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| NEW_Ont-Logoletterhead | **Ministry of Health and Long-Term Care****Community Mental Health and Addiction Programs****Transfer Payment Agreement****Schedules Guide and Template**  |

**INTRODUCTION**

The intent of the “Community Mental Health and Addiction Program” (CMHAP) funding is to strengthen system support functions and direct services for the purpose of advancing **Phase 2 of Ontario’s Comprehensive Mental Health and Addictions Strategy,** which consists of five strategic pillars:

1. Promote resiliency and well-being in Ontarians
2. Ensure early identification and intervention
3. Expand housing, employment supports, and encourage diversion and transitions from the justice system
4. Right service, right time, right place (improve coordination and transitions)
5. Fund based on quality and need (funding reform)

CMHAP activities relate to one or more of the following system support functions and/or direct services:

1. ***Information Management***: activities related to the management of mental health and addiction service system information, including personal client information.
2. ***Collaboration & Collaborative Care***: activities related to collaborative care and collaboration in general, including new inter-agency relationships resulting in new protocols and agreements.
3. ***Training and Professional Development***: activities intended to ensure appropriate initial & ongoing education and training of professionals/ para-professionals required to perform the full range of system functions.
4. ***Knowledge Translation and Exchange***: activities intended to influence service provider behaviour through better knowledge of emerging issues and best-practices. Activities include clinical guideline development, promising practice identification, knowledge translation, knowledge transfer and mentoring, as well as monitoring and evaluation of the success of research and knowledge exchange.
5. ***Service and System performance, Monitoring and Evaluation***: all quality assurance and standards activities intended to ensure that: a) services and supports are producing desired client outcomes; b) the system is operating in a way that supports improved client outcomes.
6. ***Direct services***: activities involving client assessment and care planning, referrals to follow-up services/supports, and interventions to improve functioning and quality of life, support self-management, wellness, recovery and harm-reduction.

**INSTRUCTIONS FOR COMPLETION OF SCHEDULES**

This template is the **required** format for Schedule A.

**SCHEDULE “A”**

**PROGRAM DESCRIPTION AND TIMELINES**

# HSJCC Information:

Regional or Local HSJCC: Toronto Regional HSJCC

HSJCC Chair/Co-Chairs: Steve Lurie and Amber Kellen

Chair/Co-chairs contact: Steve Lurie at slurie@cmhato.org or 416-789-6886, Amber Kellen at akellen@jhst.ca or 416-925-4386 ext. 227

Transfer Payment Agency: CMHA Toronto

Transfer Payment Agency Contact: Steve Lurie at slurie@cmhato.org

# HSJCC Objectives

## Committee’s over all goals and key commitments:

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| *The T-HSJCC works collaboratively:**• To provide a planning table to bring together service providers and find solutions to the problem associated with the criminalization of people within the target population, and;**• To develop a model of shared responsibility and accountability in dealing with this group of people at points of intersection with the justice system.* |

## Committee’s specific objectives:

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| *The T-HSJCC works collaboratively:* *• To assist in facilitating communication through effective linkages among health, criminal justice and social service sectors, and between local committees.**• To assist in identifying issues with respect to service delivery and capacity.**• To assist in addressing issues such as access to, and duplication of services.**• To consult with local committees to determine predominant issues.**• To assist in coordinating regional training opportunities for all sectors involved in serving the target population.**• To assist in providing informed input and advice concerning research, system design, planning, program implementation, and resource allocation to the partner Ministries.* |

# System Support Function and/or Direct Services

## Please check one or more of the relevant boxes to indicate which system support function(s) (see page 1 for descriptions) the program and activities correspond to.

