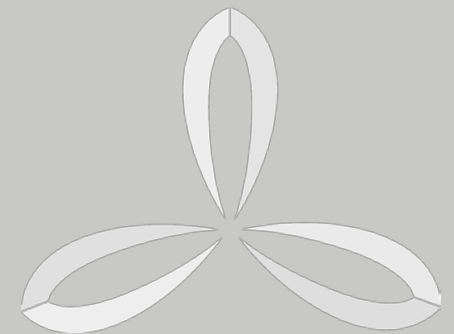


An Overview of the HSJCC Network Reporting Process

- Candace Vena, Project Manager cvena@ontario.cmha.ca

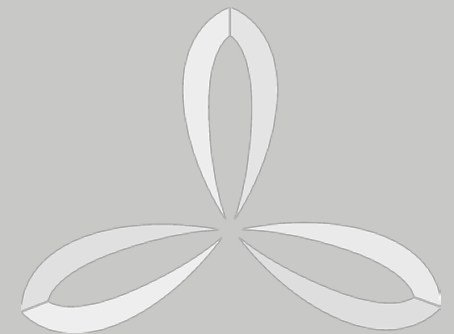
Webinar Housekeeping

- We will have a Q&A period at the end of our webinar. To ask a question, please type your question in the chat box.
- This webinar will be recorded. The recording and power-point presentation will be emailed to you following the webinar.
- The webinar will also be posted on the HSJCC website as a resource for the network.



Agenda

- Welcome and Introductions
- Background on HSJCC Network
Reporting Structure
- Work plan Development and Annual
Reporting Process
- Overview of Updated Reporting
Template
- Q&A



The HSJCC Secretariat

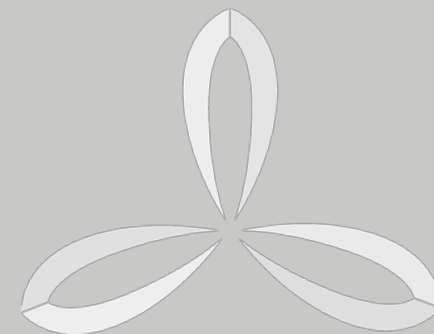
- The HSJCC Secretariat are the staff responsible for implementing the objectives and workplan of the Provincial HSJCC and supporting the HSJCC Network infrastructure

Candace Vena: Project Management

Andrew Fairbairn: Network Coordination

Tasha Rennie: Membership Engagement and Communications

Christine Conrad: Policy Analysis

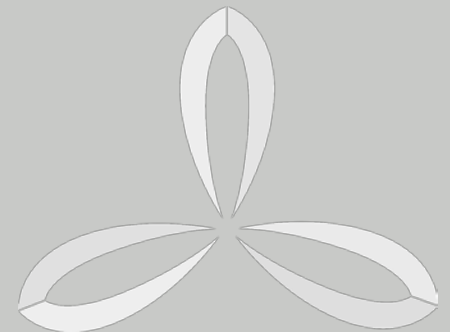




Reporting Structure for the HSJCC Network

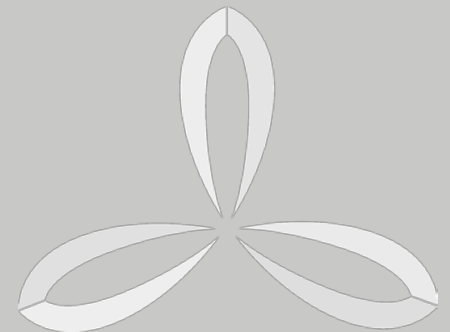
Background on HJSCC Network Reporting Structure

- In 2015 the P-HSJCC received a letter from MOHLTC indicating that they will be increasing the capacity of the committee through additional funds.
- CMHA Ontario Division was named as the transfer payment agency.
- Reporting requirements were put into place including a standardized reporting template to track work plans, budgets and performance indicators.
- The HSJCC Network was to align with Phase 2 of Ontario's Comprehensive Mental Health and Addictions Strategy

