

Project Charter: HSJCC FASD/Justice System Working Group

Last revision: Nov 2023 (Charter will be reviewed/updated following Working Group meetings)

Project Leads: Northwest Regional Human Services Justice Coordinating Committee (HSJCC)
Project Status: Project Initiation (Defining scope of working group)

1. Background
<p>The Northwest Regional HSJCC's purpose 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 in the Northwest Region. The NWR-HSJCC is comprised of senior leadership from across the health, justice, education and social service sector, inclusive of people with lived experience throughout the Northwest region. Human Services and Justice Coordinating Committees (HSJCCs) were established in response to the above Provincial Strategy to better coordinate services for people with complex needs in conflict with the law.</p> <p>People with Fetal Alcohol Spectrum Disorder (FASD), Acquired Brain Injury (ABI) and/or Traumatic Brain Injury (TBI) and other neurological impairments are overrepresented in the criminal justice system. There are several system gaps within the justice system and upon exiting the justice system that affect people with FASD. In 2018, a working group was established to address these system gaps. The working group began meeting in the Spring of 2019 and is comprised of senior leadership, management and front-line staff from a broad range of sectors throughout the Northwest region. Representation includes law enforcement officials such as police, court diversion workers, FASD specialists, brain injury and developmental services, correctional workers, lawyers and mental health workers.</p>

2. Project Goal
<p>The goal of this working group is to identify and address system gaps for justice-involved people with FASD in the Northwest Region. The working group will work on building a regional strategy to address identified gaps over the next few years.</p>

3. Project Outcomes
<ol style="list-style-type: none">1. Education/resources and/or training for service providers in the justice sectors (e.g.. judges, lawyers, police, court workers) about what works best/what is most helpful (e.g. pre-sentence reports, cognitive communication assessments etc)2. Review of best practices, success stories and programs that exist in Northwest region (e.g. what works/what doesn't)3. Identification of best practices for 'After Care' (e.g. sustainable strategy for when court diversion programs are complete, probation ends, etc.)

4. Project Outputs/Deliverables
<ul style="list-style-type: none">• Executive Summary of Systemic Cognitive Communication Risks and the Law Research• Educational/Training Materials

5. Intended Audience
<ul style="list-style-type: none">• Lawyers, Judges, Crown Attorneys• Court Workers

- Law Enforcement Officials (e.g. Police Officers)
- Clients and Families

6. Project Timelines and Deliverables	
Timeline	Action Item/Deliverable(s)
April 2018	1. Working Group Assembly
May 2019-June 2020	2. Working Group Meetings: Bi-monthly meetings for 1 hr
June 2019	3. Joint meeting with FASD Advisory Committee
September 2019	4. Presentation to Leadership Thunder Bay re: Collaboration with working group members
November 2019	5. Key Takeaways from Provincial HSJCC Conference (Systemic Cognitive Communication Risks and the Law) Shared & Next Steps determined 6. Discussion about Collaboration with Leadership Thunder Bay for their Community Action Project
November-December 2019	7. Review of survey prepared by Leadership Thunder Bay
January 2020	8. Presentation from Dr. Joseph Wszalek – Cognitive Communication Risks and the Law 9. Dissemination of survey to Northwest Community Mobilization Network/COR members and scan of existing or previous education/awareness events in the Northwest region
March – June 2022	10. Analysis of survey results 11. Awareness/Education Strategy Development and Preparation of Resources to Address identified gaps in knowledge and professional practice 12. Development of briefing note based on report recommendations
July – Aug 2022	13. Escalate briefing note to the Executive COR and Provincial HSJCC
Sep – Dec 2022	14. Revisions to briefing note. Highlight top 3 recommendations to PHSJCC. Issue to be discussed at Nov 15 th PHSJCC meeting. Discuss other advocacy measures for the working group and 2023 planning.
Jan – Apr 2023	15. Recap from Nov 2022 PHSJCC meeting and follow up items 16. Explore ideas for streamlining FASD assessments for individuals in custody and living in remote areas 17. Discuss advocacy for changing definition of ABI to include brain injury ‘prior to birth’
Apr – Jun 2023	18. Design Day updates 19. FASD and the Law Webinar recap
Jun – Oct 2023	20. Design Day/Supportive Housing updates

