

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	<p>Sara Dias (Co-Chair) – CMHA Kenora sdias@cmhak.on.ca</p> <p>Derek West (Co-Chair) – Thunder Bay Police Service 807-468-1838 ext. 229 derek.west@thunderbaypolice.ca</p> <p>Jenny Leadbeater (Coordinator) – CMHA Thunder Bay 807-630-2272 jleadbeater@cmha-tb.on.ca</p>
HSJCC Objectives	<p>OBJECTIVES:</p> <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 Educational 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 Northwest 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

	<ul style="list-style-type: none"> Share promising/best emerging practices
Name of Transfer Payment Agency & Contact Information	<p>CMHA Thunder Bay</p> <p>Transfer Payment Agency Contact: Jennifer Hyslop, CEO 807-345-5564 jhyslop@cmha-tb.on.ca</p>
Total # of Funds Received from Regional Health Office	<p>\$24 000</p> <p>Breakdown</p> <p>Salaries \$18 000 Strategic Planning \$4800 Web Conferencing/Office Supplies \$500 Travel \$200 Honorarium 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 Working Group Meetings (edited)
- 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

General Information for Activity I.	
Description	<p>Northwest Centre of Responsibility (COR) Meetings– (formerly known as the NW HSJCC Committee)</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>
Objectives and Key Deliverables	<p>Objective: 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>Key Deliverables:</p>

	<ul style="list-style-type: none"> • Bi-monthly COR virtual meetings to be held from Apr 1, 2021 to Mar 31, 2022 • Meeting minutes shared with membership and PHJSCC Secretariat • Feedback surveys distributed to membership following meetings • Ensure meeting agenda is reflective of regional issues • Up-to-date mailing and membership lists • Presentations from outside agencies as required (added) • Participate in other educational opportunities as deemed relevant (added) • Coordinator, Co-Chair, and Transfer Payment agency representative to attend Provincial HSJCC and Executive PHSJCC's meeting to represent issues of NW region
Budget Allocated (As of April 1, 2021)	Expenses include portion of salary \$1500, web conferencing and office supplies: \$150
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	All items Complete.
Key Outcomes	<ul style="list-style-type: none"> • Six 2-hr COR Meetings held between Apr 1/21-Mar 31/22 • All meeting minutes completed and distributed to the membership • Feedback surveys provided after four meetings – meeting results collated • Improvements made to Issues Management Framework to ensure agendas are reflective of regional issues • Current membership list maintained • Jan 2022 -Presentation provided by Thunder Bay Children's Aid Society on Updates to the Child and Family Services Act – Human Trafficking • Mar 2022- Presentation provided by Winnipeg's Community Safety Program management team • Mar 2022 – Coordinator presented on 2018-2021 Risk Tracking Database statistics for the NW Region • Regional Priority Setting exercise for the PHSJCC held with COR and KRRDHSJCC members and facilitated by Compass Leadership (Dec 6/21) • Coordinator attended the following webinars and presentations as relevant to COR or Situation Table activities: OHT Webinar (Mar 22/22), Community Reintegration Planning Tables Engagement (Nov 30/21), CMNCP Webinar: How to Improve Upon Situation Tables (Jan 26/22), HSJCC Virtual Conference (Nov 16/17 2021), Wellesley Institute Symposium Series – Health and Housing (Oct 27/21) • COR/KRRDHSJCC representation at most PHSJCC and Executive PHSJCC meetings held throughout the period
Budget Used by March 31, 2022	\$1500 – Salary \$150 – web conferencing and office supplies

General Information for Activity II.

Description	<p>Executive COR Meetings (including Strategic Planning, Work Plan Development and Reporting)</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>
Objectives and Key Deliverables	<p>Objective: 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>Key Deliverables:</p> <ul style="list-style-type: none"> • Bi-monthly virtual ECOR meetings to be held between Apr 1/21 – Mar 31/22 • 5 Strategic Planning sessions (Feb and March 2021) • Meeting minutes shared with the ECOR and COR members • Annual Strategic Plan document from Compass Leadership(2021-2022) • PHSJCC Work Plan completion (2021-2022) • PHJSCC Work Plan Report (2020-2021)
Budget Allocated (As of April 1, 2021)	<p>Expenses include Strategic Planning Sessions facilitation- \$4800, portion of Coordinator's salary: \$1000</p>
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	<p>All items complete.</p>
Key Outcomes	<ul style="list-style-type: none"> • Five meeting of the Executive COR were held between Apr 1/21 – Mar 31/22 (Apr 8/21, Jun 9/21, Aug 30/21, Oct 25/21, Jan 6/22, Mar 10/22) • Five 1-2 hour Strategic Planning Sessions held between Feb – Mar 2021 • ECOR meeting minutes shared with COR membership • An annual Strategic Planning document was completed by Compass Leadership with four strategic priorities identified for 2021/2022 • Completion of 2021-2022 HSJCC Work Plan • Completion of 2020-2021 HSJCC Annual Report
Budget Used by March 31, 2022	<p>\$4800 – to Compass Leadership for facilitation of Strategic Planning Sessions and final document \$1000 – Coordinator's Salary</p>

