

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 • Share promising/best emerging practices

Name of Transfer Payment Agency & Contact Information	CMHA Thunder Bay Transfer Payment Agency Contact: Jennifer Hyslop, CEO 807-345-5564 jhyslop@cmha-tb.on.ca
Total # of Funds Received from Regional Health Office	\$24 000 Breakdown Salaries \$21 000 (equivalent 0.3 FTE) Virtual Conferencing- \$800 Web Hosting - \$700 Office Supplies -\$500 Honorarium for PWLE \$1000

List of Key Activities & Initiatives

A. NW Community Mobilization Support and Engagement

- I. Northwest Centre of Responsibility Meetings
- II. Executive COR Meetings
- III. COR Membership Engagement including Persons with Lived Experience and Indigenous Communities
- IV. Communication and Knowledge Exchange Opportunities

B. Support Situation Table Operations in NW Region

- V. NW Regional Situation Table Community of Practice Meetings
- VI. Situation Table Support and Development Across the Northwest Region

C. COR Issues Management and Working Groups

- VII. COR Issues Management
- VIII. COR/FASD Working Group Meetings
- IX. COR After Hours and Street Outreach Expansion Working Group
- X. COR Housing Strategies for Justice-involved Individuals with Intellectual Disabilities Working Group

D. COR Sustainability through Funding and Partnerships

- XI. Secure Sustainable Funding for the COR
- XII. Alignment with Community Safety and Wellbeing Planning Committees

A. NW Community Mobilization Support and Engagement

General Information for Activity I.	
Description	<p>Northwest Centre of Responsibility (COR) Meetings-- (formerly known as the NW HSJCC Committee)</p> <p>The Northwest Centre of Responsibility (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, KRRDHSJCC updates, COR working group updates and CSWB updates and 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</p>

	<p>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"> • Virtual bi-monthly COR meetings to be held from April 2022 to March 2023 • Meeting minutes which are approved and distributed to COR members • Meeting feedback surveys distributed and completed by members • Ensure meeting agendas are reflective of regional issues • Up-to-date mailing and membership lists
Budget Allocated (As of April 1, 2022)	<p>Salary - .05 FTE Virtual Conferencing - \$150 Honorarium for PWLE - \$1000 Office Supplies - \$150</p>

General Information for Activity II.	
Description	<p>Executive COR Meetings</p> <p>The purpose of the interim Executive Centre of Responsibility (ECOR) is to make decisions on behalf of the Northwest Regional Centre of Responsibility (COR) in between 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 2022-March 2023 • Meeting minutes shared with the ECOR and COR members • COR Meeting agenda setting • COR/HSJCC Work Plan completion (2022-2023) • COR/HSJCC Work Plan Report (2021-2022)
Budget Allocated (As of April 1, 2022)	<p>Salary - .03 FTE Virtual Conferencing- \$100 Office Supplies - \$100</p>

General Information for Activity III.	
Description	<p>COR Membership Engagement including Persons with Lived Experience and Indigenous Communities</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,</p>

	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.
Objectives and Key Deliverables	<p>Objectives: To expand opportunities for PWLE and Indigenous partners participation at the COR; to ensure the COR is inclusive of adequate regional and multi-sector representation</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Ad-hoc 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) • Enhance collaboration with agencies whose focus is providing services and care to indigenous people throughout the region • Expand the PWLE membership of the COR by utilizing recommendations set out in the “Guidelines for Enhancing the Engagement of People with Lived Experience across the HSJCC Network” document
Budget Allocated (As of April 1, 2022)	Salary - .01 FTE

General Information for Activity IV.	
Description	<p>Communication and Knowledge Exchange Opportunities</p> <p>The dissemination of information within the network to keep network members informed and raise the profile of the Northwest Community Mobilization Network and Northwest Centre of Responsibility (COR)</p>
Objectives and Key Deliverables	<p>Objectives: Circulate quarterly updates by the Coordinator noting progress on work plan deliverables Invite guest presenters during COR meetings Develop of conference submissions (if applicable) Deliver presentations (as requested) to other HSJCC’s and planning tables Distribute feedback surveys following meetings and educational sessions and utilize feedback to make improvements Attend PHSJCC Executive and PHSJCC General Membership Meetings</p> <p>Key Deliverables: # of updates from the Coordinator # of guest presenters i # of conference submissions # of presentations Feedback survey data # of PHSJCC meetings attended</p>

