

## **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>	Northwest Regional Centre of Responsibility (formerly known as the Northwest Regional HSJCC)
<b>Chair/Co-Chair Names &amp; Contact Information</b>	<p>Sara Dias (Co-Chair) – CMHA Kenora <a href="mailto:sdias@cmhak.on.ca">sdias@cmhak.on.ca</a></p> <p>Derek West (Co-Chair) – Thunder Bay Police Service 807-468-1838 ext. 229 <a href="mailto:derek.west@thunderbaypolice.ca">derek.west@thunderbaypolice.ca</a></p> <p>Jenny Leadbeater (Coordinator) – CMHA Thunder Bay 807-630-2272 <a href="mailto:jleadbeater@cmha-tb.on.ca">jleadbeater@cmha-tb.on.ca</a></p>
<b>HSJCC Objectives</b>	<p><b>OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>• 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 Educational Sectors, and between the district committees</li> <li>• 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</li> <li>• To discuss and find solutions to local issues within the Northwest region using the issues management framework (reference Appendix I)</li> <li>• 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</li> <li>• Coordinate regional training and educational opportunities for all sectors involved in serving the target population</li> </ul>

	<ul style="list-style-type: none"> <li>Share promising/best emerging practices</li> </ul>
<b>Name of Transfer Payment Agency &amp; Contact Information</b>	<p>CMHA Thunder Bay</p> <p>Transfer Payment Agency Contact: Jennifer Hyslop, CEO 807-345-5564 <a href="mailto:jhyslop@cmha-tb.on.ca">jhyslop@cmha-tb.on.ca</a></p>
<b>Total # of Funds Received from Regional Health Office</b>	<p><b>\$24 000</b></p> <p><b>Breakdown</b></p> <p>Salaries \$18 000 Strategic Planning \$4800 Web Conferencing/Office Supplies \$500 Travel \$200 Honourarium for PWLE \$500</p>

### List of Key Activities & Initiatives

- I. Northwest Centre of Responsibility Meetings
- II. Executive COR Meetings including Strategic Planning, Work Plan Development and Reporting
- III. NW Regional Situation Table Community of Practice Meetings
- IV. Situation Table Support and Development Across the Northwest Region
- V. COR Membership Engagement including Persons with Lived Experience
- VI. COR Issues Management
- VII. COR/FASD Working Group Meetings
- VIII. Explore Sustainable Funding Opportunities
- IX. Alignment with Ontario Health Teams mandates
- X. Support the Development and Implementation of the Community and Safety Wellbeing Plans across the Northwest region

<b>General Information for Activity I.</b>	
<b>Description</b>	<p><b>Northwest Centre of Responsibility (COR) Meetings– (formerly known as the NW HSJCC Committee)</b></p> <p>The COR is comprised of over 65 member agencies and meets bi-monthly for two hours.</p> <p>Meetings consist of presentations, issues management review/discussion, updates from regional Situation Table CoP, PHSJCC updates, COR working group updates and community table information sharing.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objective:</b> to support current and future Situation Tables across the NW region and assist in supporting integrated, coordinated and seamless service delivery systems that meets the needs of at-risk people and optimizes the mobilization and delivery of justice and community services in the Northwest Region.</p> <p><b>Key Deliverables:</b></p>

	<ul style="list-style-type: none"> <li>• Bi-monthly COR virtual meetings to be held from March 1, 2021 to Feb 28, 2022</li> <li>• Meeting minutes shared with membership and PHJSCC Secretariat</li> <li>• Feedback surveys distributed to membership following meetings</li> <li>• Ensure meeting agenda is reflective of regional issues</li> <li>• Up-to-date mailing and membership lists</li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	Expenses include portion of salary \$1500, web conferencing and office supplies: \$150

<b>General Information for Activity II.</b>	
<b>Description</b>	<p><b>Executive COR Meetings (including Strategic Planning, Work Plan Development and Reporting)</b></p> <p>The Executive COR consists of two Co-Chairs of the COR, a minimum of one COR member from each NWLHIN Sub-Region (Sub-regions: Northern, District of Kenora, District of Rainy River, District of Thunder Bay, City of Thunder Bay), one representative from the Sponsoring Agency of the COR, and the Coordinator of the COR</p> <p>The ECOR meets bi-monthly for 1 – 1.5 hrs in between COR meetings.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objective:</b> Provide strategic oversight, support and resources toward the operations of the COR. To monitor the progress of the COR work plan and make decisions on behalf of the COR, as needed. Set and review annual budget to ensure the sustainability of structure and funding.</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Bi-monthly virtual ECOR meetings to be held between March 1, 2021 to Feb 28, 2022</li> <li>• 5 Strategic Planning sessions (Feb and March 2021)</li> <li>• Meeting minutes shared with the ECOR and COR members</li> <li>• Annual Strategic Plan document from Compass Leadership(2021-2022)</li> <li>• PHSJCC Work Plan completion (2021-2022)</li> <li>• PHJSCC Work Plan Report (2020-2021)</li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	Expenses include Strategic Planning Sessions facilitation- \$4800, portion of salary: \$1000

