

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 Human Services Justice Coordinating Committee (NWR HSJCC)
Chair/Co-Chair Names & Contact Information	<p>Sara Dias (Co-Chair) – CMHA Kenora sdias@cmhak.on.ca</p> <p>Sheri Norlen (Co-Chair) – William H Creighton Youth Services snorlen@creightonyouth.com</p> <p>Jenny Leadbeater (Coordinator) – CMHA Thunder Bay 807-630-2272 jleadbeater@cmha-tb.on.ca</p>
HSJCC Objectives	<ul style="list-style-type: none"> • Assist in supporting an integrated, coordinated and seamless service delivery system that meets the needs of this client population and supports community safety. • Using the developed Issues Management Framework, the committee will discuss and address challenges and systemic issues relating to service delivery, capacity, access, duplication and gaps in service as identified and referred by the Kenora Rainy River HSJCC, the Thunder Bay & District HSJCC and regional Situation Tables who will utilize the Systemic Issues Referral Form • Coordinate regional training opportunities for all sectors involved in serving the target population. • Share promising best/emerging practices • Provide informed input and advice to relevant bodies concerning research, system design, planning, program implementation, and resource allocation • 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

	<ul style="list-style-type: none"> Engage in collaborative analysis of data from local 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. Address regional service and policy issues, identify solutions to systemic problems and make recommendations to the Provincial Human Service Justice Coordinating Committee and appropriate Ministries.
Name of Transfer Payment Agency & Contact Information	Canadian Mental Health Association 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	\$17000 Breakdown Salaries \$16500 Honorarium for PWLE \$500

List of Key Activities & Initiatives

A. HSJCC Support Functions

1. NWR HSJCC Meetings
2. NWR Situation Table Community of Practice Meetings
3. NWR HSJCC Membership Engagement including Persons with Lived Experience
4. Explore Sustainable Funding Options
5. Launch Website or Site Page for Situation Tables of Northwestern Ontario

B. Regional Supports, Partnerships and Working Groups

1. Situation Table Support and Development Across the Northwest Region
2. NWR HSJCC Working Group Meetings
3. Alignment with Ontario Health Teams Mandates

C. Issues Management

1. FASD and Alcohol within the Justice System
2. Transportation Issues (e.g. released from custody, to Schedule 1 facilities)
3. Supportive and Transitional Housing for Justice Involved Individuals
4. Lack of Withdrawal Management Facilities in NW Region
5. Cost of Assessments (e.g. FASD, neuro-psych)

A. HSJCC Support Functions

General Information for Activity 1.	
Description	NWR HSJCC Meetings The Northwest Regional HSJCC is comprised of 15 member organizations from the following sectors across the region:

	Meeting agendas include presentations, issues management discussion topics, updates from local and district committees and groups (Situation Tables, Community Safety and Reintegration Planning Table) and Provincial HSJCC updates
Objectives and Key Deliverables	<p>Objective: Provide a regional planning table which brings together service providers to find solutions to the problem of the criminalization of people with the defined unique needs, and develop a model of shared responsibility and accountability in dealing with this group of individuals at points of intersection with the justice system.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Bi-monthly NWR HSJCC virtual meetings to be held from Apr 1, 2024 to Mar 31, 2025 • 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 • Participate in other educational opportunities as deemed relevant <p>Coordinator, Co-Chair, and Transfer Payment agency representative to attend Provincial HSJCC and Executive PHSJCC's meeting to represent issues of NW region</p>
Budget Allocated (As of April 1, 2024)	N/A

General Information for Activity 2.	
Description	<p>NWR Situation Table Community of Practice Meetings (CoP)</p> <p>The NW Regional Situation Table Community of Practice is comprised of Situation Table Leads, Co-Chairs, Coordinators and Data Collectors across the NW Region. The CoP meets bi-monthly 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 March 2024 – Feb 2025 • Maintenance of CoP membership email lists • CoP updates provided during NWR HSJCC meetings (standing item) • Discuss relevance of situation table model and potential strategies to increase referrals or adapt to community needs
Budget Allocated (As of April 1, 2024)	N/A

