

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

Name of Regional or Local HSJCC	Northwest Regional Centre of Responsibility (formerly known as the Northwest Regional HSJCC)
Chair/Co-Chair Names & Contact Information	Sara Dias & Inspector Derek West sdias@cmhak.on.ca 807-468-1838 ext. 229 derek.west@thunderbaypolice.ca 807-684-1200
HSJCC Objectives	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.
Name of Transfer Payment Agency & Contact Information	Canadian Mental Health Association – Thunder Bay Branch Jennifer Hyslop – CEO jhyslop@cmha-tb.on.ca 807-345-5564
Total # of Funds Received from Regional Health Office	\$24000

List of Key Activities & Initiatives

- I. Training and Professional Development for COR Members
- II. Service and System Performance, monitoring and Evaluation and Collaboration and Collaborative Care
- III. Information Management
- IV. Training and Professional Development for Situation Tables

V. Knowledge Translation and Exchange

VI. **COVID-19 Planning

VII. **Release from Custody Planning

**items added since original work plan

General Information for Activity I.	
Training and Professional Development for COR members	
Description	Provide Annual Training and/or Day of Learning for members of the COR/Community Mobilization Network
Objectives and Key Deliverables	<u>Anticipated Outputs:</u> # of attendees/attendees trained <u>Anticipated Outcomes:</u> Increase knowledge and information sharing Enhanced cross-sectoral collaboration
Budget Allocated (As of April 1, 2020)	0.02 FTE
Status Update as of March 31, 2021 (Completed, Delayed, On Hold)	Cancelled - Day of Learning (due to COVID-19) Completed – 5 Strategic Planning sessions with members of the NW Centre of Responsibility
Key Outcomes	<ul style="list-style-type: none"> • In-person “Day of Learning” was planned for Spring of 2020 (poster developed, guest speakers secured, venue booked etc) but had to be cancelled due to COVID-19. • In-person Strategic Planning Day was scheduled for spring 2020 for members of the COR. Cancelled due to COVID. • Five virtual Strategic Planning sessions were held between Feb and March 2021 with members of the COR and facilitated by Compass Leadership. Outcome report entitled: “NWCOR Situational Analysis and Strategic Outcomes report for 2021/2022” was provided to the membership for annual planning purposes.
Budget Used by March 31, 2021	0.02 FTE

General Information for Activity II.	
Service and System performance, monitoring, evaluation, collaboration and collaborative care.	
Description	Identification and Tracking of Systemic Issues Emerging from Local Situation Tables and Discussion of Regional Issues impacting service delivery, using Issues Management Framework
Objectives and Key Deliverables	<p><u>Anticipated Outputs:</u></p> <p># of Regional Issues Management Briefings Prepared</p> <p># of COR Meetings and/or ECOR Meetings</p> <p># of Northwest Regional Situation Table Community of Practice Meetings (**added since original work plan)</p> <p><u>Anticipated Outcomes:</u></p> <p>Systemic issues emerging and supporting data shared with other community tables.</p> <p>Identification of gaps, deficiencies, and barriers within populations with complex needs in Northwestern Ontario</p> <p>Enhanced system planning for people with complex needs who are at risk of criminalization, victimization and/or harm in Northwestern Ontario.</p> <p>Alignment of areas of needs as identified in local Community Safety and Well-Being Plans and Ontario Health Teams</p> <p>**Development of NW Regional Situation Table Community of Practice group for knowledge sharing, identify education and training opportunities, identify systemic issues arising from Situation Tables across Northwestern Ontario</p>
Budget Allocated (As of April 1, 2020)	0.15 FTE
Status Update as of March 31, 2021 (Completed, Delayed, On Hold)	Completed
Key Outcomes	<ul style="list-style-type: none"> • 1 New Regional Issues Management Briefing Note prepared: Release from Corrections/Jail and COVID-19 • 2 Amended Regional Issues Management Briefing Notes updated/amended: Transfers from Schedule 1 Facilities, Remands for People with Intellectual Disabilities • 2 NW Centre of Responsibility Meetings held, Meeting Minutes prepared and Feedback Surveys distributed (Dec 2020, Feb 2021) • 4 Executive COR Meetings held, Meeting Minutes distributed (May 2020, June 2020, Sept 2020, Jan 2021)

	2 Northwest Regional Situation Table Community of Practice Meetings held, draft Terms of Reference developed, regional training needs identified, online community forum developed (Dec 2020, Feb 2021)
Budget Used by March 31, 2021	0.15 FTE

General Information for Activity III.	
Information Management	
Description	Provide support to Situation Tables in the Northwest Region with getting on-boarded to the Risk Tracking Database through MCSCS, assist with data analysis as needed
Objectives and Key Deliverables	<p><u>Anticipated Outputs:</u></p> <p># of De-Identified discussions entered into the Risk Tracking Database</p> <p>% of Discussions deemed AER resulting in Overall Risk Lowered</p> <p>Report Top Risk Factors for Thunder Bay and the NW Region</p> <p>Report Top Study Flags for Thunder Bay and the NW Region</p> <p><u>Anticipated Outcomes:</u></p> <p>De-identified Situation Table referral and “report back” data entered into the Ministry of the Solicitor General’s Risk-Driven Tracking Database consistently and accurately</p>
Budget Allocated (As of April 1, 2020)	0.09 FTE
Status Update as of March 31, 2021 (Completed, Delayed, On Hold)	Completed
Key Outcomes	<p>Thunder Bay – Apr 1/20 – Mar 31/21</p> <p>25 de-identified discussions entered into RTD</p> <p>71.43% of discussions deemed AER resulted in Overall Risk Lowered</p> <p>Top 3 Risk Factors include: 1) Mental Health, 2) Drugs, 3) Physical Violence</p> <p>Top 3 Study Flags include: 1) Risk of Losing Housing/Unsafe Living Conditions, 2) Homelessness, 3) Social Isolation</p> <p>All of Northwestern Ontario – Apr 1/20 – Mar 31/21</p> <p>134 de-identified discussions entered into RTD</p>