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| [ ]  | Information management |
|[ ]  Collaboration & collaborative care |
|[ ]  Training and professional development |
|[ ]  Knowledge translation & exchange |
|[ ]  Service and system performance, monitoring and evaluation |
|[ ]  Direct services |

# Scope of Program

Provide the list of activities to be completed. Each activity should be mapped to one or more outputs and outcomes. Please also demonstrate how the activity contributes to one or more of the MH&A strategic pillars. Provide the start and end date of each activity. See Appendix A for more examples.

| **TEMPLATE FOR WORKPLANS AND ANNUAL REPORT SUBMISSIONS** |
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| **Regional or Local HSJCC:** Toronto Regional HSJCC |
| **WORKPLAN (Due: March 1 of each year)** | **Annual Report Submissions****(Due: June 1 of each year)** |
| **HSJCC Activities****(Name and Brief Description)**What is done to meet program objectives | **Anticipated Outputs**What is produced or delivered resulting from activities | **Anticipated Outcomes (if available)**What are the regional or community effects / changes that occur as a result? | **MH&A Pillar(s) this activity contributes to**(see page 1) | **Timeline**Start and End Date | **Anticipated Budget** | **Actual Outputs**(to be completed for annual reports) | **Actual Outcomes**(to be completed for annual reports) | **Actual Budget** |
| 1. Facilitate communication through effective linkages among health, criminal justice and social service sectors, and between local committees. | *The Toronto Regional coordinator, provides administrative support to four Local HSJCC, the Toronto Service Resolution Project Committee and participates in:* *4 Toronto Regional meetings.* *4 Steering Committee meetings.**20 Local meetings.**4 Provincial Knowledge Exchange Committee (CKE) meetings.* *# Toronto Service Resolution Project Committee meetings**Toronto Regional Chair attends P-HSJCC meetings.**12-20 committee members attending T-HSJCC meetings.**40-60 committee members attending Local HSJCC meetings**10-35 participants at the Local Lunch and Learns.**20-120 participants register for the North York Lunch and Learn webinar.**Circulate current information about the human services and justice issues.**Maintain and circulate Regional, Local and TSRP membership lists.**Continue to distribute regular regional and local meeting minutes.* *Update PHSJCC website with local/regional membership contact information and local resources.* *Regional Chair provides updates about identified issues at the P-HSJCC meetings.**Local Co-chairs provide updates about identified issues at the T-HSJCC meetings.**8-10 new members joining the Regional/Locals committee.* *8-10 welcome packages sent.**45 Toronto Regional members maintained.**240 Local and Regional HSJCCs members maintained.**20 Toronto Service Resolution Project Committee members maintained.**# of members who identify as being part of equity seeking groups**Produce year - end regional and local member’s evaluation and membership confirmation.* | *Increased knowledge exchange between systems and services with respect to how to support individuals with mental health and addictions issues who come into contact with the justice system.* *Increased usefulness of information sharing.**Increased collaboration and awareness of client-centred approaches to improve coordination and transitions between services and sectors for individuals who come into contact with the justice system.**Strengthened partnerships to improve coordination and transitions between services and sectors.**Maintained and increased representation from across sectors and equity seeking groups such as Aboriginal, people with lived experience, families and seniors.* *Increased the knowledge and awareness of emerging issues and best-practices re: individuals who come into contact with the justice system and support community safety.* | [x]  Pillar 1[x]  Pillar 2[x]  Pillar 3[x]  Pillar 4[ ]  Pillar 5 |  |  | *Held 3 Toronto Regional meetings during June, December and February.**38 committee members attended 3 meetings. 18 members attended the meetings regularly. Each meeting has an average of 13 members. Total membership is 48.**Held 2 Toronto Steering Committee meetings during June, and December.**Each meeting has an average of 4 members. Total membership is 13.**Held 21 Local meetings.**Toronto Regional Co-chairs attend the P-HSJCC meetings.**269 committee members attended 21 Local HSJCC meetings. 53 members attended the meetings regularly. Local meetings have an average of 52 members.