



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: Simcoe-Muskoka Regional HSJCC
HSJCC Chair/Co-Chairs: Mary Martin and Jean-Marc Pelot
Chair/Co-chairs contact: mary.martin@ontario.ca and impelot@cmhastartalking.ca
Transfer Payment Agency: Canadian Mental Health Association-Simcoe County
Transfer Payment Agency Contact: Bus: (705)726-5033 - Fax: (705)733-2114

II. HSJCC Objectives

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

TERMS OF REFERENCE GOALS

1. To coordinate communication and to establish effective linkages between criminal justice, health and social service agencies.
2. To establish processes for coordinated planning, joint problem solving, and the integrated delivery of services.
3. To promote, organize and deliver education and public awareness opportunities.

b) Committee's specific objectives:

TERMS OF REFERENCE OBJECTIVES

1. To identify priority issues.
2. To implement the Simcoe-Muskoka strategies that address priority issues in our work plan.
3. To support the efforts of the local Area {Barrie, Collingwood, Midland & Orillia} HSJC Advisory Groups.
4. To ensure that consumer and family perspectives and input are integral to the development and implementation of Simcoe Muskoka strategies.
5. To appoint sub-committees and working groups as required to address identified issues.
6. To maintain linkages with established committees, structures, or groups within the criminal justice, health and social service systems, as necessary, in order to facilitate the work of the Committee.
7. To exchange information with other Human Services and Justice Coordination projects around the province.

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.

- X Information management
- X Collaboration & collaborative care
- X Training and professional development
- X Knowledge translation & exchange
- X Service and system performance, monitoring and evaluation
- X 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: Simcoe Muskoka Regional HSJCC								
WORKPLAN (Due: March 1 of each year)			TOTAL ANNUAL BUDGET IS \$17, 777			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
Collaboration & Collaborative Care: Provide membership list updates to the Provincial HSJCC	<ul style="list-style-type: none"> Provide updates semi-annually 	<ul style="list-style-type: none"> Maintain varied membership Identification of regional and local HSJC committee members 	<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/18 to March/19	0			
Training and Professional Development: Deliver a half day HSJCC “Lunch & Learn” Member Engagement Event for Regional and Local members	<ul style="list-style-type: none"> Provide a “Lunch and Learn” event to a minimum of 40-50 Simcoe County area HSJCC members Invite presenters from P-HSJCC 	<ul style="list-style-type: none"> Improved understanding and connection between regional & local committee members Improved knowledge re member engagement plans Increased knowledge of service providers in the region 	<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	June 2018	\$700			

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Collaboration & Collaborative Care: Host 4 Regional HSJCC meetings and 4 Local Advisory HSJCC meetings for Barrie, Midland, Orillia and Collingwood	<ul style="list-style-type: none"> 4 meetings per year for each local HSJCC 4 HSJCC regional meetings per year A total of 20 HSJCC meetings per year 	<ul style="list-style-type: none"> Improved community services and coordination of services Promote local cross sector communication between human services and justice system. Facilitate implementation of the Regional HSJC strategy at the local level. Create a point of contact and information for police, probation & community mental health srvs 	<input 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	April/18 to March/19	\$3,000			
Direct Services: Provide 100 “Release From Custody” kits to individuals reintegrating into the community from jail	<ul style="list-style-type: none"> 100 RFC kits provided to clients in Simcoe County area (incl. grooming, food, clothing, etc.) 	<ul style="list-style-type: none"> Clients are better served when released from custody 	<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/18 to March/19	\$1,100			

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Information Management: Respond to Provincial HSJCC calls for surveys and Annual Work Plan and Annual Report	<ul style="list-style-type: none"> Completion of Work Plan-March 1, 2018 Completion of Annual Report-June 1, 2018 	<ul style="list-style-type: none"> Report and maintain accountability to Local, Regional and Provincial HSJCC services 	<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	Work Plan Mar 1/18 Annual Report Jun 1/18	0			
Collaboration & Collaborative Care: Increase consumer representation at the Regional HSJCC level	<ul style="list-style-type: none"> Recruit 1 consumer rep on the HSJCC 	<ul style="list-style-type: none"> Consumer input/perspective regarding community needs 	<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/18 to March/19	0			
Training and Professional Development: Facilitate the opportunity to hear a minimum of two presentations at the HSJCC Regional meetings from community partners	<ul style="list-style-type: none"> Two presentations to the HSJCC committee 	<ul style="list-style-type: none"> Increased community membership knowledge 	<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/18 to March/19	0			

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Information Management: Maintain access to HSJCC administration services	<ul style="list-style-type: none"> As currently provided by CMHA staff, Pamela Moon 	<ul style="list-style-type: none"> Enhanced coordination of HSJCC support services 	<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/18 to March/19	\$2,134 (includes salaries & benefits)			
Information Management: Maintain access to HSJCC administration services	<ul style="list-style-type: none"> Printing of materials as needed for meetings & events 	<ul style="list-style-type: none"> Enhanced coordination of HSJCC support services 	<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/18 to March/19	\$500 (Office supplies)			
Collaboration & Collaborative Care: Support possible partnership opportunities for expanded justice related community services (Examples: COAST, CIT Refresher, Mental Health and Addiction Courts, etc...)	<ul style="list-style-type: none"> Advocate for new and appropriate justice related community project/service requests (if any) 	<ul style="list-style-type: none"> Possible enhancement of overall community services 	<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/18 to March/19	0			

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Information Management: Print and distribute 100 Booklets entitled, "Journey through the Justice System"	<ul style="list-style-type: none"> 100 booklets to be distributed to HSJCC members 	<ul style="list-style-type: none"> Increased knowledge of the justice system 	<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/18 to March/19	\$1,500			
Collaboration & Collaborative Care: Other Local HSJCC projects (To be determined in 2018-19)	<ul style="list-style-type: none"> Establish other goals for local HSJCC projects Collaboration with community partners 	<ul style="list-style-type: none"> Possible enhancement of overall community services 	<input 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	April/18 to March/19	\$ 8,843 (Sundry, mileage & project costs)			