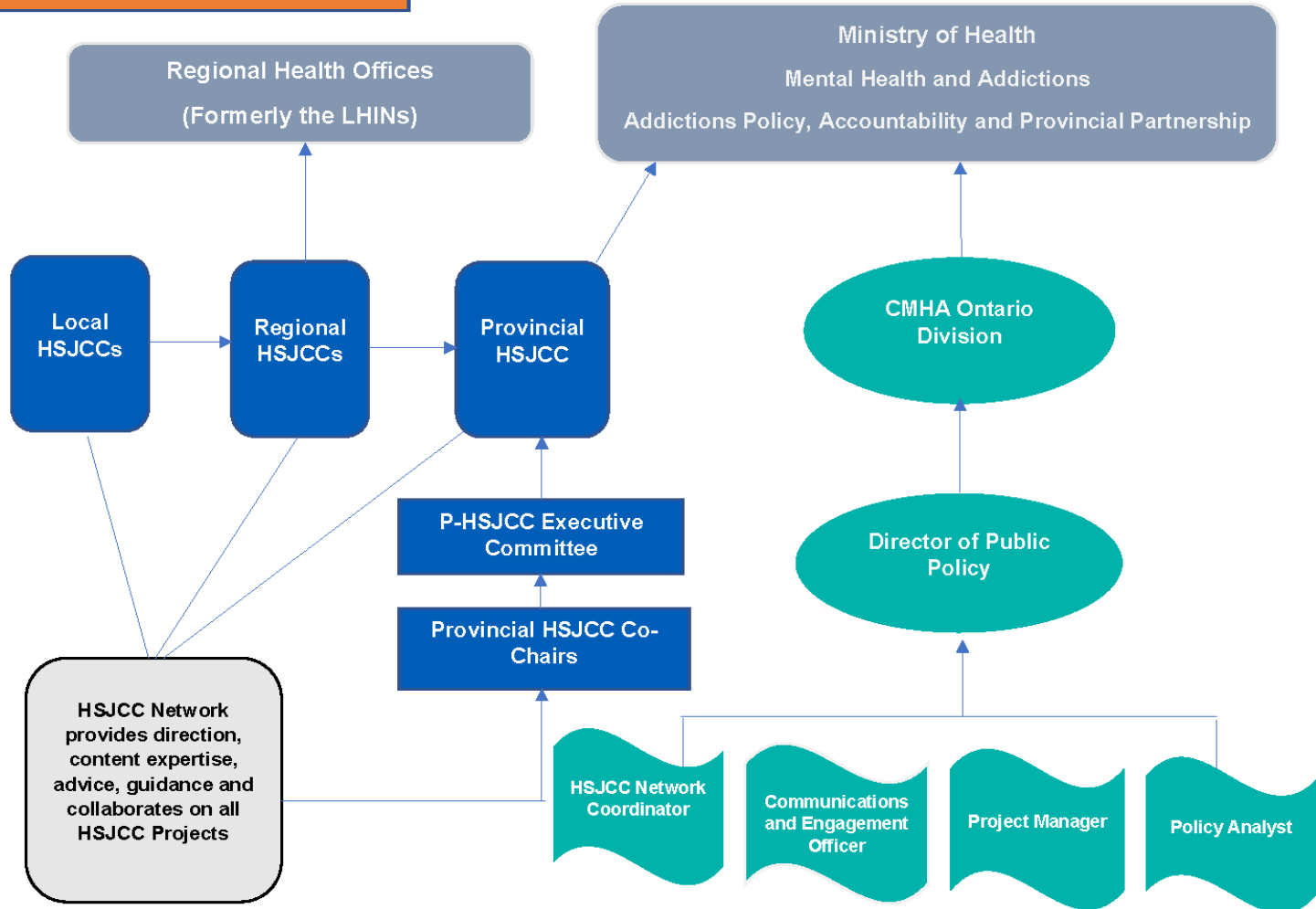


Background on the HJSCC Network Reporting Structure

- Funding support was made available through MOHLTC's Strategic Policy Branch to establish the HSJCC Secretariat.
- In 2016, MOHLTC established a new Mental Health & Addictions Branch, and the Provincial HSJCC and CMHA Ontario began reporting to this new Branch.
- In 2019, the Ministry of Health (MOH) established a new Mental Health and Addictions Division, and CMHA Ontario's reporting relationship remained consistent.



Reporting Structure for the HSJCC Network

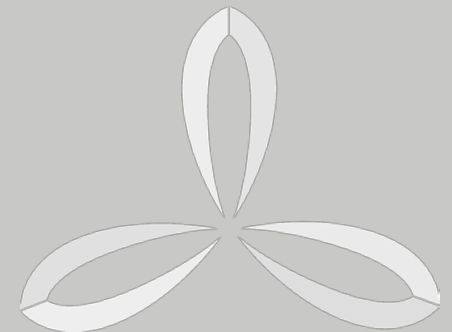


A photograph showing a person in a dark jacket sitting in a meeting, writing in a notebook. The person is holding a blue pen and a smartphone. The background is blurred, showing other people in a meeting setting.

Work Plan Development and Annual Reporting

Why do we report?

- Work planning assists HSJCCs to map out their planned activities for the year ahead.
- Keeps everyone well informed of what is happening at a Local, Regional and Provincial level within the HSJCC Network.
- Annual reports demonstrate the key outcomes and actual budget spent from the previous fiscal year.
- Reporting ensures there is accountability across the network.
- Great way to highlight the accomplishments of HSJCCs and celebrate the impact of our work across the network.



Work Plan Development and Reporting

- Regional and Local HSJCCs develop their work plan based on standardized reporting template
- Committees develop a budget for each associated item on the work plan.
- Local HSJCC Committees review and approve work plan and budget.
- Regional HSJCC Committees review and approve work plan and budget.



