

HSJCC Network Reporting Template

Background

As per the Ministry of Health's reporting requirements, the Provincial, Regional and Local HSJCCs are required to report on their committee's activities twice a year through work planning and reporting.

Work planning assists HSJCCs in mapping out their planned activities for the year ahead. This keeps members well informed of what is happening at a Local, Regional and Provincial levels within the HSJCC Network. Annual reports demonstrate the key outcomes from the previous fiscal year and ensures transparency and accountability across the network. It is also a great way of highlighting the impact of our work and showcases the accomplishments of the HSJCC Network.

1. HSJCC Information

N	
Name of HSJCC	Provincial Human Services and Justice Coordinating Committee (P-HSJCC)
Chair/Co-Chair Names &	Katie Almond
Contact Information	Co-Chair, Provincial HSJCC
	Probation and Parole Officer
	Ministry of the Solicitor General
	Email: katie.almond@ontario.ca
	Sara Dias
	Co-Chair, Provincial HSJCC
	Executive Director
	Canadian Mental Health Association, Kenora Branch
	Email: sdias@cmhak.on.ca
Provincial HSJCC Goal &	Goal:
Objectives	The goal of the Provincial HSJCC is to provide a provincial leadership mechanism to support the implementation of the Government of Ontario policy framework, A Provincial Strategy to Coordinate Human Services and Criminal Justice System in Ontario (1997), for people who come into contact with the justice system and who have needs that are appropriate to be met by one or more of the provincial human services systems.
	The Provincial HSJCC's objectives:
	To support the individual and collective efforts of Regional and Local Committees
	 To identify provincial service and policy issues and make recommendations to address such issues to appropriate government and other bodies as determined by the nature of the issues



	 To identify solutions to systemic problems To promote consistency of approach across Ontario, while recognizing regional diversity To enhance the engagement of the HSJCC Network (which includes the Provincial, Regional and Local Committees) To share information across the HSJCC Network and beyond (knowledge transfer) To provide a structure for accountability for the HSJCC Network
Name of Transfer	Transfer Payment Agency: Canadian Mental Health
Payment Agency &	Association, Ontario Division
Contact Information	
	Contact Information:
	Shawn Chirrey, Director of Public Policy
	Canadian Mental Health Association, Ontario
	schirrey@ontario.cmha.ca



List of Key Activities & Initiatives

A. HSJCC Network Support Functions

- I. Provincial HSJCC Meetings
- II. Provincial HSJCC Executive Committee Meetings
- III. HSJCC Network Membership Database
- IV. HSJCC Work plan Development and Reporting
- V. Orientation for New P-HSJCC Members
- VI. HSJCC Network Member & Sector Engagement
- VII. Engaging Persons with Lived Experience Across the HSJCC Network
- VIII. P-HSJCC Issue Management Plan
- IX. Policy Consultations and Submissions
- X. HSJCC Partnership Agreement
- XI. HSJCC Branded Materials

B. Knowledge Exchange Support

- XII. 2021 Provincial Virtual Conference
- XIII. Communications and Knowledge Exchange Standing Committee
- XIV. HSJCC Educational Webinars
- XV. HSJCC Website
- XVI. HSJCC Newsletters
- XVII. Social Media
- XVIII. HSJCC Release from Custody Network
- XIX. Addressing Anti-Racism Across the HSJCC Network Standing Committee

C. Provincial Projects

- XX. Specialized Populations
- XXI. Specialized Courts
- XXII. Crisis Response
- XXIII. Survivors of Homicide Victims and Mental Health Project
- XXIV. Cannabis and Drug Treatment Court Project



