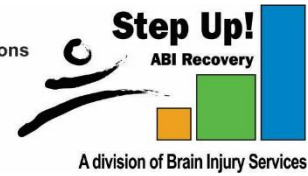




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Information Management Plan 2016-2017

Goal	Indicator	Activity	Responsibility	Timeline	Completion
1.Ensure that communication format used for communication with and among employees is current and timely	100% of website content will be current. Increase score to 70% on Work Pulse Survey related to general communication.	The agency’s website will be redesigned. Conduct bi-annual reviews of the agency’s website. Create on-line “communication hub” for communication with employees. Develop timelines for the posted information to remain posted. General organizational communication with employees will occur primarily in electronic format.	Robert Directors Robert Robert/directors Directors	March 2016 June and December March 2016 August 2016 On-going	

Goal	Indicator	Activity	Responsibility	Timeline	Completion
2.Client personal health information will be kept confidential	<p>All services will achieve a score of no less than 90% on the annual PHIPA audits.</p> <p>100% of audited end point devices (EPD: smartphones, laptops, USBs, tablets, etc.) will have a password.</p>	<p>Conduct annual PHIPA audits.</p> <p>Conduct annual audits of EPDs.</p>	<p>Vlad</p> <p>Vlad</p>	<p>December 2016</p> <p>December 2016</p>	
3.Ensure that communication format used for communication with families is current, timely, and convenient	<p>Maintain a membership of no less than 15 client family members who are on the Virtual Family Council.</p>	<p>Monthly communication with families via survey through the Virtual Family Council.</p> <p>A flier will be offered to all to families upon admission with information about the Virtual Family Council.</p>	<p>Jen Gualtieri</p> <p>Jen Gualtieri</p>	<p>April 2016</p> <p>May 2016</p>	