



## 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: York Region HSJCC  
HSJCC Chair/Co-Chairs: Andria Allen/Michael Ventola  
Chair/Co-chairs contact: AAllen@cmha-yr.on.ca/ michael.ventola@ontario.ca  
Transfer Payment Agency: CMHA York & S. Simcoe  
Transfer Payment Agency Contact: Andria Allen

#### II. HSJCC Objectives

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

1. To identify both services and service coordination gaps at the local level.
2. To coordinate and facilitate communication, joint problem-solving and planning efforts among health (including mental health and addictions), criminal justice, developmental service, and social service organizations;
3. To develop creative local solutions to problems or issues through more effective service coordination.

b) Committee's specific objectives:

- ❖ *To educate, problem solve and collaborate on trends and recurring issues or complex cases.*

#### 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. See Appendix A for more examples.

#### TEMPLATE FOR WORKPLANS AND ANNUAL REPORT SUBMISSIONS

**Regional or Local 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
Provide lunch and learn with staff and lawyers.	<ul style="list-style-type: none"> <li>▪ 50 lawyers will increase their knowledge &amp; strategies for working with people involved with the CJS</li> <li>▪ 4 Sessions on the topics:               <ul style="list-style-type: none"> <li>○ Motivational Interviewing</li> <li>○ Domestic Violence</li> <li>○ Brain Injury</li> <li>○ Developmental Disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ With pre and post evaluations, knowledge and skills will be increased for participants.</li> <li>▪ Lawyers and service providers will have increased knowledge of listed strategies to engage clients</li> </ul>	<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 1/19 to March 31/20</i>	\$2000.00			

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WORKPLAN (Due: March 1 of each year)						Annual Report Submissions (Due: June 1 of each year)		
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Develop process for property retrieval from Central East Correction Centre(CECC)	<ul style="list-style-type: none"> <li>▪ At least 12 Property Retrieval will be provided.</li> <li>▪ Development of Memo of Understanding with CECC.</li> <li>▪ Development of policies and procedures to provide the support for clients.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop protocols for property retrieval.</li> <li>▪ Clients will have to access their significant/critical property (Keys, wallet, clothing, etc)</li> </ul>	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	April 1/19 to July 31/20	\$3000.00			
Increase regular attendance of membership on the HSJCC committee.	<ul style="list-style-type: none"> <li>▪ Update membership with HJCC Partners</li> <li>▪ Increase to at least 10 at every meeting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify who are not at the table and what population we have not engaged but is represented in the CJS.</li> <li>▪ Increased network &amp; strategies on how lawyers, court staff and community service providers can work better with mutual clients</li> <li>▪ Increased collaboration with identified service providers</li> <li>▪ Increased attendance at meetings.</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 1/19 to July 31/20	\$500.00			

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Develop partnerships with agencies representing vulnerable people. i.e. indigenous population.	<ul style="list-style-type: none"> <li>▪ Engage at least 3 agencies that work with vulnerable populations to become active HSJCC members.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased understanding of how to engage vulnerable populations.</li> </ul>	<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	April 1/19 to July 31/20	\$0.00			
Attendance and Provincial HSJCC Conference	<ul style="list-style-type: none"> <li>▪ 4 HSJCC members will be supported to attend the conference</li> </ul>	<ul style="list-style-type: none"> <li>▪ HSJCC, trends and strategies of Criminal Justice in Ontario</li> </ul>	<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	November 2019	\$2000.00			