

## 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>North East Regional HSJCC</b>
<b>Chair/Co-Chair Names &amp; Contact Information</b>	<p><b>Caitlin Germond (Co-Chair)</b> <b>Canadian Mental Health Association – Sudbury/Manitoulin</b> <b>705-675-7252 ext. 239</b></p> <p><b>Kim McBride (Co-Chair)</b> <b>Canadian Mental Health Association – Algoma</b> <b>705-524-6094</b></p>
<b>HSJCC Objectives</b>	<p>To provide a regional leadership mechanism to support the implementation of the Ontario government's policy framework (1997) for people who come into contact with the justice system and who have needs which can be met by one or more of the provincial human services systems.</p> <ol style="list-style-type: none"> <li>1) To support the efforts of the local committees</li> <li>2) To identify solutions to systemic issues</li> <li>3) To promote consistency of approach throughout the region</li> </ol> <p>To share information</p>
<b>Name of Transfer Payment Agency &amp; Contact Information</b>	<p><b>CMHA Sudbury Manitoulin</b></p> <p><b>Caitlin Germond – Coordinator, Justice Services</b> <b>705-675-7252 ext. 239</b> <a href="mailto:cgermond@cmha-sm.on.ca">cgermond@cmha-sm.on.ca</a></p>
<b>Total # of Funds Received from Regional Health Office</b>	<b>\$17,000.00</b>

**List of Key Activities & Initiatives**

**I. Collaboration & collaborative care**

**II. Regional coordination and communication**

**III. Regional support of new initiatives**

**IV. Participate in Knowledge Exchange, Training and Professional Development**

**V. Information management**

<b>General Information for Activity I. Collaboration &amp; collaborative care</b>	
<b>Description</b>	<b>Increase membership of the North East Regional HSJCC to enhance community engagement with the committee</b>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Increase membership of the NE Regional HSJCC to include new and diverse organizational partners and perspectives and increase collaboration</li> <li>• Maintain consistent representation from all district tables across the Northeast</li> <li>• Hold a minimum of four meetings/year, following a quarterly schedule</li> <li>• Enhance and strengthen the engagement of People With Lived Experience across the Northeast region</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Fill 3-4 positions, focusing on underrepresented membership groups</li> <li>• Develop a recruitment plan to be reviewed, approved and implemented by committee</li> <li>• Representation from all six local district tables attend at least 75% of meetings</li> <li>• Establish a land acknowledgement process to be used at the start of each meeting</li> <li>• Review, identify and implement 2 best practices identified in the P-HSJCC's <a href="#">Guidelines for Enhancing the Engagement of People with Lived Experience Across the HSJCC Network</a></li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$4,000.00</b>
<b>Status Update as of March 31, 2023 (Completed, Delayed, On Hold)</b>	Completed/Ongoing
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Interim co-chair became standing co-chair.</li> <li>• 3 out of 4 Meetings held – October, January, March.</li> <li>• 50% - 80% of district tables in attendance at each meeting.</li> <li>• Discussion to review/revise Terms of Reference started &amp;</li> </ul>

	<p>discussion on voting process. Last review 2015.</p> <ul style="list-style-type: none"> <li>Deferred some key deliverables to 2023-2024 workplan; held discussion on reprioritizing activities of the table</li> <li>Virtual meeting coordination, Microsoft Teams licensing, finance and administrative tasks/support reflected in budget used</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>\$10,500.00</b>

<b>General Information for Activity II. Regional Coordination and Communication</b>	
<b>Description</b>	<b>To promote regional coordination and communication to and from Districts and Provincial forums</b>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>At quarterly meetings, identify and respond to emerging trends, gaps in services and local/regional solutions</li> <li>Strengthen communication between agencies across the region and between the Regional and Provincial HSJCC</li> <li>Regularly review NE Regional HSJCC budgetary allocations</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>Implement reporting process for members to ensure priority items identified between quarterly regional meetings are shared with members and brought up to P-HSJCC level as necessary</li> <li>Regular co-chair attendance meetings at P-HSJCC (minimum 1 attend) and distribution of meeting highlights to regional members</li> <li>Add budget review as a standing item to all quarterly meetings</li> <li>Identify lead members and reintegrate the Northeastern Court Workers meetings on a quarterly basis</li> <li>Create and maintain a list of court services provided in each local jurisdiction</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$1,500.00</b>
<b>Status Update as of March 31, 2023</b> <b>(Completed, Delayed, On Hold)</b>	Completed/ongoing
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>Identified need to strengthen budget review and spending throughout workplan term.</li> <li>Increased engagement between CMHA's across the NE Region – more regional meeting connections between justice programs</li> <li>Co-chairs attended all P-HSJCC meetings, primarily together with some coverage of one another as required</li> </ul> <p>Virtual meeting coordination, Microsoft Teams licencing, finance support and administrative tasks reflected in budget used.</p>