Budget Allocated (As of April 1, 2022)	Salary - .03 FTE Virtual Conferencing \$100
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B. Support Situation Table Operations in NW Region

General Information for Activity V.	
Description	<p>NW Regional Situation Table Community of Practice Meetings</p> <p>The NW Regional Situation Table Community of Practice is comprised of Co-chairs and members of Situation Tables across the NW Region. The CoP meets quarterly for 1.5 hours to facilitate knowledge exchange, identify systemic issues and data trends, share resources and successes and identify training opportunities.</p>
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"> • Quarterly CoP meetings to be held between April 2022 – March 2023 • Update CoP membership and email lists • Meeting minutes distributed to CoP members and with COR members • CoP as a standing agenda item during COR meetings
Budget Allocated (As of April 1, 2022)	Salary - .01 FTE Virtual Conferencing - \$50

General Information for Activity VI.	
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 by the Coordinator of the NW COR.</p>
Objectives and Key Deliverables	<p>Objectives: To provide training resources to new and current members of local and regional Situation Tables.</p> <p>Key Deliverables:</p> <p><i>Thunder Bay Situation Table</i></p> <ul style="list-style-type: none"> • Completion of Thunder Bay Situation Table meeting briefs, RTD data input, annual report and presentation, updating membership lists • Distribution of feedback surveys after all meetings • Completion of annual Thunder Bay RTD report and presentation • Facilitate bi-monthly ½ day Situation Table Orientation sessions to all new members of the Thunder Bay Situation Table. Attendance sheets to be kept on file and #'s of participants recorded annually. • Collect Certificates of Completion for Wilfred Laurier training for all new members

	<ul style="list-style-type: none"> • Ensure signed participant agreements for all Thunder Bay Situation Table members • Ensure signed non-disclosure agreements for all new members • Development of Annual Report for Thunder Bay Situation Table <p><i>Regional Situation Tables</i></p> <ul style="list-style-type: none"> • Provide 1-2 refresher training sessions per year • Attendance sheets will be kept on file for regional training sessions • Distribution of feedback surveys for all training sessions • Ongoing development support provided to new or emerging Situation Tables in the region • Regional RTD data to be presented at a COR meeting • Development of a Northwest Regional Situation Table website
Budget Allocated (As of April 1, 2022)	<p>Salary – 0.08 FTE Virtual Conferencing - \$250 Office Supplies - \$250 Web Hosting - \$700</p>

C. COR Issues Management and Working Groups

General Information for Activity VII.	
Description	<p>COR Issues Management</p> <p>The COR Issues Management Framework was created to bring forward systemic issues for discussion to the NWCOR. Issues may 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 the KRRDHSJCC 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. The COR will discuss issues and develop appropriate action plans <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Issues Management will continue to be a standing item on the NW COR agenda • Briefing notes will be completed by the Coordinator of the NW COR for issues that require support from the Provincial HSJCC

	<ul style="list-style-type: none"> • Copies of Systemic Issues Tracking Forms and Issues Management Tracking Form for Urgent Issues will be collected and kept by the Coordinator • For 2022-2023 the NW COR will focus on and advocate on the following identified priority issues within our region (as identified in the priority-setting exercise on Dec 6/21): <ul style="list-style-type: none"> ○ The need for sustainable withdrawal management services throughout the NW region ○ Transfers to Schedule 1 Facilities and the need for permanent and sustainable funding for Regional MHAT ○ Continue to effectively communicate the unique reality of our region, including the challenges and needs this creates for those we service, to various governments and funders and the PHSJCC
Budget Allocated (As of April 1, 2022)	Salary - .02 FTE

General Information for Activity VIII.	
Description	<p>COR FASD Working Group</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>
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Education/resources and/or training for service providers in the justice sectors about what works best/what is most helpful (eg. Pre-sentence reports, cognitive communication assessments etc) • Review of best practices, success stories and programs that exist in Northwest region • 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"> • Bi-monthly meetings to be held between April 2022 – March 2023 • Completion of meeting minutes • Review and update Project Charter and membership list • 2022-2023 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
Budget Allocated (As of April 1, 2022)	Salary - .01 FTE Virtual Conferencing - \$50

General Information for Activity IX.