A. HSJCC NETWORK SUPPORT FUNCTIONS

General Information for Activity I.	
Description	Provincial HSJCC Meetings:
	These bimonthly, two-hour virtual meetings are with the entire P-HSJCC membership. During these meetings, the P-HSJCC members discuss the status of provincial initiatives and receive updates from the 14 Regional HSJCCs and provincial partners.
	Meetings consist of information sharing sessions/presentations from partners and external stakeholders, and issue management sessions with facilitated discussions focused on developing system solutions.
Objectives and Key Deliverables	Objectives: To provide a venue for facilitated conversation of the members of the Provincial HSJCC to discuss matters relating to human services and justice coordination in Ontario.
	Key Deliverables:
	Six Provincial HSJCC virtual meetings (May, July, September, November 2021 and January 2022). March 2022 meeting TBD
	 Six meeting minutes and highlights documents to be shared with HSJCC network Updated meeting calendar for the fiscal year
Budget Allocated	Meeting expenses: \$ 5,000.00
(As of April 1, 2021)	(Funds set aside in the event that the P-HSJCC wishes to convene an in-person meeting in March 2022)

General Information for Activity II.	
Description	P-HSJCC Executive Committee Meetings:
	The Executive Committee is made up of a minimum of five P-HSJCC voting members representing the Regional HSJCCs, the P-HSJCC Co-Chairs, CMHA Ontario as the Transfer Payment Agency and is supported by the Secretariat.
	Committee meetings will be determined on an ad hoc basis and are to be held virtually for one hour in length. The Executive Committee members oversee the work-plan development and implementation for the P-HSJCC, discuss updates of the P-HSJCC projects, manage P-HSJCC budget, and review/approve documents and submissions of the P-HSJCC.



Objectives and Key Deliverables	Objective: To provide an opportunity for the Executive Committee to discuss P-HSJCC business and make decisions in between meetings.	
	 Key Deliverables: Placeholder bimonthly calendar invitations in between P-HSJCC meetings Meeting minutes 	
Budget Allocated (As of April 1, 2021)		

General Information for Activity III.	
Description	HSJCC Network Database There are several HSJCC Network membership databases which are managed by the HSJCC Secretariat in partnership with the HSJCC Network. Regional, Local and Standing Advisory committees are required to submit membership lists on an annual basis as part of the HSJCC reporting process which will be entered into the HSJCC website database. The second is the HSJCC MailChimp list which consists of both members within and outside of the HSJCC network.
Objectives and Key Deliverables	Objectives: To ensure that those within the HSJCC Network and members of Local, Regional and Provincial committees are kept informed of matters relating to the HSJCC; To ensure there is a consistent way of tracking HSJCC membership representation. Key Deliverables: • Up-to-date membership lists for 14 Regional HSJCCs, 39 Local HSJCCs, 1 Provincial HSJCC and all standing advisory committees • Up-to-date mailing lists: Provincial HSJCC membership; Provincial HSJCC Executive Committee membership list;
Budget Allocated (As of April 1, 2021)	Advisory Committee membership lists; Regional and Local HSJCC mailing lists (including administrative support staff) • Up-to-date MailChimp list with over 1,500 subscribers



General Information for Activity IV.	
Description	HSJCC Work plan Development and Reporting: This project will focus on a priority setting exercise to help inform the development of the new 3-year 2022-2025 work-plan for the
	Provincial HSJCC. The Regional and Local HSJCCs will also submit 2022-23 work plans and 2020-21 annual reports.
Objectives and Key Deliverables	Objectives: To develop the Provincial HSJCC work-plan in accordance with HSJCC Network priorities; To maintain consistent accountability structures for Local, Regional and Provincial HSJCCs across Ontario; To inform funders (MOH) of the activities and expenditures of the HSJCC Network. Key Deliverables: Priority setting survey distributed through the HSJCC Network in November 2021 Development of 2022-2025 Provincial HSJCC work plan 2020-21 Provincial HSJCC Annual Reporting webinar
	 2020-21 Annual Reports from Local and Regional HSJCCs Collated report of the 2022-23 work-plans of the Local, Regional and Provincial HSJCCs
Budget Allocated (As of April 1, 2021)	