General Information for Activity 3.
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Description	<p>NWR HSJCC Membership Engagement including Persons with Lived Experience</p> <p>The current NWR HSJCC membership consists of 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 NWR HSJCC.</p>
Objectives and Key Deliverables	<p>Objectives: Ensure all agencies/individuals within the NWR HSJCC have signed 3 year agreements; to expand opportunities for PWLE participation at the NWR HSJCC; to ensure the NWR HSJCC is providing adequate regional and sector representation.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Develop a 3-year HSJCC agreement specific to PWLE • Engagement sessions with agencies or PWLE interested in joining the NWCOR from across the region and sectors which may be currently missing • Update membership list as new members join (ongoing) • Recruit 1-2 PWLE to join the NWR-HSJCC
Budget Allocated (As of April 1, 2024)	N/A

General Information for Activity 4.	
Description	<p>Explore Sustainable Funding Options</p> <p>Currently, the NWR HSJCC relies on \$17,000 in core funding through the HSJCC network to operate. 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 the coordinator position for the NWR HSJCC (as well as the KRRD HSJCC and TBD HSJCC)</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Submit H-SIP to Ontario Health <p>Exploration of additional funding avenues (e.g. Municipal funding, SOLGEN)</p>
Budget Allocated (As of April 1, 2024)	N/A

General Information for Activity 5.	
Description	<p>Launch Website or Site Page for Situation Tables of Northwestern Ontario</p> <p>Development of centralized web content for Situation Tables in the NW region to enhance outreach and provide education about table operations.</p>
Objectives and Key Deliverables	<p>Objectives: To provide a centralized location of information for Situation Tables across the NW Region, including contact and referral information and membership lists. To be housed on CMHA Thunder Bay's website.</p>

	<p>Key Deliverables:</p> <ul style="list-style-type: none"> • Provide general information on the Situation Table model • Additional pages highlighting Situation Tables across the NW Region including membership list, meeting norms, terms of reference, reports, and any other relevant information • Information page on Situation Table training offered in the region, including registration and upcoming training dates
Budget Allocated (As of April 1, 2024)	N/A

B. District Supports, Partnerships and Working Groups

General Information for Activity 1.	
Description	<p>Situation Table Support and Development Across the Northwest Region</p> <p>By providing the appropriate training, education and development opportunities 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, bi-monthly orientation sessions to new Situation Table members across the region (covers 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 support provided to new and emerging tables across the Northwest region.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • 5 or 6 Situation Table Orientation sessions (2.5 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 • Education and development support provided to new or emerging Situation Tables in the region • Attend Provincial CoP and liaise with other Situation Tables
Budget Allocated (As of April 1, 2024)	N/A

General Information for Activity 2.	
Description	<p>NWR HSJCC Working Group Meetings</p> <p>The goal of NWR HSJCC 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>
Objectives and Key Deliverables	<p>Objectives:</p> <ol style="list-style-type: none"> 1. Create working group for outstanding issues identified in the region through the issues management channels 2. Education/resources and/or training for service providers in the justice sectors (e.g. Judges, lawyers, police, court workers) about what works best/what is most helpful (e.g. Pre-sentence reports, cognitive communication assessments etc.) 3. Review of best practices, success stories and programs that exist in Northwest region (e.g. What works/what doesn't) 4. Identification of Best Practices for "after care" (e.g. Sustainable strategy for when court diversion programs are complete, probation ends etc.) 5. Collaboratively brainstorm solutions to identified issues in the region and create action plan. <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) • Surveys to working group and table members on identified issues and potential solutions • Action plans
Budget Allocated (As of April 1, 2024)	N/A

General Information for Activity 3.	
Description	<p>Alignment with Ontario Health Teams Mandates</p>
Objectives and Key Deliverables	<p>Objectives: Ensure regular communication on the work being completed by the Provincial HJSCC and NWR 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"> • Ensure Ontario Health Team representation at the NWR-HSJCC • Share relevant data between HSJCC's and Ontario Health Teams
Budget Allocated (As of April 1, 2024)	N/A