**Circulated current information about the human services and justice sector such as training opportunities, job postings, available services, new programs, workshops, information, educational resources, and community events.* *Maintain and circulate Regional and Local membership lists.**Continue with regular Regional and Local meetings and minutes distribution.* *Update PHSJCC website with Local/Regional membership contact information and local resources.* *Regional Co-chairs provide updates regarding identified issues at the P-HSJCC meetings**Local Co-chairs provide updates about identified issues at the T-HSJCC meetings.* *3 new members joining the Regional committee.* *37 new members joined the Locals committee.* *46 Regional/Local welcome packages sent out.**48 Toronto Regional maintained members.* *278 Local and Regional HSJCCs maintained members.**Year - end Regional and Local member’s evaluation and membership confirmation.**The Toronto Regional coordinator provides administrative support to four Local HSJCC.*  | *Increased cross-sectoral communication on Toronto Service Resolution Project, Implications of the Loku Inquest, Provincial Secretariat, Métis Nation of Ontario (MNO), Community Justice Centre- Moss Park, Access to Transportation.**Increased communication between systems and services leads to effective and on going cross-sectoral co-ordination, shared responsibility and planning.**Conducted annual members’ evaluation and membership confirmation to ensure information is accurate and up-to-date.**100% of Regional committee members agree that the meetings are helpful and informative.**100% of Regional committee members agree that they are informed about the activities of the HSJCC.**Added membership resulted in increased cross-sectoral coordination, planning and collaboration* *3 new members joined the Regional committee from – North York General Hospital, Métis Nation of Ontario and the Empowerment Council.**37 new members joined the Local committees from – Schizophrenia Society of Ontario, Centre for Urban Health Solutions, Toronto Police Service(3) Toronto Bail Program (3) Toronto South Detention Centre (TSDC) Aboriginal Legal Services(2), Métis Nation of Ontario (MNO), John Howard Society of Ontario, The Works/Toronto, City of Toronto Safety and Well Being Unit, Nikki Knows, Direct Your Life, North York General Hospital(2) Probation and Parole (2) Voices From The Streets(2), Dream Team, Cota, The Centre for Addiction and Mental Health(CAMH), Toronto Housing, Homes First, Toronto East Detention Centre(3) Salvation Army, The Scarborough Hospital, Judiciary (JP) Canadian Mental Health Association(CMHA) 2) Community Head Injury Resource Service (CHIRS).* *87.5 % of Regional members who completed the member evaluation identified as female, 12.5% as male, 0% as LGBTQ, 0% Indigenous, 25% as Racialized/visible minority, 0% as person with a disability**Toronto Regional Co-chairs attend the Provincial HSJCC meetings. They report on the Toronto Regional identified issues and priorities resulting in increased coordination, planning and collaboration by building capacity and sharing responsibility* | *$30,528.00 Coordinator**$606.00 Mileage* |
| 2. To assist in identifying issues with respect to service delivery and capacity. | *Committee members continue to work collaboratively utilizing a participatory group decision-making model.* *Continue to have Locals, TSRP and Justice Collaborative updates appear as standing agenda items at every meeting.*Collaborate with the TSRP in addressing system barriers for people involved with the justice sector who face multiple barriers to service access due tosystemic barriers. | *Strengthened coordination and collaboration between human services and justice sectors.**Advanced development of solutions to address systemic issues that negatively impact individuals who come into contact with the justice system.* | [x]  Pillar 1[x]  Pillar 2[x]  Pillar 3[x]  Pillar 4[ ]  Pillar 5 |  |  | *Continued to provide Regional Updates to the Provincial HSJCC meetings.**Committee members continue to work collaboratively utilizing a participatory group decision-making model.* | *Regional Updates were submitted to the Provincial HSJCC.**Member evaluation was conducted demonstrating increased collaboration and coordination between human services and justice sector.* *Participatory decision-making improves members involvement and increases cross-sectoral collaboration.**Increased Regional and Local collaboration, coordination and planning with the Toronto Service Resolution Project (TSRP) in addressing system barriers for people involved with the justice sector who face multiple challenges due to systemic barriers.*  | *$20,000 (Payments to Fred Victor Service Resolution Initiative)* |
