

Development of a Primary Care Network

The diagram provided with this commentary is an overview of the business planning process, showing the information exchange during PCN development.

This revised structure has the following key advantages and elements:

- Each stage of business planning is supported by specific and relevant information package collected in a comprehensive *Guide & Reference Manual for Primary Care Networks*.
- Stakeholders are provided with earlier verification that key proposals are eligible for PCN funding and are being developed within established guidelines. PCNs will now submit a draft of their service delivery model to the PCI Program Office for review and conceptual approval before undertaking the work of writing a comprehensive Business Plan. The Service Plan submission will include an initial budget (in Excel) associated with the planned programming and infrastructure.
- The first disbursement of funds will be \$30,000, an amount that has been calculated as adequate for even the largest PCNs to develop a detailed project plan, especially since the project plan template has been streamlined and simplified. This first disbursement will be issued with notice of approval of the LOI. A binder containing the *Guide & Reference Manual* and a password to the protected area of the PCI website where electronic copies can be accessed will accompany the \$30,000 cheque and the notice of LOI approval.
- The amounts of the second, third, and fourth disbursements is based on the resource requirements identified by the PCNs in their project plans, and limited to the established maximums for Business Plan Development funding.
 - The second disbursement provides funding to draft the Service Delivery Plan.
 - The third disbursement provides funding to complete the writing of the Business Plan.
 - The fourth disbursement supports the PCN through transition to the receipt of the operational funding a PCN will receive shortly after it initiates operations.
- Financial updates are submitted with major deliverables (Project Plan, Service Delivery Plan, Business Plan, transition). A short “Project Financial Update” is built into the project plan template. The update should be filled out and submitted with each deliverable to access additional funding to support development of the next deliverable.
- The second, third, and fourth disbursements will be reduced by any funds remaining unspent at the conclusion of the project planning, service delivery planning, and business plan writing stages, respectively. Any funding remaining at the conclusion of transition (or if business planning is discontinued at any earlier stage) must be returned promptly to the PCI Program Office.
- Complexity funding is no longer separate and abstract, but woven into the actual activities detailed in a project plan.
- Business planning funds must be used only for business planning purposes, and are advanced to recipients on the understanding that PCNs will adhere to this policy and any other policies or standards established for the Primary Care Initiative.

Notes on the Diagram

1. The PCI Program Office acts as the operational arm of the Primary Care Initiative Committee (PCIC)
2. PCN is a group of physicians working with their Regional Health Authority (RHA) representatives, with guidance and assistance from the PCI Program Office and Practice Management Program, who intend to form a Primary Care Network.
3. PCNs are required to submit a draft of their Business Plan to the PCI Program Office for review and feedback before final submission.
4. Submit two copies of the Business Plan.
5. Assignment of Trademark gives the PCN permission to use the logo but PCI retains ownership.