

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 – 2024-25 FY Workplan

Name of Regional or Local HSJCC	North East Regional HSJCC
Chair/Co-Chair Names & Contact Information	<p>Caitlin Germond (Co-Chair) Canadian Mental Health Association – Sudbury/Manitoulin 705-675-7252 ext. 239</p> <p>Kim McBride (Co-Chair) Canadian Mental Health Association – Algoma 705-524-6094</p>
HSJCC Objectives	<p>From a Regional Perspective to:</p> <ol style="list-style-type: none"> 1. Consult with local committees to determine challenges and local issues, and to share promising best/emerging practices 2. Identify issues with respect to service delivery and capacity. 3. Address issues such as access to and duplication of services. 4. 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 5. Coordinate regional training opportunities for all sectors involved in serving the target population. 6. Provide informed input and advice concerning research, system design, planning, program implementation, and resource allocation
Name of Transfer Payment Agency & Contact Information	<p>CMHA Sudbury Manitoulin Caitlin Germond – Coordinator, Justice Services 705-675-7252 ext. 239 cgermond@cmha-sm.on.ca</p>
Total # of Funds Received from Regional Health Office	<p>\$17,000.00 Budget allocated will reflect the support of regular committee meeting expenses including but not limited to technology, coordinator/administrative support, finance support and identified workplan initiatives and activities.</p>

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

General Information for Activity I. Collaboration & collaborative care	
Description	Increase membership of the North East Regional HSJCC to enhance community engagement with the committee
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Increase membership of the NE Regional HSJCC to include new and diverse organizational partners and perspectives and increase collaboration. • Maintain consistent representation from all district tables across the Northeast. • Hold a minimum of four meetings/year, following quarterly schedule. • Enhance and strengthen the engagement of People with Lived Experience across local tables and regionally. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • In first quarter, co-chairs initiate and schedule a touchpoint meeting with each local table to identify key contacts and support ongoing engagement. • Representation from all six local district tables attend at least 75% of meetings. • Work with the P-HSJCC to identify and implement strategies to increase regional member engagement. • Fill 3-4 positions, focusing on underrepresented membership groups. • Develop a recruitment plan to be reviewed, approved and implemented by committee. • Establish a land acknowledgement process to be used at the start of each meeting. • Review, identify and implement 2 best practices identified in the P-HSJCC's Guidelines for Enhancing the Engagement of People with Lived Experience Across the HSJCC Network
Budget Allocated (As of April 1, 2024)	\$5,000.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	

General Information for Activity II. Regional Coordination and Communication	
Description	To promote regional coordination and communication to and from Districts and Provincial forums
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • At quarterly meetings, identify and respond to emerging trends, gaps in services and local/regional solutions. • Strengthen communication between agencies across the region and between the Regional and Provincial HSJCC. • Regularly review NE Regional HSJCC budgetary allocations. <p>Deliverables:</p> <ul style="list-style-type: none"> • 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. • Regular co-chair attendance meetings at P-HSJCC (minimum 1 attend) and distribution of meeting highlights to regional members. • Create and maintain a list of court services provided in each local jurisdiction.
Budget Allocated (As of April 1, 2024)	\$2,000.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	

General Information for Activity III. Regional Support of New initiatives	
Description	To identify, promote and support new initiatives in the region
Objectives and Key Deliverables	<p>Objectives</p> <ul style="list-style-type: none"> Local committees report any new initiatives at the regional meetings to explore any opportunity for regional collaboration/support. Discuss pilot projects in other areas across the P-HSJCC and assess needs in Northeast region. Review outcome measures to determine gaps and successes and to identify potential areas of improvement/consistency across the region. <p>Deliverables:</p> <ul style="list-style-type: none"> Maintain standing item on agenda as a placeholder for presentation on new initiatives at district. Develop a briefing note template to advise of initiative and to clearly identify what support is being requested of the committee (financial, promotion, participation). Develop a budget report and allocation of funds to go towards local/regional initiatives that have an impact on direct service. Provide support to the redevelopment and the reintegration of the Northeastern Court Workers meetings. Identify relevant, useful and fulsome data sources to support new initiatives and provide evidence to prioritize improvement initiatives to enhance system issues.
Budget Allocated (As of April 1, 2024)	\$5,000.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	

General Information for Activity IV. Participate in Knowledge Exchange, Training and Professional Development	
Description	To participate in knowledge exchange activities and to identify, develop and promote opportunities for professional development at the local/regional level
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Members are aware of and are promoting evidence-based tools across local and regional tables. • Explore opportunities and ideas to support (through promotion, planning and financing) a regional training/education session. • Develop a connection with the NW Regional HSJCC to build relationships, capacity and learnings from their experience for support for in Northern communities. • Broaden regional and Northern representation at provincial training opportunities. <p>Deliverables:</p> <ul style="list-style-type: none"> • Standing item at quarterly meetings: review of upcoming conferences/trainings. Establish a simple, clear process to organize and facilitate timely notification of opportunities and a template for reporting back to the committee. • Identify a topic of interest/relevance, identify and book 'field experts' and host one educational session for a target audience amongst regional/local members. • Increased use and development of a communication plan to leverage the existing P-HSJCC resources (ex. CKE committee, website). • Develop a process in which local tables across the region may request NE Regional HSJCC support (funds, promotion etc.) for education sessions. • 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. • 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).
Budget Allocated (As of April 1, 2024)	\$5,000.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	