Work Plan Development and Reporting

- Committees submit their work plans and budget to HSJCC Secretariat annually (**March 1st for the fiscal year ahead**)
- The HSJCC Secretariat submits HSJCC work plans + budget to MOH on behalf of the Provincial HSJCC annually (**by March 31st**)
- Committees submit their annual reports to the Provincial HSJCC Secretariat annually (**by June 1st for the previous fiscal year**)
- The HSJCC Secretariat submits the collated annual reports to MOH on behalf of the Provincial HSJCC annually (**by June 30th**)



HSJCC Network Reporting Template

General Information for Activity I.	
Description	
Objectives and Key Deliverables	
Budget Allocated (As of April 1, 2019)	
Status Update as of March 31, 2020 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2020	

General Information for Activity II.	
Description	
Objectives and Key Deliverables	
Budget Allocated (As of April 1, 2019)	
Status Update as of March 31, 2020 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2020	

General Information for Activity III.	
Description	
Objectives and Key Deliverables	
Budget Allocated (As of April 1, 2019)	

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 planning and reporting.

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

HSJCC Information

Name of Regional or Local HSJCC	
Chair/Co-Chair Names & Contact Information	
HSJCC Objectives	
Name of Transfer Payment Agency & Contact Information	
Total # of Funds Received from Regional Health Office	

List of Key Activities & Initiatives

- I.
 - II.
 - III.
 - IV.
 - V.
- ... Please add additional rows as needed

Updated HSJCC Reporting Template

Example: HSJCC Information

Name of Regional or Local HSJCC	Northwest Regional Centre of Responsibility (formerly known as Northwest Regional HSJCC)
Chair/Co-Chair Names & Contact Information	Sara Dias & Derek West Chair/Co-chairs contact: 807-468-1838 ext. 229; sdias@cmhak.on.ca & derek.west@thunderbaypolice.ca
HSJCC Objectives	<ul style="list-style-type: none"> • Enhance local Situation Table development through the development and maintenance of partnerships among Ministries of Health and Long-Term Care, Criminal Justice, Adult/Youth mental health services, Social Service and Education Sectors, and between the district committees. • Engage in collaborative analysis of data from regional 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. • To discuss and find solutions to local issues within the North-West region using the issues management framework (reference Appendix I). • Highlight persistent community issues to the NWECOR, provide recommendations for 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.
Name of Transfer Payment Agency & Contact Information	CMHA Thunder Bay Branch Transfer Payment Agency Contact: Jennifer Hyslop, jhyslop@cmha-tb.on.ca , 807-345-5564
Total # of Funds Received from Regional Health Office	

Example: HSJCC Key Activities & Initiatives

List of Key Activities & Initiatives

- I. Development of Research Planning Circle
- II. Increased Collaboration and committee Member Engagement
- III. Strategic Planning and Committee Focus on Current & Relevant Community Issues
- IV. Training and Professional Development Opportunities
- V. Creation of Law Clinic

Example:

Description of Activities for HSJCC Work Plan

General Information for Activity I.	
Description	<ul style="list-style-type: none"> The Research Planning Circle will inform the creation of a standing community-based research collaborative and/or hub within the region of Haliburton Kawartha Lakes Pine Ridge.
Objectives and Key Deliverables	<p>Objective:</p> <ul style="list-style-type: none"> To identify key research questions arising from pressing community trends or gaps. <p>Key Deliverables:</p> <ul style="list-style-type: none"> Develop four to six research projects which have complementary or interrelated themes within HKPR. Enhance identification of opportunities for local system change. Local system adoption or implementation of evidence-based practices.
Budget Allocated (As of April 1, 2019)	\$5,000.000

Example:

Description of Activities for HSJCC Annual Report



General Information for Activity I.	
Description	The Research Planning Circle will inform the creation of a standing community-based research collaborative and/or hub within the region of Haliburton Kawartha Lakes Pine Ridge.
Objectives and Key Deliverables	<p>Objective:</p> <ul style="list-style-type: none"> To identify key research questions arising from pressing community trends or gaps. <p>Key Deliverables:</p> <ul style="list-style-type: none"> Develop four to six research projects which have complementary or interrelated themes within HKPR. Enhance identification of opportunities for local system change. Local system adoption or implementation of evidence-based practices.
Budget Allocated (As of April 1)	\$5,000.00
Status Update as of March 31 (Completed, Delayed, On Hold)	Completed
Key Outcomes	<p>Projects were developed to address rural transportation, youth engagement and the possibility of using tiny homes to address housing issues within the 4 Counties.</p> <p>A research day was also held to review findings and determine next steps.</p>
Budget Used by March 31	\$6,039.40

QUESTIONS?

Contact Us:

- Candace Vena, Project Manager cvena@ontario.cmha.ca
- Andrew Fairbairn, Network Coordinator afairbairn@ontario.cmha.ca
- Tasha Rennie, Network Engagement and Communications Officer
trennie@ontario.cmha.ca

Stay Connected:

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