people with technology that is individually customized to meet the needs and goals of each person supported. The ultimate goal is to enhance the quality of life of those using technology and thus reducing the dependency on paid supports.

Smart Support – Technology Enabled Services intends to provide sustainable supports that offer models and tools to be shared widely across the province.

**Steering Committee Responsibilities and Structure**

* The Smart Support Steering Committee will oversee the implementation of the Smart Support project, including monitoring the work plan, ongoing communication with stakeholders, achieving milestones, overseeing the ongoing evaluation, address any challenges, and through the Executive Director, reporting to the Board of Directors.
* The following are the members of the Smart Support Steering Committee:
  + Shelbey Pillon – Project Manager, Smart Support – Technology Enabled Services, Community Living Essex County (Chair)
  + Corey Dalgleish – Director, Community Living Supports, Central Area, Community Living Essex County
  + Julie LaSorda – Manager, Administration, Community Living Essex County
  + Kevin Sinn – Manager, Property, Community Living Essex County
  + Peter Blanken – President, On-Site Services
  + Kevin Harding – Director, Information Technology, Imagine!
  + Marla Jackson – Manager, Research and Innovation, Hotel-Dieu Grace Health Care
  + Elaine Whitmore – Executive Director, John McGivney Children’s Centre
  + Peter Wawrow – Coordinator & Professor, Biomedical Engineering Technology, St. Clair College
  + Heather Pratt – Director, Research and Innovation, University of Windsor
  + Doug Sartori – Parellel 42 Systems
* The term of membership will continue through March 31, 2018.
* The Steering Committee will operate by consensus and all major decisions will be referred as a recommendation to the Executive Director.
* Participation in meetings can be in person, by teleconference or videoconferencing.
* The Steering Committee will meet regularly throughout the Smart Support Project period which ends March 31, 2018. The frequency will be determined by the Steering Committee members.

**Deliverables**

1. Implement customized technology that will assist people supported to become more independent and increase their quality of life
2. Research and collect assessment tools and adapt assessment based on the needs of the project and the preferences of each participant
3. Customized training for people supported and direct support networks to better their knowledge of technology and how its use can be beneficial to them
4. Increase system capacity and sustainability by offering a less costly support model for people purchasing services and those interested in increased independence
5. Develop a Best Practices guide to share with the Developmental Services sector for the purpose of replication of models of support

**Sub-committees**

Will be formed as needed by the Steering Committee.

**Accountability**

1. At a minimum quarterly updates will be given by the Chair to the REAL Change Steering Committee.
2. Reports will be submitted through the Executive Director to the Ministry of Community and Social Services as requested and required.
3. Ongoing communication with stakeholders will occur to ensure accurate information sharing exchange at all levels.

Updated: October 6, 2017