	21. FASD Research updates: FASD & ABI exceptionalities within Education System/ Comparative prevalence of FASD between Canada and other countries
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7. Project Roles & Responsibilities	
Project Member	Action Item/Deliverable(s)
Working Group Co-Leads	<ul style="list-style-type: none"> • Chair/Lead Working Group Meetings • Assist with assembling agenda for Working Group meetings • Official spokesperson(s) for Working Group • Report to COR on behalf of Working Group
Coordinator of the Northwest Community Mobilization Network	<ul style="list-style-type: none"> • Prepare Project Charter • Convene project advisory committee members and facilitate meetings and discussions, as needed • Support Working Group, as needed
Working Group Committee Members	<ul style="list-style-type: none"> • Attend Working Group meetings • Provide advice and support for project direction and with project activities • Prepare, review project materials, provide input and feedback • Assist with conducting outreach, as needed
FASD Diagnostic Clinic Advisory Committee	<ul style="list-style-type: none"> • Provide input into resource materials developed and ongoing guidance to the Working Group members with project activities, as needed • Share resources and information with the Working Group as it relates to the Working Group's activities
Leadership Thunder Bay (Oct 2018- Mar 2019)	<ul style="list-style-type: none"> • Collaborate with the Working Group to advance Goal 1: Education/resources and/or training for service providers in the justice sectors (e.g. judges, lawyers, police, court workers) about what works best/what is most helpful (e.g. pre-sentence reports, etc) and contribute to a regional strategy by identifying knowledge gaps across diverse sectors in Northwestern Ontario

8. Working Group Membership		
<i>Members will be invited and added to the Working Group, as needed</i>		
	Name	Position & Agency
1	Alice Bellavance (Working Group Lead)	CEO, Brain Injury Services of Northern Ontario
2	Jason Anderson	Staff Sergeant, Community Services, Thunder Bay Police Service
3	Jenny Leadbeater	Coordinator, Northwest Community Mobilization Network
4	Sara Dias	CEO, CMHA Kenora
5	Kylie Holmstrom	Court Support Worker, CMHA Kenora

6	Taylor Sundin	Court Support Worker, CMHA Kenora
7	Alexis Trepanier	FASD Worker, Children's Centre of Thunder Bay
8	Terri-Lynn Dimini	Youth Probation Officer, MCCSS (Thunder Bay)
9	Sherry Baum	CEO – Community Living Dryden/Sioux Lookout
10	Maureen Parkes	FASD Coordinator, Norwest Community Health Centre
11	Jennifer Esterreicher	Youth Probation Officer, MCCSS (Sioux Lookout Office)
12	Lindsay Martin	Director of Operations and System Advocate – Elizabeth Frye Society of Northwestern Ontario
13	Rooke Pitura	Supervisor of Transitional Aged Youth Program - KACL
14	Lisa Foster	Executive Director, Community Living Thunder Bay
15	Andrea Degagne	Community Mobilization/Safety Officer, OPP Sioux Lookout
16	Manon Iwasiw	CMHA Kenora
17	Chandralal Majuwana	Dual Diagnosis Court Worker – CMHA-Kenora
18	Bonnie Pelletier	Gladue Service Worker – Thunder Bay Indigenous Friendship Centre
19	Jill Davies	Coordinator of Healthy Generations Family Support Group – Community Living Dryden and Sioux Lookout
20	Laura McCauley	Program Supervisor - Lutheran Community Care
21	Leslie Hatton	Manager – Children's Centre of Thunder Bay
22	Anjaly Liju	Justice Centre Developmental Disability & Mental Health Support Worker, CMHA Kenora
23	Natasha Vaughan	CMHA Kenora
24	Paola Facca	Supervisor, Lutheran Community Care
25	Claire Thiessen	NW Mobilization Intern, CMHA Thunder Bay