	<p>69.75% of discussions deemed AER resulted in Overall Risk Lowered Top 3 Risk Factors include: 1) Mental Health, 2) Alcohol, 3) Drugs Top 3 Study Flags include: 1) Homelessness, 2) Recent Escalation, 3) Risk of Losing Housing/Unsafe Living Conditions</p> <p>NW COR Coordinator presented 2020 RTD for the Northwest Region to the Kenora Risk Forum membership in March 2021.</p>
Budget Used by March 31, 2021	0.09 FTE

General Information for Activity IV.	
Training and Professional Development for Situation Tables	
Description	Facilitate or coordinate training opportunities for new Situation Table members in the Northwest Region
Objectives and Key Deliverables	<p><u>Anticipated Outputs:</u></p> <p># of Situation Table Training sessions</p> <p># of Attendees Trained</p> <p><u>Anticipated Outcomes:</u></p> <p>Increased knowledge of Situation Tables and Four Filter Process. Enhanced inter-agency collaboration.</p>
Budget Allocated (As of April 1, 2020)	0.05 FTE
Status Update as of March 31, 2021 (Completed, Delayed, On Hold)	Completed
Key Outcomes	<ul style="list-style-type: none"> • 6 Situation Training sessions held (including one for Release from Custody Task Force members) • 61 Attendees Trained
Budget Used by March 31, 2021	0.05 FTE

General Information for Activity V.	
Knowledge Translation and Exchange	
Description	Provide virtual educational opportunities for members of the Community Mobilization Network
Objectives and Key	<u>Anticipated Outputs:</u>

Deliverables	<p># of Educational Sessions</p> <p># of Educational Session Attendees</p> <p><u>Anticipated Outcomes:</u></p> <p>Increase in knowledge of topic as a result of attending presentation or webinar.</p>
Budget Allocated (As of April 1, 2020)	0.04 FTE
Status Update as of March 31, 2021 (Completed, Delayed, On Hold)	Completed
Key Outcomes	<p>One 1 hr presentation on activities of the Community Mobilization Network for 2019/2020 delivered to the Kenora RISK Forum held in Feb 2021.</p> <p>Several virtual information sessions and emails provided to prospective new members of the NW Centre of Responsibility and Situation Tables. Sessions provided overview of the NW Community Mobilization Network, NW Centre of Responsibility and Situation Table models.</p> <p>One 20 minute presentation by MHAT staff from Thunder Bay Regional Health Sciences Centre to COR members on the MHAT Regional Trials.</p> <p>(Webinars note developed this fiscal period. Resources redirected toward the COVID-19 information sharing meetings and COVID-19 Release from Custody Task Force.)</p>
Budget Used by March 31, 2021	0.04 FTE

General Information for Activity VI.	
**COVID-19 Community and Regional Planning	
Description	Host COVID-19 Information Sharing Meetings with Multi-Sector Leadership across Northwestern Ontario
Objectives and Key Deliverables	<p><u>Anticipated Outputs:</u></p> <p># of Info-Sharing Meetings and Meeting Minutes</p> <p>Development of a COVID-19 Resource Directory in collaboration with Thunder Bay Crime Prevention Council and Thunder Bay Drug Strategy</p>

Budget Allocated (As of April 1, 2020)	0.04 FTE
Status Update as of March 31, 2021 (Completed, Delayed, On Hold)	Completed
Key Outcomes	<p>6 COVID-19 Info Sharing Meetings held between March-June 2020. Meeting minutes completed and distributed.</p> <p>COVID-19 Resource Directory developed with focus on resources for health sector, housing sector, justice sector, preventing crime, mental health, being trauma-informed, cellphone/internet/technology, food security, financial resources, harm reduction, work from home tips, resources for newcomers and refugees, e-learning</p>
Budget Used by March 31, 2021	0.04 FTE

General Information for Activity VI.	
**COVID-19 Release from Custody Planning and Task Force formation	
Description	Organize and provide training resources to the COVID-19 Release from Custody Task Force, a mutli-sector agency initiative addressing the needs of individuals being discharged from correctional institutions across Northwestern Ontario. Release from Custody referrals follow a model similar to Situation Tables and require the same training requirements.
Objectives and Key Deliverables	<p><u>Anticipated Outputs:</u></p> <p># of Release from Custody Meetings and Meeting Minutes</p> <p># of Orientation Sessions held for members</p> <p>Development of Release from Custody poster for local correctional institutions</p>
Budget Allocated (As of April 1, 2020)	0.04 FTE
Status Update as of March 31, 2021 (Completed,	Completed

Delayed, On Hold)	
Key Outcomes	<p>12 Release from Custody Meetings held between March 2020 and August 2020</p> <p>1 Orientation Session held. 19 individuals attended.</p> <p>COVID-19 Resource Directory developed with focus on resources for health sector, housing sector, justice sector, preventing crime, mental health, being trauma-informed, cellphone/internet/technology, food security, financial resources, harm reduction, work from home tips, resources for newcomers and refugees, e-learning.</p>
Budget Used by March 31, 2021	0.04 FTE