



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 (2017-2018)

I. HSJCC Information:

Regional HSJCC: Waterloo Wellington

HSJCC Co-Chairs: Meredith Gardiner and Joan Nandlal

Chair/Co-chairs contact: mgardiner@cmhaww.ca
JoanNandlal@waterloo.johnhoward.on.ca

Local HSJCC: Kitchener-Cambridge HSJCC

HSJCC Chair/Co-Chairs: Carmen Abel and co-chair

Chair/Co-chairs contact: cabel@cmhaww.ca

Local HSJCC: Guelph HSJCC

HSJCC Chair/Co-Chairs: Carmen Abel and co-chair

Chair/Co-chairs contact: cabel@cmhaww.ca

Transfer Payment Agency: CMHA WW

Transfer Payment Agency Contact: Meredith Gardiner

II. HSJCC Objectives

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

Regional

To develop an integrated, coordinated and seamless service delivery system that meets the needs of this client population and supports community safety in Waterloo Region and, Guelph and Wellington County.

Local

To work proactively to develop and implement collaborative strategies and protocols that serve the needs of people with a serious mental illness, which may include individuals with developmental disability, acquired brain injury, drug and alcohol addictions, and/or fetal alcohol syndrome and are in contact with the criminal justice system in the regional or local area.

b) Committee's specific objectives:

Regional

1. Facilitate communication through effective linkages among health, criminal justice and social service sectors, and between local committees, as outlined in the work plan.
2. Identify issues with respect to service delivery and capacity of the various systems.
3. Address issues such as access to and duplication of services.
4. Review and determine the committee structure for the region, including the need for local committees. In alignment with the Waterloo-Wellington Local Health Integration Network (WWLHIN), there are two Local HSJCCs:
 - Guelph Wellington, to include Guelph and rural Wellington
 - Waterloo Region, to include Cambridge, Kitchener, Waterloo and rural areas.
5. Consult with Local HSJCCs, and other pertinent committees to determine predominant issues in particular geographical areas across the region.
6. Coordinate regional training opportunities for all sectors involved in serving the target population (this will include presentations to the HSJCCs as needed and appropriate by community organizations, stakeholders, and relevant parties).
7. Provide informed input and advice concerning research, system design, planning, program implementation, and resource allocation to the partner ministries.

Local

The Waterloo-Wellington Regional Human Services and Justice Coordinating Committee has two Local Human Services and Justice Coordinating Committees – one for Waterloo Region and another for Guelph/Wellington both of which have the following objectives:

- Facilitating communication through effective linkages among health, criminal justice & social service sectors
- Coordinating training opportunities in conjunction with the Regional Committee
- Identifying, prioritizing, and addressing issues with respect to capacity and seamless service design & delivery; making recommendations regarding local priorities to the Waterloo-Wellington Regional HSJCC committee.
- Sharing information between participating members regarding what their services are and how they can be accessed and utilized effectively to assist with emerging problems.
- Reviewing and providing feedback on difficult situations and effective use of community intervention strategies – see Sharing of Information below.
- Creation of a work plan and budget for submission to the Regional Human Services and Justice Coordinating Committee
- Planning and developing protocols for pre-diversion activities in order to assist individuals access appropriate services prior to entering the criminal justice system.
- Planning and developing protocols for increasing supports and services, and decreasing stigma following involvement with the criminal justice system in order to assist individuals with re-integration into the community, including case management and crisis plans.

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
 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.

7. Waterloo Wellington Regional HSJCC

WORKPLAN (Due: March 1 of each year)						Annual Report Submissions (Due: June 1 of each year)		
Program/HSJCC Activity (Name and Brief Activity) What is done to meet program objectives	Anticipated Output(s) What is produced or delivered resulting from activities	Anticipated Outcomes What are the effects / changes that occur as a result?	MH&A Pillar(s) this activity contributes to	Timeline Start and End Date	Anticipated Budget	Actual Outputs (to be completed for semi-annual and annual reports)	Actual Outcomes (to be completed for semi-annual and annual reports)	Actual Budget

7. Waterloo-Wellington Regional HSJCC

<i>Collaboration & collaborative care</i> Increase membership of the Waterloo Wellington Regional HSJCC to enhance community engagement with the committee	<ul style="list-style-type: none"> # of completed surveys Production of summary results and facilitated discussion Increased attendance and # of new members New terms of reference New co-chairs for each committee 	<ul style="list-style-type: none"> Increase membership of the Waterloo Wellington Regional HSJCC to include new organizational partners and perspectives to increase collaboration 	<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 2016 – March 2018	\$0.00			
<i>Service and System Performance:</i> Review of the following service areas: IMPACT teams with Guelph Police Services and Wellington OPP Specialized Crisis Team CMHA	<ul style="list-style-type: none"> Emergency department visits reduced Average time per call of police hours spend responding to mental health crises reduced Higher percentage of admission when detained and 	<ul style="list-style-type: none"> Decrease in police wait time at Emergency Departments Increase in admission to urgent care of high risk individuals 	<input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	April 2016 – March 2018 (Ongoing service provision)	\$0.00			

