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## MEMORANDUM

**DATE:** June 20, 2016

**TO:** Developmental Services Agencies

**FROM:** David Remington, Director

**RE: Distribution of Materials Regarding Upcoming MCSS Focus Groups on Developmental Services**

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The ministry is holding focus groups with individuals and families that take part in ministry-funded developmental services and supports.

We are seeking your assistance with distributing the attached recruitment invitation to individuals and families/caregivers.

### **Purpose of focus groups:**

The ministry's Policy Research and Analysis Branch (PRAB) is developing outcome measures for developmental services (DS), leading to the development of a Performance Measurement Framework (PMF). Based on recommendations from the DS sector, PRAB is now planning ten focus groups across the province.

The ministry wants to hear directly from individuals and families about what things in life they would like developmental services to help them or their family members achieve such as meaningful employment, independence or more inclusion in their community. The input we receive will help shape the development of the DS Performance Measurement Framework.

The ministry values feedback from individuals and their families on their experiences and we recognize that ongoing engagement is key to making meaningful improvements to the developmental services system.

### **Focus Group Approach:**

The ministry is recruiting 100 individuals and 100 families/caregivers to participate in ten focus groups this July. These focus groups are voluntary and will not affect the supports that individuals are currently receiving. The ministry is reaching out to DS agencies, organizations for self-advocates and families, and family/caregiver networks to ensure diverse perspectives are included.

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Telephone: 613-545-0539  
Toll Free: 1-800-646-3209

347 Preston Street, 3<sup>rd</sup> Floor, Ottawa ON K1S 3H8  
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Youth Justice Services  
23 Beechgrove Lane, Kingston ON K7M 9A6  
Telephone: 613-531-5740  
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When they receive the invitation, participants are asked to contact PRAB through an online form or by phone. PRAB will select a balance of participants across gender, age group, service types, living in urban, rural and remote/isolated areas, and indigenous and Francophone communities (one session is designated for Francophone, should there be sufficient interest).

Since the focus group locations are in urban areas, the ministry is working to include living in more rural areas as well. In addition, PRAB is planning a video-conference session to include individuals and families living in remote and isolated communities.

**For Your Action:**

Please advertise and/or distribute - **by June 24, 2016** - the attached recruitment invitation to all individuals and family members/caregivers who live within about 100km from **Ottawa or Toronto**. Please also distribute the invitation to individuals and families living in isolated and remote locations in Ontario who are in receipt of developmental services and supports (e.g., including via OTN) so they can participate in the video-conference session.

Please do not identify or select specific individuals and families; rather we ask that you distribute the attached invitation widely. The invitation requests that those interested in participating in the focus groups contact PRAB via an online form or by telephone.

If you have any questions regarding the attached materials please contact Darren Cyr from the Policy Research and Analysis Branch at 416-314-4640 or [REU@ontario.ca](mailto:REU@ontario.ca)

Thank you in advance for your assistance on this project.

Sincerely,



David Remington  
Director, East Region

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