C. Issues Management

General Information for Identified Issue 1.	
Description	FASD and Alcohol within the Justice System
Objectives and Key Deliverables	<p>Objectives: Address existing risk and harm of alcohol and FASD in the region. Prevent further and future risk and harm through systemic intervention, collaborations, and education. Present these issues at the provincial level.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • FASD working group outputs (e.g., summary of including FASD in the ABI definition) • Discussions and plan to address barriers to FASD assessments in the region • Briefing notes on Alcohol at the intersection of various systems in the region • Alignment with FASD1 Provincial Working Group • Share FASD and Justice related training/webinars with members
Budget Allocated (As of April 1, 2024)	N/A

General Information for Identified Issue 2.	
Description	<p>Transportation Issues (e.g. release from custody, to Schedule 1 facilities)</p> <p>Due to the unique geography of the NW Region containing a number of small and remote communities, individuals being released from custody or needing to access specialized supports or assessments continue to face issues accessing appropriate and affordable transportation options to return to home communities.</p>
Objectives and Key Deliverables	<p>Objectives: Address the issue of transportation in the Northwest Ontario region at the interaction with various services and institutions.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Brainstorming and planning session on solutions to regional transportation issues • Summary document on transportation issues in the region • Escalation of the issue and potential solutions to the P-HSJCC • Establish transportation protocol/common practice for individuals released from custody and accessing supports in the region
Budget Allocated (As of April 1, 2024)	N/A

General Information for Identified Issue 3.	
Description	Supportive and Transitional Housing for Justice Involved Individuals

	The NW Region is facing a housing crisis and it's crucial that justice involved individuals have access to affordable transitional and supportive housing options to increase their opportunities for overall success and to reduce recidivism.
Objectives and Key Deliverables	<p>Objectives: The NWR-HSJCC will seek to identify opportunities and develop partnerships to increase transitional and housing support options within the region.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Updates on housing initiatives from members at NWR-HSJCC meetings • Support existing housing initiatives in the region, such as the tiny home village • Regional needs assessment - how well do current housing initiatives address the region's needs and what housing needs still exist
Budget Allocated (As of April 1, 2024)	N/A

General Information for Identified Issue 4.	
Description	<p>Lack of Withdrawal Management Facilities in NW Region</p> <p>The NW region has a lack of withdrawal management facilities. Given the relationship that exists between substance use and contact with the justice system, addressing this issue supports the overall objectives of the NWR HSJCC. Adequate withdrawal management services and facilities can help reduce recidivism and support justice involved individuals in the region who experience substance use issues.</p>
Objectives and Key Deliverables	<p>Objectives: Explore the impact of a lack of withdrawal management facilities in the region, support existing withdrawal management facilities and initiatives to expand, and identify solutions to filling this gap in service.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Briefing note(s) on the extent of the withdrawal management facility service gap in the region and its impact • Research into funding options to support expansion of regional withdrawal management services and facilities • Gather insight from and collaborate with existing withdrawal management facilities to understand barriers and challenges and set direction for solutions
Budget Allocated (As of April 1, 2024)	N/A

General Information for Identified Issue 5.

<p>Description</p>	<p>Cost of Assessments (e.g. FASD, neuro-psych)</p> <p>Many individuals do not have access to specialized assessments due to high costs associated with them. Specialized assessments are a gateway to improving quality of life and increased access to supports within the community.</p>
<p>Objectives and Key Deliverables</p>	<p>Objective: Examine the barrier of cost (lack of funding) as an impact on populations requiring different types of assessment and identify potential solutions.</p> <p>Key Deliverables</p> <ul style="list-style-type: none"> • Research and complete briefing note examining the barriers for populations requiring specialty assessments including FASD and neuro-psych • Discuss and make recommendations for systemic change to increase access to needed assessments (e.g. OHIP coverage for assessments) • Connect to transportation issues management – how does transportation impact cost of assessment for remote individuals and what transportation solutions can mitigate is cost?
<p>Budget Allocated (As of April 1, 2024)</p>	<p>N/A</p>