| 3. Work collaboratively to address issues such as access to and duplication of services. | *Formalize the TSRP partnership and share responsibility by signing and maintaining the MOU agreement.**Provide feedback to the Provincial System Support Program, GTA Region/CAMH.* | *Enhanced awareness about the Toronto Service Resolution Project Committee at the Local, Regional and Provincial HSJCC meetings by providing regular reports.* *Enhanced awareness about the Provincial System Support Program, GTA Region at the Regional and Provincial HSJCC meetings by providing regular reports.* *Increase collaboration and coordination for problem solving/resolution of systemic issues that impact individuals who come into contact (or are at risk of involvement) with the justice system.**Continued with shared accountability**Reviewed minutes to ensure participatory group decision making.**Ensured Action Items are followed up with to allow for problem solving service coordination, at every meeting.**Improved functioning and quality of life re: the social determinants of health that impact individuals who come into contact with the justice system.* *Reduced recidivism by supporting improved client outcomes.* | [x]  Pillar 1[x]  Pillar 2[x]  Pillar 3[x]  Pillar 4[ ]  Pillar 5 |  |  | *Maintained the Toronto Service Resolution Project partnership with the Provincial System Support Program CAMH by providing feedback on findings and sustained the MOU agreement.**The Service Resolution Project hired a New Justice Coordinator. She is being seconded from her position at Fred Victor for one day per week. New position funds provided by the T-HSJCC.* *Provided feedback to the Provincial System Support Program, GTA Region/CAMH, Toronto Service Resolution Project, Métis Nation of Ontario and Community Justice Centre – Moss Park.* | *Increased shared responsibility, collaboration and coordination between human services and justice sector in addressing system barriers for people involved with the justice sector who face multiple challenges due to systemic barriers.* *Continue to have Locals and Toronto Service Resolution Project (TSRP) updates as an agenda item at every meeting. This increases collaboration, coordination, problem solving and builds capacity.* *Increased access to reliable and current information and analysis of human services and justice issues as demonstrated by the member evaluation.* *We provide a forum for data sharing through educational presentations at committee meetings* | *$417 Honorarium* |
| 4. Consult with Toronto local committees to determine predominant issues. | *Continue to hold regular steering committee meetings and distribute minutes.**Continue to have Local HSJCCs updates at every meeting.**Committee members provide input regarding presentation topics.**Continue to provide as a last resort transportation and food vouchers to individuals who come into contact with the justice system following their release.* *Review quarterly TTC token and food voucher reports from the locals.**OUTPUTS RELATED TO LOCAL HSJCC:**Committee members provide updates about new services and programs at every meeting.**Collaborate with the Toronto Service Resolution Project (TSRP) to address systemic barriers for people involved with the justice sector experiencing challenges accessing vital services and program.* *Continue to have, as standing agenda items Service Resolution and Coordination issues.* *Committee members have input regarding presentation and Lunch and Learn topics.**Analyze identified issues and respond appropriately.**10-15 PowerPoint presentations shared among members.**5-10 research paper shared among members.* *Coordinates 8- 12 Locals Lunch and Learns, directed by members input.**Collate and review Lunch and Learns evaluations.**Circulate 8-12 resources from other local HSJCC’s Lunch and Learns.**175- 290 participants will attend Lunch and Learns.**Fostered openness about different perspectives through open discussion and demonstrating the value and use of evaluation/research and evidence-based practices for decision making.* *OUTPUT RELATED TO Scarborough HSJCC**Collaborate with the Toronto Service Resolution Project (TSRP) to address system barriers for people involved with the justice sector who face multiple systemic barriers.* *Provide feedback on the Video Adult Fitness Assessment Project.**OUTPUT RELATED TO North York HSJCC**Collaborate with the Toronto Service Resolution Project (TSRP) to address systemic barriers for people involved with the justice sector who face multiple systemic barriers.* *Coordinate one North York Local Lunch and Learn webinar.**20-120 attending North York Lunch and Learn webinars.