<b>Budget Used by March 31, 2023</b>	<b>\$2,400.00</b>
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<b>General Information for Activity III. Regional Support of new initiatives</b>	
<b>Description</b>	<b>To identify, promote and support new initiatives in the region</b>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Local committees report any new initiatives at the regional meetings to explore any opportunity for regional collaboration/support</li> <li>Discuss Pilot projects in other areas across the P-HSJCC and assess needs in northeast region</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>Maintain standing item on agenda as a placeholder for presentation on new initiatives at district</li> <li>Develop a briefing note template to advise of initiative and to clearly identify what support is being requested of the committee (financial, promotion, participation)</li> <li>Develop a budget report and allocation of funds to go towards local/regional initiatives that have an impact on direct service</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$4,500.00</b>
<b>Status Update as of March 31, 2023  (Completed, Delayed, On Hold)</b>	Completed
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>New initiatives standing item added to agenda for discussion.</li> <li>Distributed funds to 6 local tables for direct service delivery activities (purchased bus tickets, phones, RFC kits etc.)</li> <li>Budget report template &amp; request form process deferred to next workplan.</li> </ul>
<b>Budget Used by March 31, 2023</b>	<b>\$4,055.00</b>

<b>General Information for Activity IV. Participate in Knowledge Exchange, Training and Professional Development</b>
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<b>Description</b>	<b>To participate in knowledge exchange activities and to identify, develop and promote opportunities for professional development at the local/regional level</b>
<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Members are aware of and are promoting evidence-based tools across local and regional tables</li> <li>• Explore opportunities and ideas to support (through promotion, planning and financing) a regional training/educational session</li> <li>• Develop a connection with the NW Regional HSJCC to build relationships, capacity and learnings from their experience for support in Northern communities</li> <li>• Broaden regional and Northern representation at provincial training opportunities</li> </ul> <p><b>Key Deliverables</b></p> <ul style="list-style-type: none"> <li>• Identify a topic of interest/relevance, identify and book 'field experts' and host one educational session for a target audience amongst regional/local members</li> <li>• Develop a process in which local tables across the region may request NE Regional HSJCC support (funds, promotion, etc.) for educational sessions</li> <li>• Identify a lead member(s) to develop a plan and learning goals the committee would like to achieve through the connection with the NW HSJCC</li> <li>• Develop a process in which to support more regional members and persons with lived experience in attending provincial training opportunities (considerations include financial support, promotion of events etc.)</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$5,000.00</b>
<b>Status Update as of March 31, 2023 (Completed, Delayed, On Hold)</b>	Delayed
<b>Key Outcomes</b>	Delayed/deferred for committee review
<b>Budget Used by March 31, 2023</b>	Delayed – budget redistributed to other activities

<b>General Information for Activity V. Information Management</b>	
<b>Description</b>	<b>Review outcomes measures to determine gaps and successes and to identify potential areas of improvement/consistency across the region</b>

<b>Objectives and Key Deliverables</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Data is collected that can be compared and discussed within the district and regionally</li> <li>• Using data and evidence to prioritize improvement initiatives to enhance system issues</li> <li>• Enhance virtual means of attending courts or providing service</li> </ul> <p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Develop a standardized method of collecting and reporting data to this committee (i.e. what to collect from each district, reporting template)</li> <li>• Identify and connect with local committees/groups that may already collect area-specific general data (ex. local situation tables). Identify how and if this data can be used to identify regional trends.</li> <li>• Explore projects related to virtual court support, develop a how-to guide for services in the region</li> </ul>
<b>Budget Allocated (As of April 1, 2022)</b>	<b>\$1,500.00</b>
<b>Status Update as of March 31, 2023</b>  <b>(Completed, Delayed, On Hold)</b>	Delayed
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Committee discussion on priorities and feasibility. Ongoing conversation on practicality of information sharing.</li> <li>• Identification that each region collects information differently, but management of a centralized site may be difficult to organize and maintain.</li> </ul>
<b>Budget Used by March 31, 2023</b>	Reallocated to other activities