

## 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.

### HSJCC Information

<b>Name of Regional or Local HSJCC</b>	<b>Hamilton</b>
<b>Chair/Co-Chair Names &amp; Contact Information</b>	<b>Amanda Richmond:</b> <a href="mailto:arichmon@stjosham.on.ca">arichmon@stjosham.on.ca</a> <b>Mary Ellen Ruddell:</b> <a href="mailto:mruddell@cmhahamilton.ca">mruddell@cmhahamilton.ca</a>
<b>HSJCC Objectives</b>	<p><b><u>Goals and Key Commitments:</u></b></p> <ul style="list-style-type: none"> <li>• Priority consideration will be made for individuals with complex human services needs, which may include, but are not limited to those living with mental health issues, substance use concerns and/or behavioural dependencies, or neurodevelopmental and neurocognitive disabilities including developmental disabilities and dual diagnosis that are considered at high risk within the community and/or who have frequent contact with the Criminal Justice System.</li> <li>• The HSJCCs are a cooperative effort of the Ministries of the Attorney General, Children, Community and Social Services, the Solicitor General, and Health.</li> <li>• A dedicated membership of Community Service Providers, and Mental Health and Social Services.</li> </ul> <p><b><u>Specific Objectives:</u></b></p> <ol style="list-style-type: none"> <li>1. To provide a planning table that brings together service providers to find solutions to the problem of the criminalization of people with defined unique needs.</li> <li>2. To discuss and implement strategies using best practice to assist individuals who fall through the gaps in service delivery as listed above</li> <li>3. To enhance discharge planning from the criminal justice system into the community and improve access to community resources.</li> <li>4. To improve linkages with community stakeholders.</li> <li>5. To work towards keeping the client/community safe along with respecting clients rights whenever possible.</li> <li>6. To be proactive in providing treatment and support for those with mental illness and/or substance use issues and who intersect with the criminal justice system.</li> <li>7. To facilitate ongoing educational activities for staff who provide services to these clients.</li> </ol>

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<b>Name of Transfer Payment Agency &amp; Contact Information</b>	<b>The Canadian Mental Health Association, Hamilton Branch</b> <b>Joel Perez</b> <a href="mailto:jperez@cmhahamilton.ca">jperez@cmhahamilton.ca</a>
<b>Total # of Funds Received from Regional Health Office</b>	<b>~\$10,000</b>

### List of Key Activities & Initiatives

- I. **Monthly Hamilton HSJCC meetings**
- II. **Membership Engagement**
- III. **Education and Knowledge Exchange**
- IV. **Emergency Housing**

General Information for Activity I.	
<b>Description</b>	<b>Monthly Hamilton HSJCC meetings</b>
<b>Objectives and Key Deliverables</b>	<ol style="list-style-type: none"> <li>a) Facilitate up to 12 meetings the third Thursday of every month</li> <li>b) Identify ongoing systems issues</li> <li>c) Identify opportunities for collaboration and problem-solving</li> <li>d) Case conference high-risk community members with substance use and mental health challenges who have come into contact or are at risk of coming into contact with the criminal justice system</li> </ol>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$0 – based on maintaining virtual meetings</b>  <b>~\$1500 for meals if in person resumes approximately half way through the year</b>  <b>\$1000 for admin support</b>
<b>Status Update as of March 31, 2023(Completed, Delayed, On Hold)</b>	<b>Completed</b>
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Eleven (11) meetings were held virtually</li> <li>• Local issues raised and, where appropriate, reported to Regional and Provincial HSJCC tables including: release from custody planning/transition issues, drug/mental health/community court evolution, obtaining identification for clients, the digital divide for clients at court, winter cold and homelessness, in person court attendance, Form 2 procedure issues/sharing, encampment enforcement, new drug emerging</li> <li>• Letter written to City Councillors requesting a review of a warming centre they were intending to close but later recanted based on public pressure including that of the Local Hamilton HSJCC table.</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>Yes</b>

### General Information for Activity II.

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Description	Membership Engagement
<b>Objectives and Key Deliverables</b>	a) Advertise HSJCC to community stakeholders <ul style="list-style-type: none"> <li>a. Word of mouth</li> <li>b. Review e-mail distribution list annually</li> <li>c. Share events to distribution list as able</li> </ul> b) Review Orientation package annually c) Members receive meeting agenda and previous meeting minutes prior to upcoming meeting. d) Members to confirm attendance or regrets for all upcoming meetings. e) Reach out to local youth organizations for representation at the table f) Seek out people with lived experience (PWLE) to sit as representatives at the table g) Track attendance aiming for 25-30 members monthly <ul style="list-style-type: none"> <li>a. Engage members in annual satisfaction evaluation</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>Note: budget will need to support honorarium for PWLE if and/or when there are reps at the table - \$30/hour = ~\$60/meeting x 12 = \$720 for one PWLE/year</b>
<b>Status Update as of March 31, 2023 (Completed, Delayed, On Hold)</b>	<b>Delayed</b> <ul style="list-style-type: none"> <li>✓ To date, a PWLE has not been recruited</li> <li>✓ Attendance at meetings is low however it has not dropped from the previous fiscal year</li> </ul>
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Orientation slide deck created</li> <li>• Onboarded 5 new members</li> <li>• Members asked to confirm attendance or regrets</li> <li>• Members received meeting package 2-7 business days in advance</li> <li>• 15-20 members attend monthly</li> <li>• Annual member survey has been sent (February, 2023)</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>Yes</b>

General Information for Activity III.	
Description	Education and Knowledge Exchange
<b>Objectives and Key Deliverables</b>	a) Local HSJCC members will be financially supported and encouraged to attend the Provincial HSJCC Biennial Conference to be held November, 2023 b) Members to bring forward educational opportunities that may be appropriate to the committee and, as appropriate, members may attend based on scope and scale of their work and budgetary considerations. c) Members will be financially supported and encouraged to attend the annual Forensic Risk & Recovery Conference d) Brief presentations facilitated by local community agencies at the onset of the meetings to enhance knowledge of local supports/interventions
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$5000 – Risk &amp; Recovery Conference</b>
<b>Status Update as of March 31, 2023 (Completed, Delayed, On Hold)</b>	<b>Completed</b>

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<b>Key Outcomes</b>	<b>15 local members were provided the opportunity to attend both virtually and in person</b>
<b>Budget Used by March 31, 2023</b>	<b>Yes</b>

<b>General Information for Activity IV.</b>	
<b>Description</b>	<b>Emergency Housing</b>
<b>Objectives and Key Deliverables</b>	<ul style="list-style-type: none"> <li>a) Coordinate with Regional and Provincial HSJCCs to review options for crisis beds and emergency/transitional housing</li> <li>b) Explore opportunities for new crisis beds</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>~\$2500</b>
<b>Status Update as of March 31, 2023</b>  (Completed, Delayed, On Hold)	<b>Completed</b>
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Reporting on concerns to Regional and Provincial HSJCC tables complete</li> <li>• Coordinated to support emergency backpacks and items for individuals underhoused/homeless through HWDC, Social Navigator Program, RIST, and Indwell</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>Yes</b>