General Information for Activity V.	
Description	Orientation for New HSJCC Chairs & P-HSJCC Members: The HSJCC Secretariat will be responsible for working with new chairs of Local and Regional HSJCCs, and ex-officio members of the P-HSJCC to provide them with an overview of the HSJCC network, P-HSJCC and role of the HSJCC Secretariat in support of the network. In addition, the Secretariat will provide new members with their roles/responsibilities of being an HSJCC leader.
Objectives and Key Deliverables	Objectives: To build relationships between the Local and Regional HSJCCs with the P-HSJCC; To provide support in chair/co-chair transitions of Local and Regional HSJCCs; To provide ex-officio members with an orientation to the P-HSJCC. Key Deliverables: • Virtual orientation sessions with Regional, Local HSJCC
	 Chairs, ex-officio P-HSJCC members and the Secretariat. Standard template package for HSJCC Chairs (terms of reference, letterhead, PPTs, minutes and agendas,



	membership lists, etc.)
Budget Allocated (As of April 1, 2021)	

General Information for Activity VI.	
Description	HSJCC Network Member and Sector Engagement:
	The HSJCC Secretariat strives to improve the engagement of members of Local, Regional and Provincial HSJCCs across Ontario through the continued implementation of the HSJCC Network's Member Engagement Plan.
	The P-HSJCC will also participate at relevant sector tables regarding human service and justice coordination and provide education opportunities to those who want to learn more about the HSJCC Network and its value to the human services and justice sectors.
Objectives and Key Deliverables	Objectives: To improve communication and collaboration of Local and Regional HSJCCs with one another; To improve engagement of Local and Regional HSJCCs with the Provincial HSJCC initiatives; To represent the interests of the HSJCC Network at key tables; To share relevant information on the HSJCC Network with other stakeholders
	 Key Deliverables: Facilitation of member engagement activities for Regional and Local HSJCCs upon request Attendance at relevant sectoral planning tables Support for HSJCC Network members in advocacy and funding opportunities
Budget Allocated (As of April 1, 2019)	Travel Expenses: \$1,000.00
	(Funds set aside should travel be permitted for the Secretariat in 2022.)

General Information for Activity VII.	
Description	Engaging Persons with Lived Experience Across the HSJCC Network:
	This work will be led by the P-HSJCC's Standing Committee on Engaging Persons with Lived Experience Across the HSJCC Network. This work will provide an opportunity for persons with lived experience (PWLE) of human services and justice sectors to meet and discuss matters relating to the HSJCC Network and determine future areas of work, including the development of a HSJCC Guidebook.



Objectives and Key Deliverables	Objectives: To demonstrate the P-HSJCC's commitment to meaningful engagement of persons with lived experience within the HSJCC network; To increase the participation and voices of persons with lived experience within the work of the HSJCC network; To provide overall guidance to Regional and Local HSJCCs on engaging persons with lived experience.
	 Key Deliverables: HSJCC PWLE Advisory Committee meetings Minutes of HSJCC PWLE Advisory Committee meetings Focus groups with PWLE Development of HSJCC Guidebook on Engaging Persons with Lived Experience for HSJCC Network Development of Honoraria Policy for the HSJCC Network PWLE attendance at 2021 P-HSJCC Conference Increased number of PWLE as webinar speakers
Budget Allocated (As of April 1, 2021)	\$6,000.00

General Information for Activity VIII.	
Description	P-HSJCC Issue Management Plan:
	The P-HSJCC has developed focused sessions during its meetings that involve discussion on an HSJCC priority issue. P-HSJCC members learn more about system challenges and promising practises/solutions for addressing these challenges.
Objectives and Key Deliverables	Objectives: To review common systemic issues facing multiple regions of Ontario to understand the issues and solutions for P-HSJCC members; To provide information on solutions or innovative practises happening across the province.
	Key Deliverables:
	 Issue Management sessions, as determined by needs of HJSCC Network, at a P-HSJCC meeting
	Issue Note for each Issue Management session
	Discussion questions for each Issue Management session
Budget Allocated (As of April 1, 2021)	