General Information for Activity III.	
Description	<p>NW Regional Situation Table Community of Practice Meetings</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</p>

	exchange, identify systemic issues and data trends, share resources and successes and identify training opportunities.
Objectives and Key Deliverables	<p>Objective: To build capacity and implement promising practices for Situation Table across Northwestern Ontario.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • 5-6 virtual CoP to be held between March 2021 – Feb 2022 • Maintenance and monitoring of CoP virtual forum and membership email lists • Meeting minutes distributed to CoP members and shared at COR meetings • CoP updates provided during COR meetings (standing item) • Explore and implement ideas for Situation Tables communications strategy across the NW region • Add Situation Table content to CMHA's website (added)
Budget Allocated (As of April 1, 2021)	Expenses include portion of salary: \$1500
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	All items Complete
Key Outcomes	<ul style="list-style-type: none"> • Five 1.5 hr Situation Table Community of Practice sessions CoP sessions held with regional Situation Table members for the period Apr 1/21 to Mar 31/22. Dates included: Apr 22/21, Jun 24/21, Sep 16/21, Dec 9/21, Feb 10/22 • Membership email list maintained and virtual forum monitored by Coordinator • Meeting minutes completed and distributed to CoP members and included in COR meeting packages. • CoP updates as standing COR agenda item • Identified the future development of a website for NW Regional Situation Tables as a communications strategy response (included in 2022/2023 Work Plan) • Worked with CMHA's Communications dept to add a page describing the Thunder Bay Situation Table
Budget Used by March 31, 2022	\$1500 – portion of Coordinator's salary

General Information for Activity IV.	
Description	<p>Situation Table Support and Development Across the Northwest Region</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>
Objectives and Key Deliverables	<p>Objectives: 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</p>

	<p>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>Key Deliverables:</p> <ul style="list-style-type: none"> • Coordination of Thunder Bay Situation Table (meeting brief, RTD data input and reports, updating membership lists) • 5 or 6 Situation Table Orientation sessions (3.5 hrs each) to be provided throughout the year • Collection of certificates of completion from WLU Situation Table training for all new members of Thunder Bay Situation Table • Signed participant agreements for all Thunder Bay Situation Table members • Attendance sheets from all local/regional training sessions • Feedback surveys distributed for all training provided • Between 2 and 4 half day refresher training and/or education sessions provided to regional Situation Table members annually • Education and support provided to new or emerging Situation Tables in the region • Attend Provincial CoP and liaise with other Situation Tables (added)
<p>Budget Allocated (As of April 1, 2021)</p>	<p>Expenses include portion of salary: \$4000, travel \$200, web conferencing and office supplies: \$300</p>
<p>Status Update as of March 31, 2022 (Completed, Delayed, On Hold)</p>	<p>All items Complete</p>
<p>Key Outcomes</p>	<ul style="list-style-type: none"> • Provided web hosting for bi-weekly Thunder Bay Situation Table meetings throughout the year. Meeting briefs, RTD input and evaluation feedback surveys completed after each meeting • Facilitated five Orientation Sessions for the Thunder Bay Situation Table with a total of 36 participants. • Collected 25 WLU training certificates, non-disclosure agreements and participant agreement for new table members • On file – sign in sheets for all participants of Orientation Sessions • Feedback surveys distributed for all training sessions and results collated and analysed for improvements. • Facilitated two Refresher Training sessions – one for regional tables and one for the Thunder Bay Situation Table. Approximately 46 people combined attended these sessions. • Held a preliminary meeting with a community looking at developing a Situation Table on the Ontario/Manitoba border (Schoal Lake) • Coordinator’s attend four Provincial Situation Table Community of Practice Meetings and monitored forum for relevant topics/discussions • Coordinator met with Lanark County Situation Table Chair to discuss Non-AER referrals procedures (Mar 24/22)
<p>Budget Used by March 31, 2022</p>	<p>\$4000 – portion of Coordinator’s salary \$500 – office expense and web conferencing \$0 – no travel expenses</p>