<b>General Information for Activity III.</b>	
<b>Description</b>	<p><b>NW Regional Situation Table Community of Practice Meetings</b></p> <p>The NW Regional Situation Table Community of Practice is comprised of Situation Leads, Co-Chairs, Coordinators and Data Collectors across the NW Region. The CoP meets bi-monthly for 1.5 hrs to facilitate knowledge exchange, identify systemic issues and data trends, share resources and successes and identify training opportunities.</p>

<b>Objectives and Key Deliverables</b>	<p><b>Objective:</b> To build capacity and implement promising practices for Situation Table across Northwestern Ontario.</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• 5-6 virtual CoP to be held between March 2021 – Feb 2022</li> <li>• Maintenance and monitoring of CoP virtual forum and membership email lists</li> <li>• Meeting minutes distributed to CoP members and shared at COR meetings</li> <li>• CoP updates provided during COR meetings (standing item)</li> <li>• Explore and implement ideas for Situation Tables communications strategy across the NW region</li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	<p>Expenses include portion of salary: \$1500</p>

<b>General Information for Activity IV.</b>	
<b>Description</b>	<p><b>Situation Table Support and Development Across the Northwest Region</b></p> <p>By providing the appropriate training and education to new and current Situation Tables, we build capacity for each table and ensure the smooth operations and integrity of table data. Ongoing coordination of the Thunder Bay Situation Table.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b> To provide training to potential new members of local/regional Situation Tables re: WLU online training for Situation Tables, provide orientation sessions to new Thunder Bay Situation Table members (covers a history of Situation Tables and Northwest Mobilization Network, Four Filter Approach, AER, review of forms used by Situation Table, case studies and mock Situation Table run-through). Orientation Sessions will be held bi-monthly for 3.5 hrs. Ad-hoc refresher training offered to regional tables as needs are identified (2-4 sessions per year). Ad-hoc support provided to new and emerging tables across the Northwest region.</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Coordination of Thunder Bay Situation Table (meeting brief, RTD data input and reports, updating membership lists)</li> <li>• 5 or 6 Situation Table Orientation sessions (3.5 hrs each) to be provided throughout the year</li> <li>• Collection of certificates of completion from WLU Situation Table training for all new members of Thunder Bay Situation Table</li> <li>• Signed participant agreements for all Thunder Bay Situation Table members</li> <li>• Attendance sheets from all local/regional training sessions</li> <li>• Feedback surveys distributed for all training provided</li> <li>• Between 2 and 4 half day refresher training and/or education sessions provided to regional Situation Table members annually</li> <li>• Education and support provided to new or emerging Situation Tables in the region</li> </ul>
<b>Budget Allocated</b>	<p>Expenses include portion of salary: \$4000, travel \$200, web conferencing and</p>

<b>(As of April 1, 2021)</b>	office supplies: \$300
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<b>General Information for Activity V.</b>	
<b>Description</b>	<p><b>COR Membership Engagement including Persons with Lived Experience</b></p> <p>The current COR membership consists of 65 agencies from across the NW region in the following areas: Justice, Mental Health and Addictions, Education, Counselling, Indigenous Communities, Community and Social Services, Children and Youth, Family Violence, Ontario Government, Research and Persons with Lived Experience. Each agency and/or individual signs a 3-yr agreement for participation on the COR.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b> Ensure all agencies/individuals within the COR have signed 3 year agreements; to expand opportunities for PWLE participation at the COR; to ensure the COR is providing adequate regional and sector representation</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Renewed 3 year Letters of Agreement from all partner agencies 2020-2023 or 2021-2024</li> <li>• Engagement sessions with agencies interested in joining the NWCOR from across the region and sectors which may be currently missing (eg. EMS)</li> <li>• Update membership list (ongoing)</li> <li>• Outreach and engagement with People Advocating for Change and Empowerment (PACE) or other 'Persons With Lived Experience' committees to recruit 2-3 additional PWLE members to the NWCOR</li> </ul>
<b>Budget Allocated (As of April 1, 2019)</b>	Expenses include Honorariums for PWLE \$500, portion of salary: \$2000

<b>General Information for Activity VI.</b>	
<b>Description</b>	<p><b>COR Issues Management</b></p> <p>The COR Issues Management Framework was created for bringing forward systemic issues for discussion to the NWCOR which can be identified through either Situation Tables or through the Kenora Rainy River District Human Services &amp; Justice Coordinating Committee. A process has been established to determine the role of the Coordinator in managing issues as they arise, the participatory role of the broader membership, as well as the Co-Chairs.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. All members of the COR, regional Situation Tables and members of the Kenora Rainy River District Human Services &amp; Justice Coordinating Committee will utilize the COR Issues Management Framework and flow chart to ensure a seamless process for bringing forward emerging issues within the region to the Coordinator</li> <li>2. Local/Regional Situation Tables and/or other Community tables will</li> </ol>