General Information for Activity IX.	
Description	Policy Consultations and Submissions
	The P-HSJCC will participate in consultations and prepare submissions to help advance improvements to the human services and justice coordination efforts of the HSJCCs and the Government of Ontario.
Objectives and Key Deliverables	Objective: To advance systemic issues that impact individuals who come into contact with the criminal justice system.
	Key Deliverables:
	 Participation in Government of Ontario policy and program consultations, as directed by needs of HSJCC Network Written submissions to government on policy issues relating to human services and justice, including advocacy letters, position statements and legislation consultation submissions
Budget Allocated (As of April 1, 2021)	

General Information for Activity X.	
Description	HSJCC Partnership Agreements:
	The P-HSJCC will review, update and manage current partnership agreements with P-HSJCC partners including CMHA Ontario.
Objectives and Key Deliverables	Objectives: To ensure that partnership agreements are continually mutually beneficial for partners involved; To ensure conditions of partnership agreements are being met; To manage issues related to partnership agreements and working relationships.
	Key Deliverables:
	Updated Memorandum of Understanding between the P- HSJCC and CMHA Ontario
Budget Allocated (As of April 1, 2021)	

General Information for Activity XI.	
Description	HSJCC Branded Materials:



	The P-HSJCC will develop updated branded materials in support
Objectives and Key Deliverables	Objectives: To increase the brand and profile of the HSJCC network. To provide updated materials to help support the collective efforts of the Regional and Local HSJCCs and provincial partners.
	 Key Deliverables: Updated HSJCC brochures HSJCC templates (One-page Overview of HSJCC Network) Updated graphics
	*Additional deliverables to be confirmed by needs of HSJCC network
Budget Allocated (As of April 1, 2021)	\$5,000.00 (TBC)



B. KNOWLEDGE EXCHANGE SUPPORT

General Information for Activity XII.	
Description	2021 P-HSJCC Virtual Conference:
	The 2021 two-day, virtual conference will be the ninth Provincial HSJCC led conference. The conference provides an opportunity for individuals working and that have lived experience in the human services and justice sectors to learn about innovative practices, engage in conversation and discuss challenges facing the work of the HSJCCs across Ontario.
Objectives and Key Deliverables	Objective: To provide an opportunity for HSJCC Network members to share information, engage in conversation and discuss challenges and solutions to systemic issues of the human services and justice collaboration in Ontario.
	 Key Deliverables: A HSJCC Conference website with up to date information Disseminated promotional materials and conference registration invitations through HSJCC Network Monthly Conference Planning Committee meetings P-HSJCC identified project presentations at conference Support provided for up 14 PWLE to attend the conference Up to 1,000 participants the human services and justice sectors participate in the virtual conference.
Budget Allocated (As of April 1, 2021)	Second Half of VCC Platform Deposit: \$ 4,300.00 Registration for Secretariat Staff, Volunteers & Up to 14 Persons with Lived Experience: \$1,000.00
	Honoraria for up to 5 PWLE as Speakers: \$450.00

General Information for Activity XIII.	
Description	Communications and Knowledge Exchange (CKE) Committee Meetings
	These ad-hoc meetings provide an opportunity for CKE Committee members to meet and discuss matters relating to the HSJCC communications and knowledge exchange projects such as HSJCC Network webinars, newsletters, website, and social media.
Objectives and Key Deliverables	Objective: To gather input on issues and work relating to the communications and knowledge exchange needs of the HSJCC network.
	Key Deliverables:



	CKE Committee meetingsCommittee minutes
Budget Allocated (As of April 1, 2021)	

General Information for Activity XIV.	
Description	HSJCC Educational Webinars
	The HSJCC Webinars are educational events hosted by the Provincial HSJCC that promote knowledge exchange within the HSJCC Network and beyond. Topics of the HSJCC Network are those that are relevant to the intersections between human services and justice sectors within Ontario.
Objectives and Key Deliverables	Objectives: To promote human services and justice sector collaboration work (projects, initiatives, reports etc.) within Ontario across the HSJCC Network and beyond; To enhance engagement of the HSJCC Network.
	 Key Deliverables: Annual webinar calendar/schedule Regular webinars on promising practices and evidence topics of interest to the HSJCC network and Webinar evaluations
Budget Allocated (As of April 1, 2021)	Zoom Webinar License: \$930.00 Vimeo Subscription: \$110.00

General Information for Activity XV.	
Description	HSJCC Website
	The HSJCC Website acts as an online platform used to host information relevant to the HSJCC such as: Regional, Local and Provincial committee business, provincial project updates and reports, HSJCC Network partner/relevant stakeholder updates, upcoming sector events and submissions of the P-HSJCC.



