



**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

Transfer Payment Agency: CMHA WW

Transfer Payment Agency Contact: Meredith Gardiner

#### II. HSJCC Objectives

a) Committee's overall goals and key commitments:

##### ***Regional***

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 Waterloo Region and, Guelph and Wellington County.

b) Committee's specific objectives:

##### ***Regional***

Facilitate communication through effective linkages among health, criminal justice and social service sectors. The committee has a regional focus for all of Waterloo Region and, Guelph and Wellington County with the following objectives:

- Coordinating training opportunities focused on priority issues for the sector
- Identifying, prioritizing, and addressing issues with respect to capacity and seamless service design & delivery.
- Sharing information between participating members regarding what their services are and how they can be accessed and utilized effectively to assist with emerging problems.
- 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.

**Regional or Local HSJCC:** Waterloo Wellington HSJCC Workplan 2018-2019

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
<i>Collaboration &amp; collaborative care</i> Increase membership of the Waterloo Wellington Regional HSJCC to enhance community engagement with the committee	<ul style="list-style-type: none"> <li>Increased attendance and # of new members</li> <li>Ensure a diversity of membership from multiple sectors across the region serving the target client population</li> </ul>	<ul style="list-style-type: none"> <li>Increase membership of the Waterloo Wellington Regional HSJCC to include new organizational partners and perspectives to increase collaboration</li> </ul>	<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	\$0.00	•	•	
<i>Service and System Performance:</i>  Review of the following service areas:  IMPACT teams with Guelph Police Service, Wellington OPP and Waterloo Regional Police Service	<ul style="list-style-type: none"> <li>Emergency department visits reduced</li> <li>Higher percentage of admission when detained and transported under MHA</li> <li>Utilization by Police of the IMPACT Service</li> </ul>	<ul style="list-style-type: none"> <li>Decrease in police wait time at Emergency Departments</li> <li>Increase in admission to urgent care of high risk individuals brought to ER by IMPACT</li> </ul>	<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 2019 – March 2019 (Ongoing service provision)	\$0.00	•	•	

Review of strategies to attend to specialized areas of need (e.g., ABI, FNMI, Addictions, etc.)								
<p><i>Collaboration &amp; collaborative care:</i></p> <p>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"> <li># of Partnership activities</li> <li>community agencies attending the training event</li> </ul>	<ul style="list-style-type: none"> <li>Increased partnership with addictions; increased knowledge of harm reduction, supporting withdrawal and personal safety consideration around Opioids in Waterloo Wellington</li> </ul>	<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	Dec. 2018 - March 2019	\$0.00		•	
<p><i>Training and professional development:</i></p> <p>Presentations on:</p> <ul style="list-style-type: none"> <li>Acquired Brain Injury</li> <li>Addictions and Changes in Current Practice</li> <li>Conestoga College Program</li> <li>Dual Diagnosis</li> <li>First Nations, Metis Inuit and cultural responsiveness</li> <li>Geriatrics and Justice</li> <li>Health System Transformation</li> <li>Self Harm</li> </ul>	<ul style="list-style-type: none"> <li># of members in attendance who returned to their agencies to share knowledge and learning</li> </ul>	<ul style="list-style-type: none"> <li>Increase knowledge</li> </ul>	<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 2018- March 2019	\$0.00		•	
<p><i>Training and Professional Development:</i></p> <p><i>Organize and Offer a Regional HSJCC one day Training</i></p>	<ul style="list-style-type: none"> <li>Organize a one-day training/conference to the community on a relevant topic or area of interest related to the target client population</li> <li># of community agencies attending</li> </ul>	<ul style="list-style-type: none"> <li>Use new knowledge to improve existing practices</li> </ul>	<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	\$9K		•	

	training events							
<i>Fund Based on Quality and Need: Support each of the Drug Courts in the region with Gift Cards for the program participants</i>	<ul style="list-style-type: none"> <li>• Gift cards used to support successful participation in the Drug Court Program</li> </ul>	<ul style="list-style-type: none"> <li>• Increase successful participation through structured goal attainment program</li> </ul>	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input checked="" type="checkbox"/> Pillar 5	April 2018 - March 2019	\$500 for Waterloo Region \$500 for Guelph/Wellington		•	