General Information for Activity V.	
Description	<p>COR Membership Engagement including Persons with Lived Experience</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>
Objectives and Key Deliverables	<p>Objectives: 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>Key Deliverables:</p> <ul style="list-style-type: none"> • Renewed 3 year Letters of Agreement from all partner agencies 2020-2023 or 2021-2024 • Engagement sessions with agencies interested in joining the NWCOR from across the region and sectors which may be currently missing (eg. EMS) • Update membership list (ongoing) • Outreach and engagement with People Advocating for Change and Empowerment (PACE) or other 'Persons With Lived Experience' committees to recruit 1-3 additional PWLE members to the NWCOR • Add web content for NW COR to Thunder Bay CMHA's website (added)
Budget Allocated (As of April 1, 2019)	Expenses include Honorariums for PWLE \$500, portion of salary: \$2000
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Most items complete.
Key Outcomes	<ul style="list-style-type: none"> • Coordinator sent reminder emails to all agencies with outstanding renewal agreements and maintained records/invoicing for new agreements • Met with and on-boarded five new COR members • Continued maintenance of COR membership list • (Deferred) – Engagement and recruitment of 1 to 3 additional PWLE to the COR. Has been included in 2022/2023 Work plan and will utilize the document compiled by the PHSJCC Working Group. • Worked with CMHA's Communications dept to add a page describing the work of the NW COR
Budget Used by March 31, 2022	<p>\$2000 – portion of Coordinator's salary</p> <p>\$500 – Honorarium for PWLE</p>

General Information for Activity VI.	
Description	<p>COR Issues Management</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 & 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>
Objectives and Key Deliverables	<p>Objectives:</p> <ol style="list-style-type: none"> 1. All members of the COR, regional Situation Tables and members of the Kenora Rainy River District Human Services & 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 2. Local/Regional Situation Tables and/or other Community tables will 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 3. Kenora Rainy River District Human Services & Justice Coordinating Committee members will identify issues through the Co-Chairs of the table who will then connect with the Coordinator for follow-up. 4. The COR will discuss issues and develop appropriate action plan <p>Key Deliverables:</p> <ul style="list-style-type: none"> • All regional systemic issues will be tracked and brought forward to the COR via Systemic Issues Referral Form • Issues Management as a standing item during NW COR meetings • Briefing notes will be completed by the NW COR for issues that require support from the Provincial HSJCC • All briefing notes will be vetted through the COR prior to escalating to the Provincial HSJCC • Copies of Systemic Issues Tracking Forms and Issues Management Tracking Form for Urgent Issues will be kept by the Coordinator • Complete briefing notes for the following ongoing issues: <ul style="list-style-type: none"> ○ Remands for inmates with developmental disabilities due to lack of adequate housing options ○ Transfers of care from Schedule 1 facilities ○ Children in Care with Complex Needs (include apprehending for medical reasons and lack of treatment options)
Budget Allocated (As of April 1, 2021)	Expenses include portion of salary: \$3500
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	All items complete
Key Outcomes	<ul style="list-style-type: none"> • Issues Management Framework updated to reflect a more seamless and direct process for referring issues to the COR

	<ul style="list-style-type: none"> • No Systemic Issues Referral forms received in 2021/2022 • Issues Management included as a standing item during COR meetings • Briefing note completed was developed for the following issue: Remands for inmates with Intellectual Disabilities due to lack of adequate housing options and a working group for this item was developed. • Briefing note completed for Transfers of Care to Schedule 1 Facilities. Issue brought forth to PHSJCC with presentations from Regional MHAT and OPP. Letter of advocacy sent to Ontario Health North from the COR requesting permanent funding for Regional MHAT. • A summary briefing note was completed for the KRRDHSJCC on Children in Care: Apprehending for medical reasons. • Members of Ontario Health North were invited to the COR to speak on new initiatives/funding opportunities Withdrawal Management services in the NW region • A new Working Group formed on the issue of Expanding After-Hours and Street Outreach Services which was brought forward by members of Thunder Bay Police in response to increased quality of life calls during COVID-19 pandemic. • The COR FASD Working Group did not meet during this period.
<p>Budget Used by March 31, 2022</p>	<p>\$3500 – portion of Coordinator’s Salary</p>

<p>General Information for Activity VII.</p>	
<p>Description</p>	<p>COR Working Group Meetings (edited)</p> <p>The goal of COR working groups are to identify and address system gaps for justice-involved people from marginalized service groups in the Northwest Region. The working group will work on a regional strategy to address identified gaps over the next year.</p>
<p>Objectives and Key Deliverables</p>	<p>Objectives:</p> <ol style="list-style-type: none"> 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) 2. Review of best practices, success stories and programs that exist in Northwest region (eg. What works/what doesn't) 3. Identification of Best Practices for “after care” (eg. Sustainable strategy for when court diversion programs are complete, probation ends etc.) <p>Key Deliverables:</p> <ul style="list-style-type: none"> • # of Meetings • Meeting minutes • Review, Develop or Update Project Charter(s) and membership list(s)

