



## 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: Northwest Regional Centre of Responsibility (formerly known as the Northwest Regional HSJCC)

HSJCC Chair/Co-Chairs: Sara Dias & Inspector Ryan Gibson

Chair/Co-chairs contact: [sdias@cmhak.on.ca](mailto:sdias@cmhak.on.ca), 807-468-1838 ext. 229 & [ryan.gibson@thunderbaypolice.ca](mailto:ryan.gibson@thunderbaypolice.ca), 807-684-1200

Transfer Payment Agency: Canadian Mental Health Association – Thunder Bay Branch

Transfer Payment Agency Contact: Jennifer Hyslop, CEO CMHA, Thunder Bay, 807-345-5564, [jhyslop@cmha-tb.on.ca](mailto:jhyslop@cmha-tb.on.ca)

#### II. HSJCC Objectives

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

The purpose of the Northwest Regional Centre of Responsibility is to support current and future Situation Tables and assist in supporting an integrated, coordinated and seamless service delivery system that meets the needs of at-risk people and optimizes the mobilization and delivery of community services.

##### b) Committee's specific objectives:

- To establish key partnerships among the Ministries of Health and Long-Term Care, Criminal Justice, Adult/Youth Mental Health and Addictions Services, Social Service, Education, Data and Research Sector, and between local/district committees.
- To discuss and find solutions to systemic issues emerging from district/local committees or Situation Tables within the Northwest region, in compliance with the issues management framework (reference Appendix I).
- Enhance local Situation Table development and maintain partnerships with Situation Tables in the Northwest region
- Engage in collaborative analysis of data from local Situation Table discussions and identify trends, deficiencies and gaps in service, as well as any operational barriers, which will inform the identification of opportunities for systemic change.
- Highlight persistent regional issues, provide recommendations for strategic action, and participate in a planning session for the purpose of reporting to the Provincial HSJCC.
- Coordinate regional training and educational opportunities for all sectors involved in serving the target population.
- Share promising/best emerging practices.

### 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: North West Centre of Responsibility								
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
<b>1. Training and professional development:</b>  Provide an annual training/Day of Learning for North West Community Mobilization Network Members	<i># of attendees/ attendees training</i>	<i>Increased knowledge and information sharing</i>  <i>Enhanced cross-sectoral collaboration</i>	<input checked="" type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	<i>January – March 2020</i>	<i>0.02 FTE</i>			
<b>2. Service and system performance, monitoring and Evaluation and Collaborative Care:</b>  Identification and Tracking of Systemic Issues  Emerging Local Situation Tables and Discussion of Regional Issues impacting service delivery, using	<i># of Systemic Issues flagged at Situation Table meetings</i>  <i># of Regional Issues Management Briefings Prepared</i>  <i># of COR Meetings</i>	<i>Systemic Issues emerging and supporting data shared with other community tables</i>  <i>Identification of gaps, deficiencies, and barriers within populations with complex needs in Northwestern Ontario</i>  <i>Enhanced system planning for people with complex needs who are at risk of criminalization, victimization and/or harm in</i>	<input checked="" type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input checked="" type="checkbox"/> Pillar 5	<i>April 2019 – March 2020</i>	<i>0.15 FTE</i>			

**TEMPLATE FOR WORKPLANS AND ANNUAL REPORT SUBMISSIONS**

**Regional or Local HSJCC: North West Centre of Responsibility**

**WORKPLAN (Due: March 1 of each year)**

**Annual Report Submissions  
(Due: June 1 of each year)**

<b>HSJCC Activities (Name and Brief Description)</b> What is done to meet program objectives	<b>Anticipated Outputs</b> What is produced or delivered resulting from activities	<b>Anticipated Outcomes (if available)</b> What are the regional or community effects / changes that occur as a result?	<b>MH&amp;A Pillar(s) this activity contributes to</b> (see page 1)	<b>Timeline</b> Start and End Date	<b>Anticipated Budget</b>	<b>Actual Outputs</b> (to be completed for annual reports)	<b>Actual Outcomes</b> (to be completed for annual reports)	<b>Actual Budget</b>
Issues Management Framework		<i>Northwestern Ontario</i>  <i>Alignment of areas of need as                      identified in local Community                      Safety and Well-Being Plans</i>						
<b>3. Information Management:</b>  Provide support to Situation Tables in the Northwest Region with getting on- boarded to the Risk-Driven Tracking Database through MCSCS, assist with data analysis as needed	<i># of De-Identified                      Discussions entered                      into Risk-Driven                      Tracking Database</i>  <i># of Situation Table                      Data Reports</i>	De-identified Situation Table referral and "report back" data entered into the Ministry of Community Safety and Correctional Services Risk- Driven Tracking Database consistently and accurately	<input checked="" type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	<i>April 2019 –                      March 2020</i>	<i>0.15 FTE</i>			
<b>4. Training &amp; Professional Development:</b>  Facilitate or coordinate training opportunities for new Situation Table members in the Northwest Region	<i># of Situation Table                      Training sessions</i>  <i># of Attendees Trained</i>  <i># of New Situation                      Table members</i>	<i>Increased knowledge of                      Situation Tables and Four Filter                      Process</i>  <i>Enhanced inter-agency                      collaboration</i>	<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	<i>April 2019-                      March 2020</i>	<i>0.05 FTE</i>			

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**WORKPLAN (Due: March 1 of each year)**

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(Due: June 1 of each year)**

<b>HSJCC Activities (Name and Brief Description)</b> What is done to meet program objectives	<b>Anticipated Outputs</b> What is produced or delivered resulting from activities	<b>Anticipated Outcomes (if available)</b> What are the regional or community effects / changes that occur as a result?	<b>MH&amp;A Pillar(s) this activity contributes to</b> (see page 1)	<b>Timeline</b> Start and End Date	<b>Anticipated Budget</b>	<b>Actual Outputs</b> (to be completed for annual reports)	<b>Actual Outcomes</b> (to be completed for annual reports)	<b>Actual Budget</b>
<b>5. Knowledge Translation &amp; Exchange:</b>  Provide educational sessions for service providers and community members about the North West Community Mobilization Network and its activities	<i># of Educational Sessions</i>  <i># of Educational Session Attendees</i>  <i># of New Network members</i>	<i>Enhanced awareness about the North West Community Mobilization Network among service providers and in the community</i>  <i>Increased engagement among service providers in Situation Table</i>	<input checked="" type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5	<i>April 2019 – March 2020</i>	<i>0.04 FTE</i>			