	<p>utilize the Systemic Issues Tracking Form or the Issues Management Tracking Form for Urgent Issues when submitting an issue to the coordinator for discussion at NW COR meetings</p> <ol style="list-style-type: none"> <li>3. Kenora Rainy River District Human Services &amp; Justice Coordinating Committee members will identify issues through the Co-Chairs of the table who will then connect with the Coordinator for follow-up.</li> <li>4. The COR will discuss issues and develop appropriate action plan</li> </ol> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• All regional systemic issues will be tracked and brought forward to the COR for discussions in the form of a briefing note</li> <li>• Issues Management as a standing item during NW COR meetings</li> <li>• Briefing notes will be completed by the NW COR for issues that require support from the Provincial HSJCC</li> <li>• Briefing notes that arise from the Kenora Rainy River District Human Services &amp; Justice Coordinating Committee will be vetted through the committee prior to escalating to the Provincial HSJCC</li> <li>• Copies of Systemic Issues Tracking Forms and Issues Management Tracking Form for Urgent Issues will be kept by the Coordinator</li> <li>• Complete briefing notes for the following ongoing issues: <ul style="list-style-type: none"> <li>○ Remands for inmates with developmental disabilities due to lack of adequate housing options</li> <li>○ Transfers of care from Schedule 1 facilities</li> <li>○ Children in Care with Complex Needs (include apprehending for medical reasons and lack of treatment options)</li> </ul> </li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	Expenses include portion of salary: \$3500

<b>General Information for Activity VII.</b>	
<b>Description</b>	<p><b>COR/FASD Working Group Meetings</b></p> <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 a regional strategy to address identified gaps over the next year.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Education/resources and/or training for service providers in the justice sectors (eg. Judges, lawyers, police, court workers) about what works best/what is most helpful (eg. Pre-sentence reports, cognitive communication assessments etc)</li> <li>2. Review of best practices, success stories and programs that exist in Northwest region (eg. What works/what doesn't)</li> <li>3. Identification of Best Practices for "after care" (eg. Sustainable strategy for when court diversion programs are complete, probation ends etc.)</li> </ol> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Bi-monthly meetings (March, May, July, Sept, Nov, Jan)</li> <li>• Meeting minutes</li> <li>• Review and update of Project Charter including membership list</li> </ul>

	<ul style="list-style-type: none"> <li>2021/2022 Project work plan development post review of the Leadership Thunder Bay CAP report recommendations (derived from survey results intended to aide in the identification of system gaps for justice involved people living with FASD in the Northwest Region) within the following areas: Education/training, HR policies, Legislation</li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	Expenses include portion of salary: \$1500

<b>General Information for Activity VIII.</b>	
<b>Description</b>	<p><b>Explore Sustainability Funding Opportunities for the COR</b></p> <p>Currently, the Northwest Centre of Responsibility relies on \$24000 in core funding and annual monetary donations from it's membership. In order for the work of this committee to be sustainable, additional core funding is required.</p>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b> To secure core funding for two Mobilization Coordinator positions to represent the Kenora Rainy River District HSJCC and NW Centre of Responsibility (NW COR)</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>Completion of a Health System Improvement Pre-Proposal submission to the NWLHIN requesting funding for two Community Mobilization Position</li> <li>Exploration of additional funding avenues (eg. Municipal funding, SOLGEN)</li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	Expenses include portion of salary: \$1500

<b>General Information for Activity IX.</b>	
<b>Description</b>	<b>Alignment with Ontario Health Teams mandates</b>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b> Ensure regular communication on the work being completed by the Provincial HJSCC, NW COR, and Kenora Rainy River District HSJCC to ensure that those individuals who are involved within the criminal justice system are represented in the transformation of the system for discussions on appropriate allocation of resources and access to services.</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>Provide quarterly written updates to the Ontario Health Teams within the Northwest on the work being completed by the Provincial HSJCC, NW Centre of Responsibility and Kenora Rainy River District HSJCC</li> </ul>
<b>Budget Allocated</b>	Expenses include portion of salary: \$500

**(As of April 1, 2021)**

<b>General Information for Activity X.</b>	
<b>Description</b>	<b>Support the Development and Implementation of the Community and Safety Wellbeing Plans across the Northwest region</b>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b> Ensure that Northwest data is disseminated to all districts to inform the development of Community and Safety Wellbeing Plans that are rooted in localized data.</p> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• NW COR will have representation from the Thunder Bay Crime Prevention Council</li> <li>• A representative of the NW COR will participate on the Thunder Bay Crime Prevention Council</li> <li>• Situation Table Risk Tracking Data to be shared to support the development and implementation of the Community Safety and Well-Being plans across the Northwest region</li> <li>• Advocacy efforts for system-level issues identified through Community Safety and Well-Being plans</li> </ul>
<b>Budget Allocated (As of April 1, 2021)</b>	Expenses include portion of salary: \$500