



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:

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

I. HSJCC Information:

Regional or Local HSJCC: Durham Regional HSJCC

HSJCC Chair/Co-Chairs: Rob Adams, Chair; Co-Chair, as required, Christina Morino

Chair/Co-chairs contact: Rob Adams, CEO DMHS, radams@dmhs.ca 905-666-0831 xt.3222/
Christina Morino, cconsultmorino@gmail.com 416-803-8988

Transfer Payment Agency: Durham Mental Health Services (DMHS)

Transfer Payment Agency Contact: Rob Adams radams@dmhs.ca; Claudette Kellam,
ckellam@dmhs.ca; DMHS 519 Brock Street South Whitby, ON L1N 4K8 905-666-0831

II. HSJCC Objectives

a) Committee's over all goals and key commitments:

To align with Provincial HSJCC Objectives and support the overall mandate of HSJCC. Help create solutions to enhance the system and communication, within the system itself, between sectors/services. Increase Durham Regional HSJCC Membership with diverse (system and community) representation, and key players on the committee who have connections with other key players. To create a better understanding of the different systems and services. Collaboration of stakeholders to bring about change for quality care and services provided.

b) Committee's specific objectives:

Regular scheduled bi-monthly meetings with a full Agenda that includes guest speakers, roundtable discussions and updates on standing items. Increase information sharing among members using centralized administration support via email between meetings to enhance communication, knowledge exchange and working together. Maintain updated information on the Provincial website regarding Durham Regional HSJCC. Increase education and knowledge transfer of current issues through education events (in the Spring) in Durham Region. Assign, organize and assess (as required) working sub-committees within Durham Regional HSJCC with follow through/moving forward on key issues regarding enhancement of services. Work closer with the Court System and Police when possible. Focus on top issues: Aging Population - Geriatric, Dementia, Seniors; Housing; Higher needs/Complicated/Higher level short term and long term supports regarding Youth issues; Diversion and Property belongings issue. Please refer to IV. Scope of Program - Committee Workplan plan details for specifics.

III. System Support Function and/or Direct Services

a. 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.

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

IV. Scope of Program

TEMPLATE FOR WORKPLANS AND ANNUAL REPORT SUBMISSIONS								
Regional or Local HSJCC: Durham Regional HSJCC								
2018 - 2019 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. <i>Collaboration & Collaborative Care:</i> Enhance membership and collaboration/ communication of the Durham HSJCC to progress community engagement with the committee	<ul style="list-style-type: none"> 2 new members Admin/Project Management Support to optimize attendance, communication, knowledge transfer, information sharing and work projects 	<ul style="list-style-type: none"> Add organizational partners and perspectives to increase collaboration Increase working dedication of members as well as diversify membership and representation Increase level of collaboration between partners 	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	April 2018 - March 2019	\$7,000.00 *Note: <i>Elements of Activity #6 are also included in this budget</i>			
2. <i>Direct Services:</i> Member of LHO Collaboration on Opioid/Substance Use education sessions to Youth (Target Audience: Alternative Schools) partnered with Community Partners (i.e. DRPS; Public Health; Committee Member Organizations, etc.)	<ul style="list-style-type: none"> 100-200 youth and school staff attending education sessions 	<ul style="list-style-type: none"> Level of knowledge Harm Reduction 	<input checked="" type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	September 2018 - March 2019	\$0			

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**Annual Report Submissions
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3. <i>Knowledge Translation and Exchange:</i> Invite Guest Speakers to attend Durham Regional HSJCC meetings to speak on key emerging issues, system services and best practices	<ul style="list-style-type: none"> 3-4 Guest Speakers to present, on current key issues, as chosen via consensus of committee members or specifically requested 	<ul style="list-style-type: none"> Increase knowledge transfer and awareness Increase understanding of emerging issues, and resources available in Durham Region Positive influence for service and system provider behaviour 	<input checked="" type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	<i>September 2018 - March 2019</i>	\$1,000			
4. <i>Service and System Performance:</i> Develop working sub-committee within the Durham Regional HSJCC and partners (as deemed necessary) to move forward on current issues regarding enhancement of system communication/services	<ul style="list-style-type: none"> 1 sub-committee comprised to focus on looking at getting a process across Ontario for Fitness Assessments in the Judicial System 	<ul style="list-style-type: none"> Increase communication and collaboration between sectors Enhance client care Support an improvement of client outcomes and treatment Influence system and service provider behaviour 	<input checked="" type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	<i>April 2018 - March 2019</i>	\$1,000			

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5. <i>Training and Professional Development:</i> Provide training in Mental Health First Aid to various community professionals/ service providers within courts and corrections.	<ul style="list-style-type: none"> 20-25 Professionals/ community service providers, from various sectors, attend training sessions 	<ul style="list-style-type: none"> Increase knowledge transfer and awareness Increase professional competence Intention to enhance practice Enhance services and care provided to clients 	<input checked="" type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input checked="" type="checkbox"/> Pillar 5	November 2018 - March 2019	\$8,000			
6. <i>Information Management of Mental Health & Addiction Systems:</i> All Durham HSJCC information to be entered on Provincial Website as central dissemination hub	<ul style="list-style-type: none"> Submit and update ongoing all Durham HSJCC minutes, documents, information and membership 	<ul style="list-style-type: none"> Increase knowledge transfer and awareness Perceived usefulness of information across Ontario 	<input checked="" type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	April 2018 - March 2019	\$0.00			