<p>WW/Waterloo Region Police Services Partnership</p> <p>WRPS and EMS to develop and expand relationship to address upstream prevention</p> <p>CMHA release planning with Maplehurst</p> <p>Review of strategies to attend to specialized areas of need (e.g., ABI, FNMI, Addictions, etc.)</p>	<p>transported under MHA</p>	<p>brought to ER by specialized crisis team</p>						
<p><i>Collaboration & collaborative care :</i> Review and consider partnering on activities associated with the drug strategies across the region; continued support and intervention Opioid training workshops and activities with the drug strategies in Wellington/Guelph and Waterloo Region</p>	<ul style="list-style-type: none"> • # of Partnership activities • community agencies attending the training event 	<ul style="list-style-type: none"> • Increased partnership with addictions; increased knowledge of harm reduction, supporting withdrawal and personal safety consideration around Opioids in Waterloo Wellington 	<ul style="list-style-type: none"> <input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5 	<p>Dec. 2016 - March 2018</p>				
<p><i>Training and professional development:</i> Presentations on:</p> <ul style="list-style-type: none"> ▪ Geriatrics and Justice ▪ Health System Transformation ▪ First Nations, Metis Inuit and cultural responsiveness ▪ Acquired Brain Injury ▪ Addictions and Stage of Change 	<ul style="list-style-type: none"> • # of members in attendance who returned to their agencies to share knowledge and learning 	<ul style="list-style-type: none"> • Increase knowledge 	<ul style="list-style-type: none"> <input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5 	<p>April 2016- March 2019</p>				

<i>Knowledge Translation and Exchange:</i> Creation and distribution of Crystal Methamphetamine booklet, with follow-up to explore development of an on-line format (e.g., Application - App) targeting youth and other e-users	<ul style="list-style-type: none"> Investigate next step in training and intervention # of products developed and disseminated with membership 	<ul style="list-style-type: none"> Use new knowledge to improve existing practices Provide harm reduction assistance 	<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	September 2016- December 2017				
<i>Knowledge Translation and Exchange:</i> Participation in Provincial HSJCC Conference (Nov 20-22) Walking the Path: Finding the Way to Wellness	<ul style="list-style-type: none"> # of participants attending the conference Presentations and participation in events 	<ul style="list-style-type: none"> Representation at the conference Increased network and engagement for members 	<input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	November 20-22, 2017	\$5,000			
7a. Guelph-Wellington Local HSJCC								
<i>Collaboration & collaborative care</i> Participate in review of local and regional projects	<ul style="list-style-type: none"> Review and confirm budget allocations to current projects 	<ul style="list-style-type: none"> Prioritized events and workshops receive support 	<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 2017 – March 2018	\$2,500 to be allocated			
<i>Service and System Performance</i> Participate in review of Drug Treatment Court and court support operations in Guelph Wellington <ul style="list-style-type: none"> Review and discuss operations Identify and address needs Develop procedure and protocol as needed 	<ul style="list-style-type: none"> Shared protocol and procedures to guide court support processes Updated guidebooks for adult and youth related services as relevant (previously published) 	<ul style="list-style-type: none"> Improved support and access to services Improved service collaboration Increased knowledge among citizens and partners 	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	April 2017 – March 2018 (Ongoing related to service provision and partnership)				
<i>Training and professional development:</i> Support training workshops and	<ul style="list-style-type: none"> # of community agencies attending training events 	<ul style="list-style-type: none"> Increase knowledge of harm reduction, 	<input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2	September 2016- March, 2018				

follow-up activities with WG Drug Strategy, Guelph Police Service, OPP and Service Providers		supporting withdrawal and safety considerations around Opioids in Waterloo Wellington	<input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5					
<i>Knowledge Translation and Exchange:</i> Participation in Provincial HSJCC Conference (Nov 20-22) Walking the Path: Finding the Way to Wellness	<ul style="list-style-type: none"> # of participants attending the conference Presentations and participation in events 	<ul style="list-style-type: none"> Representation at the conference Increased network and engagement for members 	<input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	November 20-22, 2017				
7b. Kitchener-Cambridge Local HSJCC								
<i>Collaboration & collaborative care</i> Participate in review of local and regional projects; review and integrate where appropriate with projects associated with drug strategy related to justice and enforcement	<ul style="list-style-type: none"> Review and confirm budget allocations to current projects 	<ul style="list-style-type: none"> Prioritized events and workshops receive support 	<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 2017 – March 2018	\$2,500 to be allocated			
<i>Service and System Performance</i> Participate in review of Mental Health Court, Drug Treatment Court and court support operations in Waterloo Region <ul style="list-style-type: none"> Review and discuss operations Identify and address needs Develop procedure and protocol as needed 	<ul style="list-style-type: none"> Shared protocol and procedures to guide court support processes Updated guidebooks for adult and youth related services as relevant (previously published) 	<ul style="list-style-type: none"> Improved support and access to services Improved service collaboration Increased knowledge among citizens and partners 	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	April 2017 – March 2018 (Ongoing related to service provision and partnership)				
<i>Training and professional development:</i>	<ul style="list-style-type: none"> # of community agencies attending 	<ul style="list-style-type: none"> Increase knowledge of 	<input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2	September 2016- March,				

<p>Support training workshops and follow-up activities with Waterloo Region Drugs Strategy, Waterloo Region Police Service, and Service Providers</p> <p>Hold Workshop on NCR – invite John Kastner with screening of documentary Wedding Secrets</p> <p>Hold local conference workshop on the forensic system and impact on the accused</p>	<p>training events</p>	<p>harm reduction, supporting withdrawal and safety considerations around Opioids in Waterloo Wellington</p> <ul style="list-style-type: none"> • Increase knowledge on role and effects of NCR designation 	<p><input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input checked="" type="checkbox"/> Pillar 5</p>	<p>2018</p>				
<p><i>Knowledge Translation and Exchange:</i> Participation in Provincial HSJCC Conference (Nov 20-22) Walking the Path: Finding the Way to Wellness</p>	<ul style="list-style-type: none"> • # of participants attending the conference • Presentations and participation in events 	<ul style="list-style-type: none"> • Representation at the conference • Increased network and engagement for members 	<p><input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5</p>	<p>November 20-22, 2017</p>				