Budget Allocated (As of April 1, 2021)	Expenses include portion of salary: \$2500
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Mostly Complete
Key Outcomes	<ul style="list-style-type: none"> • COR FASD Working Group was placed on hold during the 2021-2022 period and has resumed as of Apr 2022 • Two new COR Working Groups were developed during the period Apr 1/21 to Mar 31/22. • A Working Group for “Housing Strategies for Individuals with Intellectual Disabilities in Conflict with the Law” held three meetings from Dec 2021 - Mar 2022. A Project Charter was developed but without an identified Working Group Lead this group has since become an Advisory Group to ensure goals and objectives identified within the Project Charter are being met by other committees and groups. Coordinator presented at the Thunder Bay and District LSSPT (Developmental Services planning table) to initiate this discussion. A meeting with the LSSMT in the Kenora Rainy River District is being scheduled. to discuss how identified issues can be met or we can work together to meet them. • A Working Group for ‘Expansion of After-Hours Services and Street Outreach’ was formed during this period and held eight meetings from Oct 2021 – Mar 2022 and developed a Project Charter outlining goals and objectives, including the development of a toolkit.
Budget Used by March 31, 2022	\$2500 – portion of Coordinator’s Salary

General Information for Activity VIII.	
Description	<p>Explore Sustainability Funding Opportunities for the COR</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>
Objectives and Key Deliverables	<p>Objectives: 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>Key Deliverables:</p> <ul style="list-style-type: none"> • Completion of a Health System Improvement Pre-Proposal submission to the NWLHIN requesting funding for two Community Mobilization Position (job descriptions to be developed) • Exploration of additional funding avenues (eg. Municipal funding, SOLGEN)

Budget Allocated (As of April 1, 2021)	Expenses include portion of salary: \$1500
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Some items On Hold
Key Outcomes	<ul style="list-style-type: none"> Completed job description lists for two COR positions: Coordinator and Analyst The Health System Improvement Pre-Proposal was delayed and will be completed for the 2022-2023 period Additional funding avenues yet to be explored
Budget Used by March 31, 2022	\$500 – portion of Coordinator’s salary

General Information for Activity IX.	
Description	Alignment with Ontario Health Teams mandates
Objectives and Key Deliverables	<p>Objectives: 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>Key Deliverables:</p> <ul style="list-style-type: none"> Provide COR meeting minutes 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
Budget Allocated (As of April 1, 2021)	Expenses include portion of salary: \$500
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	Complete
Key Outcomes	<ul style="list-style-type: none"> All COR meeting minutes were distributed to select members of Ontario Health North who are part of the COR membership list. Select members of the COR have been part of OHT development across the region to ensure the needs of those involved within the criminal justice system are inclusive to allocation of resources and services
Budget Used by March 31, 2022	\$500 – portion of Salary

General Information for Activity X.

Description	Support the Development and Implementation of the Community Safety Well-Being (CSWB) Plans across the Northwest region
Objectives and Key Deliverables	<p>Objectives: Ensure that Northwest data is disseminated to all districts to inform the development of Community Safety Well-Being Plans that are rooted in localized data.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • NW COR will have representation from the Thunder Bay Crime Prevention Council (Now re-named CSWB Thunder Bay) • CSWB Thunder Bay will have representation from the NW COR • 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 • Advocacy efforts for system-level issues identified through Community Safety and Well-Being plans
Budget Allocated (As of April 1, 2021)	Expenses include portion of salary: \$500
Status Update as of March 31, 2022 (Completed, Delayed, On Hold)	All items Complete
Key Outcomes	<ul style="list-style-type: none"> • The Thunder Bay CSWB Specialist is a member of the COR and ECOR. • Members of the COR participate on the newly developed Thunder Bay CSWB Advisory Committee and CSWB Roundtable and members from across the region have participated in the development of their community's CSWB plans. • The Coordinator has provided RTD statistical data to the CSWB Specialist for Thunder Bay and to the entire COR membership by developing and presenting RTD data from across the region and in Thunder Bay. • CSWB updates has been included as a standing item on COR agendas with updates from all communities • No system-level issues have been brought forth to the COR through CSWB committees in this period.
Budget Used by March 31, 2022	\$500 – portion of Coordinator's salary