

## **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>Goal/Purpose: 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> <li>4) To share information</li> </ol>
<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></p>

	<a href="mailto:cgermond@cmha-sm.on.ca">cgermond@cmha-sm.on.ca</a>
<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**

<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>• Re-engage with local tables and recruit new members to strengthen the quality of collaboration and communication between participants.</li> <li>• Provide informed input and advice concerning research, system design, planning, program implementation, and resource allocation.</li> <li>• Improved service coordination and collaboration between members of the NE Regional HSJCC</li> <li>• Enhance and strengthen the engagement of People with Lived Experience across local tables and regionally.</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>• Complete a recruitment and committee orientation plan to be reviewed, approved and implemented by committee.</li> <li>• Quarterly meetings with NE Regional HSJCC members</li> <li>• Update TORs</li> <li>• Implement an online shared portal system for members.</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</a></li> </ul>

	<a href="#"><u>of People with Lived Experience Across the HSJCC Network</u></a>
<b>Budget Allocated (As of April 1, 2023)</b>	<b>\$5,000.00</b>
<b>Status Update as of March 31, 2024 (Completed, Delayed, On Hold)</b>	Completed/Ongoing
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• 100% meetings held as scheduled (Q1- May 2023, Q2 – September 2023, Q3 – November 2023, Q4 – February 2024)</li> <li>• Range of local table attendance: 25%-67% representation at each meeting.</li> <li>• Online portal explored – testing phase completed. Administration challenges – determined this was no longer necessary for this committee.</li> <li>• Recruited new membership from Adult Probation &amp; Parole (1/4 vacant positions filled).</li> <li>• Some items remain ongoing – moved to 2024-25 Workplan.</li> <li>• Key Priorities discussion – engagement and expectations.</li> </ul>
<b>Budget Used by March 31, 2024</b>	<b>\$11,000.00</b> Virtual meeting coordination, Microsoft Teams licensing, finance and administrative tasks/support reflected in budget used

<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>• Facilitate communication through effective linkages among Ministries of Health, Criminal Justice, Adult/Youth mental health services and Social Service Sectors, and between the local committees.</li> <li>• Identify issues with respect to service delivery and capacity.</li> <li>• Address issues such as access to and duplication of services.</li> </ul> <p><b>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>• 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, place on Regional SharePoint site.</li> </ul>
<b>Budget Allocated (As of April 1, 2023)</b>	<b>\$2,000.00</b>
<b>Status Update as of March 31, 2024 (Completed, Delayed, On Hold)</b>	Completed/Ongoing
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Co-chairs representation at all P-HSJCC meetings.</li> <li>• Email updates process introduced to support members/PWLE to provide updates for inclusion in minutes even when unable to attend meeting.</li> <li>• Court Service Providers list maintained and updated by Algoma District HSJCC.</li> <li>• Volunteers identified to lead the reintegration of the Northeastern Court Workers meetings.</li> </ul>
<b>Budget Used by March 31, 2024</b>	<b>\$2,000.00</b>

<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>• Consult with local committees to determine challenges and local issues, and to share promising best/emerging practices.</li> </ul> <p><b>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> </ul>

	<ul style="list-style-type: none"> <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, 2023)</b>	<b>\$5,000.00</b>
<b>Status Update as of March 31, 2024 (Completed, Delayed, On Hold)</b>	Completed/Ongoing
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <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> <li>• New initiatives standing item added to agenda for discussion. Topic of interest: Development of Indigenous Person's Court in Sudbury.</li> </ul>
<b>Budget Used by March 31, 2024</b>	<b>\$3,600.00</b>

<b>General Information for Activity IV. Participate in Knowledge Exchange, Training and Professional Development</b>	
<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>• Coordinate regional training opportunities for all sectors involved in serving the target population.</li> <li>• Increased identification, promotion, and support of professional development opportunities for district HSJCC members</li> <li>• Improved process for members to request use of budget to support professional development opportunities.</li> <li>• Improved service and service collaboration in the region</li> </ul> <p><b>Deliverables:</b></p>

	<ul style="list-style-type: none"> <li>• Standing item at quarterly meetings: review of upcoming conferences/trainings</li> <li>• Completion of a process map to support decision-making and budgetary allotment.</li> <li>• Standing item at quarterly meetings: round table updates</li> <li>• Implementation of a standard information sharing process between District HSJCC and NE Regional HSJCC</li> </ul>
<b>Budget Allocated (As of April 1, 2023)</b>	<b>\$5,000.00</b>
<b>Status Update as of March 31, 2024 (Completed, Delayed, On Hold)</b>	Ongoing
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>• Members attended P-HSJCC Conference</li> <li>• Regular round-table updates provided by district tables and additional members at every meeting</li> <li>• Co-Chair meeting with P-HSJCC Secretariat to review engagement strategies/request for support for Regional members</li> <li>• Process map &amp; reporting process not completed – moved to 2024-25 workplan</li> </ul>
<b>Budget Used by March 31, 2024</b>	<b>\$400.00</b>