Objectives and Key Deliverables	Objectives: To profile the work and demonstrate the value of the HSJCCs; To provide an online portal for HSJCCs to share committee-specific content to improve functions and administration of leading a committee; To serve as a space to share HSJCC and HSJCC partner news/updates/stories related to the mandate of the HSJCC; To profile evidence relevant to the network.
	 Key Deliverables: Updated HSJCC Network Website Uploaded content of the HSJCC Website falling within website content areas: HSJCC committee business; HSJCC Network events; HSJCC project updates; webinars; network reporting; public policy; and HSJCC Partner and stakeholder updates
Budget Allocated (As of April 1, 2021)	Operating Costs: \$ 4,000.00

General Information for Activity XVI.	
Description	HSJCC Newsletter
	The HSJCC Network Newsletter is regularly distributed to Network members throughout the year; Information consists of updates from Local, Regional and Provincial HSJCCs and partner/stakeholder updates that are relevant to the work of the HSJCC Network
Objectives and Key Deliverables	Objectives: To share up-to-date information to the HSJCC Network on human service and justice coordination activities in Ontario on a regular basis; To profile work of the HSJCCs
	Key Deliverable:
	HSJCC Network Newsletters published throughout the fiscal year
Budget Allocated (As of April 1, 2021)	MailChimp Subscription: \$ 600.00

General Information for Activity XVII.	
Description	Social Media
	The HSJCC Network Social Media platforms will be active to engage the HSJCC Network members and interested organizations and individuals on regular updates on the work of the HSJCC Network.



Objectives and Key Deliverables	Objective: To connect and share with HSJCC Network members and beyond through social media platforms.
	 Key Deliverables: Maintain and build existing Social Media platforms including Twitter and LinkedIn
Budget Allocated (As of April 1, 2021)	

General Information for Activity XVIII.	
Description	HSJCC Release from Custody Network
	The subgroup of the HSJCC Network provide an opportunity for service providers within the human services and justice sectors to discuss issues related to discharge from correctional facilities and generate solutions.
Objectives and Key Deliverables	Objective: To share information and improve coordination at the local, regional, and provincial levels.
	Key Deliverables:
	Identifying issues impacting discharge planning across Ontario and developing solutions
	 Regular virtual meetings convening diverse stakeholders across the HSJCC Network
	Meeting minutes Leungh of an enline forum to facilitate focused and timely.
	Launch of an online forum to facilitate focused and timely discussion on issues
Budget Allocated (As of April 1, 2021)	TBD

General Information for Activity XIX.	
Description	Addressing Anti-Racism Across the HSJCC Network Standing Committee
	This standing committee is made up of members from across the HSJCC Network who will provide invaluable input and guidance in the development of a network wide strategy to address anti-racism at the Local, Regional and Provincial levels.
Objectives and Key Deliverables	Objectives: To identify ways the HSJCC Network can be a leader in addressing Anti-Racism; To help identify systemic issues that will meet the interests of the full HSJCC membership; To develop a



	strategy that will enact meaningful change and action in addressing anti-racism across the HSJCC Network.
	Key Deliverables:
	Regular virtual meetings
	Meeting minutes
	Development of network-wide strategy
	Future project work TBD
Budget Allocated (As of April 1, 2021)	\$10,000.00