**OUTPUT RELATED TO**Downtown Toronto HSJCC**Collaborate, with and provide feedback to the Toronto Service Resolution Project (TSRP) to address systemic barriers facing people involved with the justice sector.* *OUTPUT RELATED TO West Toronto HSJCC**Collaborate with the Toronto Service Resolution Project (TSRP) to address systemic barriers facing people involved with the justice sector.* *Feedback provided to the Video Bail Program.**Provide feedback to the Video Bail Program.**To provide feedback to the Reintegration Centre.* | *There is evidence of engagement and participation from the cross-sectoral membership as identified in the committee’s goals.* *Increased collaboration and coordination to problem solving/resolution of systemic issues that negatively impact individuals who come into contact (or are at risk of involvement) with the justice system.**Continue with shared accountability.**Reviewed minutes to ensure participatory group decision making took place.**Ensured Action Items were followed up with at each meeting with a view to problem solving and improved service coordination.**Improved functioning and quality of life re: the determinants of health that impact individuals who come into contact with the justice system.* *Reduce recidivism by supporting improved client outcomes.**Increased knowledge and awareness about client-centred best practices and trends as it related to the target population.**Increase knowledge and awareness about mental health and addictions and how they relate to the social determinants of health; housing status, poverty, social isolation, family breakdown etc.**Enhanced knowledge and awareness of the impact of stigma for individuals who come into contact or at risk of involvement with the justice system.**Increased awareness of the Toronto Service Resolution Project Committee at the S-HSJCC meetings by providing reports.* *Increased awareness of the Toronto Service Resolution Project Committee at the NY-HSJCC meetings by providing reports.* *Increased awareness of the Toronto Service Resolution Project Committee at the DT- HSJCC meetings through the provision of regular reports.* *Explore the development of mechanisms to provide feedback to the Toronto Service Resolution Project Committee.**Increased awareness of the Toronto Service Resolution Project Committee at the WT-HSJCC meetings by providing reports.* | [x]  Pillar 1[x]  Pillar 2[x]  Pillar 3[x]  Pillar 4[x]  Pillar 5 |  |  | *Continued to have Local HSJCCs updates as an agenda item at every meeting.**Analyzed identified issues and responded appropriately.**Committee members have input regarding presentation topics.**TTC Tokens and food vouchers were distributed to the Locals courthouse and Reintegration Centre.**T-HSJCC discussed the public transportation gap for low fixed income and vulnerable individual who have health and justice issues.* *DT-HSJCC reported that the committee provided input to the Community Justice Centre – Moss Park initiative.* *S-HSJCC reported that it Initiated discussion about complex client service gaps in Scarborough.**WT-HSJCC reported on access to health care concerns.* *T-HSJCC reviewed the committee’s Terms of Reference survey results.*  | *Local Co-chairs attend the Toronto Regional HSJCC and Steering Committee meetings. They report on the Local HSJCC’s identified issues and priorities resulting in increased coordination and collaboration by building capacity and shared responsibility.**Effective and ongoing collaboration leads to better coordination by engaging in joint cross-sectoral knowledge sharing.**Quarterly TTC tokens and food vouchers reports were submitted to the Toronto HSJCC.* *Increased cross-sectoral knowledge by hosting a meeting to discussion the Community Justice Centre- Moss Park initiative.* *Effective and ongoing collaboration will increase knowledge sharing, networking, shared responsibility and capacity building.* *The T-HSJCC unanimously voted to have a Co-chair position. This will assist with succession planning for Co-chairs.* | *$7,532.00 TTC tokens and Tim Hortons Cards* |