Description	<p>COR After Hours and Street Outreach Expansion Working Group</p> <p>The goal of this working group is to decrease unnecessary police interactions which perpetuate stigma and risk of criminalization for street-involved individuals and other vulnerable populations and to ensure there are a range of consistent 24/7 accessible community and social services available to respond and provide service to this population group.</p>
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Build capacity for community and social service agencies to provide expanded service hours and street-level mobile services, preferably using 24/7 service models • Assist street-involved individuals through the housing continuum • Assist with the creation of multi-disciplinary teams to enhance engagement with street-involved individuals through engagement and trust building, performing needs assessments within the community • Complete a scan of existing programs and resources within the NW region and beyond to highlight best practices. • Identify resources which would enhance street level services and bring forward to PHSJCC (eg. Funding sources, mobile vehicles etc) • Reduce police interactions by enhancing follow up capacity of MCRT teams <p>Key Deliverables:</p> <ul style="list-style-type: none"> • 6-12 Monthly meetings to be held between Mar 2022-Feb 2023 • Development of a Project Charter • Copies of Working Group minutes • Development of a toolkit to be used for community engagement across the NW region • Development of messaging campaign to help shift perspectives and common language • Design a framework which would work in both urban and rural communities
Budget Allocated (As of April 1, 2022)	<p>Salary - .03 FTE Virtual Conferencing - \$75</p>

General Information for Activity X.

Description	<p>COR Housing Strategies for Justice-Involved Individuals with Intellectual Disabilities Working Group</p> <p>The goals of this working group is to to identify and address the gaps relating to housing for justice-involved individuals with intellectual disabilities and create a regional action plan for addressing the identified gaps.</p>
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Suggest improvements for consistent assessment and discharge planning within Correctional Facilities for people with intellectual disabilities • Clarify and communicate DSO Eligibility and Pathways to various sectors

	<ul style="list-style-type: none"> • Explore opportunities for integrated drug and alcohol treatment planning for people with intellectual disabilities • Highlight systemic and funding challenges within the Adult Developmental Services Sectors • Explore and build on existing structures to enhance coordinated access to supportive housing and necessary housing supports (eg. Nursing, case management, 24/7 on-site supports). • Identify and recommend solutions to increase affordable supportive housing options within communities in Northwestern Ontario <p>Key Deliverables:</p> <ul style="list-style-type: none"> • 6-12 Monthly meetings to be held between April 2022-March 2023 • Development of a Project Charter • Copies of Working Group agendas and meeting minutes • Development of a toolkit to be disseminated to intended audience • Development of presentation materials (eg. Webinar) to be delivered at conferences • Delivery of training to enhance community's understanding of DSO eligibility and pathways
Budget Allocated (As of April 1, 2022)	Salary - .01 FTE Virtual Conferencing - \$25

D. COR Sustainability through Funding and Partnerships

General Information for Activity XI.	
Description	<p>Secure Sustainable Funding for the COR</p> <p>Currently, the Northwest Centre of Responsibility relies on \$24000 in core funding and annual monetary donations from its membership. In order for the work of this committee to be sustainable, additional permanent core funding is required.</p>
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • To secure core funding for two COR positions: a Northwest Community Mobilization Coordinator and a Northwest Community Mobilization Analyst <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Completion of a Health System Improvement Pre-Proposal submission to the Ontario Health North requesting funding for two Community Mobilization Positions • Exploration of additional funding avenues (eg. Municipal funding, SOLGEN grants)
Budget Allocated (As of April 1, 2021)	Salary - .01 FTE

General Information for Activity XII.	
Description	COR Alignment with Community Safety and Well-Being Plans in the NW Region
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Ensure that Northwest RTD data is shared with the network to help inform the rollout of Community and Safety Wellbeing Plans that are rooted in localized data. • COR will maintain representation from the Thunder Bay Community and Safety Well-Being Advisory Committee <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Share local and regional RTD data with CSWB planning committees (as requested) • CSWB updates as standing agenda item during COR meetings • Share working group toolkits with CSWB's throughout the region • Provide advocacy efforts for systems-level issues identified by Community Safety and Well-Being committees that are brought forward to the COR
Budget Allocated (As of April 1, 2022)	Salary – .01 FTE