C. PROVINCIAL PROJECTS

General Information for Activity XX.	
Description	Specialized Populations
	The P-HSJCC will increase its understanding of and connections with key under-engaged groups including youth, older adults, 2SLGTBQ+, Indigenous and racialized populations. Emphasis will be placed on incorporating and highlighting their perspectives on and experience with human services and justice.
Objectives and Key Deliverables	Objective: To inform the HSJCC Network of key issues facing underengaged populations in the human services and justice sectors and contribute to better policy outcomes for these populations.
	Key Deliverables:
	 Relationship building with key groups – recruitment strategy to ask members representing youth, racialized and Indigenous populations to sit on Provincial, Regional and Local HSJCCs Focused Knowledge Exchange activities including webinars, forums and conference presentations Future work will be determined based on project identification
Budget Allocated	by the P-HSJCC membership
(As of April 1, 2021)	

General Information for Activity XXI.	
Description	Specialized Courts
	A provincial two-day virtual forum was held in March 2021. A final report outlining key themes and recommendations will be released following the forum. This project will further identify opportunities for knowledge exchange, dissemination and leveraging of the final report.
Objectives and Key Deliverables	Objective: To increase coordination, collaboration and knowledge exchange among professionals involved in Ontario Specialized Courts.
	Key Deliverables:
	 The release of a final report that outlines key themes, recommendations, and innovative solutions from the forum. Focused Knowledge Exchange opportunities including related webinars and conference presentations.
	Relationship building for professionals involved in specialized courts across the province.



Budget Allocated (As of April 1, 2021)

General Information for Activity XXII.	
Description	Crisis Response
	This project will build off the work of the MCRT Provincial Working Group following the release of the <i>Mobile Crisis Response Teams: A Framework for Ontario</i> and toolkit. This project will further identify opportunities for knowledge exchange, dissemination and leveraging of the framework and toolkit.
Objectives and Key Deliverables	Objective: To share information and best practices as well as offer suggestions for alignment for both police and non-police models across Ontario.
	Key Deliverables:
	A webinar following the release of Mobile Crisis Response Teams: A Framework for Ontario
	Further dissemination of the framework and toolkit across the HSJCC Network
	 Increased advocacy for Investments in police-led and community-led mobile crisis response models across all regions of the province
Budget Allocated (As of April 1, 2021)	\$1,500 for Graphics within MCRT Framework & Toolkit

General Information for Activity XXIII.	
Description	Survivors of Homicide Victims and Mental Health Project
	In 2019, the Centre for Research and Innovation for Black Survivors of Homicide Victims (The CRIB) at the University of Toronto and CMHA Ontario invited the Provincial HSJCC to join their project advisory committee. This project aims to enhance awareness of the needs of Black, Indigenous, racialized communities impacted by the homicide of a loved one, identify existing services, profile promising practices and determine where culturally relevant responses are needed.
Objectives and Key Deliverables	Objectives: To survey and analyze existing mental health supports for victims of violence and their families, including family members of homicide victims across Ontario; To share this information and related best practices as well as identify communities where more supports are needed.



	Key Deliverables:
	 Provincial framework that supports Indigenous, Black and racialized communities impacted by the homicide of a loved one.
	 Training curriculum for service providers supporting these populations.
	 Provincial policy forum to share project findings and generate recommendations to develop culturally responsive services for survivors of homicide victims.
	 Knowledge exchange activities including a webinar and presentation at the 2021 P-HSJCC conference.
Budget Allocated (As of April 1, 2021)	

General Information for Activity XXIV.	
Description	Cannabis and Drug Treatment Court Project
	Led by John Howard Society of Ontario and the Canadian Mental Health Association, Ontario in partnership with the P-HSJCC, this Ontario wide community-based research project will explore how cannabis use impacts on mental health, and whether it may help or hinder a participant's completion of a Drug Treatment Court Program. In addition to understanding participants' experiences, this research will explore how service providers perceive cannabis use and the resulting impact on how clients are supported.
Objectives and Key Deliverables	Objective: To provide feedback and support on the development of project work; to assist with knowledge sharing among service providers, key stakeholders, community partners and persons with lived experience.
	 Key Deliverables: Project advisory committee made up of members from the HSJCC Network will provide overall strategic support, guidance, expertise, and recommendations to the project. Provincial forum that engages in a dialogue to develop policy recommendations to enhance Drug Treatment Court Programs across Ontario.
Budget Allocated (As of April 1, 2021)	