| 5. Coordinate regional training opportunities for all sectors involved in serving individuals 16 years of age and older with a mental illness, and who are currently involved or at significant risk of being involved with the criminal justice system. Individuals may have co-occurring issues such as homelessness, substance use and developmental disabilities. | *34 Provincial Conference subsidies provided to regional and local HSJCC members.* | *Increased awareness and access to educational opportunities provided at the local and regional HSJCCs.* *Increased access to reliable and current information and analysis of human services and justice issues.* | [x]  Pillar 1[x]  Pillar 2[x]  Pillar 3[x]  Pillar 4[ ]  Pillar 5 |  |  | *Provincial Conference subsidies provided to regional and local HSJCC members.**Continue to maintain updated membership list and ensure members receive information about Provincial, Regional, Local HSJCCs network training and/or information.* *Fostering openness about different perspectives through discussion. Value and use evaluation/research and evidence-based practices for decision making.* *OUTPUTS RELATED TO LOCAL HSJCC**514 participants at the Local Lunch and Learns. 31% increase from previous year of 355 participants.**191 participants attended the North York Lunch and Learn 3 webinars.**339 people registered for the 3 webinars* | *13 bursaries were provided to regional and local HSJCC members who were in need of subsidy to attend the Provincial conference. This increased knowledge sharing, network, sharing responsibility and capacity building.**Circulated meeting minutes and regular updated membership, posted meeting minutes, and PowerPoint presentations on the HSJCC website.* | *P-HSJCC conference bursaries valued at $5,815.00.* *Please note that the Toronto HSJCC did not provide funds, but allocated the bursaries to members that needed financial assistance.* *$4,655.00 (Lunch and Learns, webinars and panel)* |
| 6. Provide informed input and advice concerning research, system design, planning, program implementation, and resources allocation to the partner ministries.  | *Maintain updated membership list to ensure members receive information about Provincial, Regional, Local HSJCCs network training and/or information shared by committee members.* *Foster openness about different perspectives through open discussion that values and uses evaluation/research and evidence-based practices for decision making.* *Analyze identified issues and respond appropriately.**10-15 PowerPoint shared among members.**5-10 research paper shared among members.* | *Provided a forum for data and information sharing through educational presentations.* *Increased access to reliable and current information and analysis of human services and justice issues.**Provided a forum for data and information sharing through educational presentations.* | [x]  Pillar 1[x]  Pillar 2[x]  Pillar 3[x]  Pillar 4[ ]  Pillar 5 |  |  | *11 PowerPoint research findings shared among members.**10 Research finding/papers shared among members.**Fostering openness about different perspectives through discussion. Value and use evaluation/research and evidence-based practices for decision making.*  | *Continue to have Locals, and Toronto Service Resolution Project (TSRP) updates as an agenda item at every meeting. This increases collaboration, coordination, shared responsibility, problem solving and builds capacity.* *Circulated 3 webinar links from local HSJCC’s Lunch and Learns: Keeping Sane in an Insane World, Cannabis and MCIT to the Toronto Regional and Local HSJCC 276 membership.**Circulated 2 Toronto Regional PowerPoint slide decks from the Provincial Secretariat and Métis Nation of Ontario.**PowerPoints are uploaded to the HSJCC website.**Circulate 14 PowerPoints presentations from local HSJCC’s Lunch and Learns and meeting presentations: Personality Disorders, Focus Situation Table, Métis Nation of Ontario , MCIT, Keeping Sane in an Insane World, Cannabis, Central East LHIN Sub-region planning tables, Forensic Early Intervention Service (FEIS), HSJCC Secretariat, Opportunities to Improve The Health of Persons in Custody in Ontario, Understanding basic medication related issues in client with common psychiatric conditions, Screening and Assessment and the Ontario Perception of Care tool, The Cannabis Act: Youth, Mental Health and Public Safety?, and Prisoners HIV/AIDS Support Action Network (PASAN).* *Increased cross-sectoral members’ knowledge and awareness on all aforementioned topics.**Circulated 10 research reports: Substance Use Prevention and Harm Reduction Guideline, 2018; Trauma Informed Tool Kit; Trauma, Compassionate Fatigue and Burnout, Cannabis, Bail and Remand in Ontario Report, Segregation in Ontario & Corrections In Ontario Directions for Reform, Developmental Disability Tool Kit and video Link, Opportunities to Improve The Health of Persons in Custody in Ontario, Toronto Overdose Action Plan: Prevention & Response, and Understanding basic medication related issues in client with common psychiatric conditions.**Reviewed Lunch and Learn evaluations for continued improvement and evidence- based decision making.**44 % of regular members completed the evaluation (8 out of 18 regular members from a total of 48).* | *Included in no.1 actual outcomes (Coordinator)*  |