

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 highlights 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) – dismantled
Chair/Co-Chair Names & Contact Information	<p>Sara Dias (Co-Chair) – CMHA Kenora sdias@cmhak.on.ca</p> <p>Vacant (Co-Chair)</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 • Highlight persistent community issues to the NWECCOR, 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	<p>CMHA Thunder Bay</p> <p>Transfer Payment Agency Contact: Jennifer Hyslop, CEO</p>

	807-345-5564 jhyslop@cmha-tb.on.ca
Total # of Funds Received from Regional Health Office	\$24 000 Breakdown Salary \$23 000 Honorarium for PWLE \$1000

List of Key Activities & Initiatives

A. Re-structure of the Northwest Centre of Responsibility

- I. Development of a Thunder Bay and District HSJCC Committee (TBD-HSJCC)
- II. Development of an Executive Northwest HSJCC Committee (NW-HSJCC)

B. Member Support and Engagement

- III. Membership Engagement including Persons with Lived Experience and Indigenous Communities
- IV. Communication and Knowledge Exchange Opportunities

C. 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

D. Issues Management and Working Groups

- VII. Issues Management Framework
- VIII. COR/FASD Working Group Meetings
- IX. Community Reintegration Planning Table Working Group

E. Sustainability through Funding and Partnerships

- X. Secure Sustainable Funding for the Coordinator's Position/Alignment with OHT's
- XI. Alignment with Community Safety and Wellbeing Planning Committees

A. Re-structure of the Northwest Centre of Responsibility

General Information for Activity I.	
Description	Development of a Thunder Bay and District HSJCC Committee (TBD-HSJCC) In Feb 2023, the Executive COR met for a Visioning Day to strategize plans for the next two years. One of the primary outcomes of this day was the decision to go back to the original structure and re-form the Thunder Bay and District HSJCC that will focus on specific issues occurring within the City of Thunder Bay and the District of Thunder Bay.
Objectives and Key Deliverables	Objective: To create a new TBD-HSJCC Key Deliverables: <ul style="list-style-type: none"> ● Host final COR meeting during 1st quarter ● Revisit inter-Ministerial agreement of 1997 ● Develop membership list for the TBD-HSJCC ● Develop letter of invitation to potential members

	<ul style="list-style-type: none"> • Development of new MOU's TBD-HSJCC members • Development of new Terms of Reference • Host 1-2 in-person or virtual meetings of the newly developed TBD-HSJCC during 3rd and 4th quarters • Meetings minutes will be captured and distributed to members • Complete COR annual report for 2022-2023 • Utilize similar Issues Management model as the COR
Budget Allocated (As of April 1, 2023)	\$4000 - Salary \$500 - honorarium for PWLE
Key Outcomes	Complete <ul style="list-style-type: none"> • Final COR meeting held Apr 13, 2023 • Developed membership invitation list, MOU's and draft Terms of Reference • TBD-HSJCC membership recruitment completed and MOU's signed and collected • Three TBD-HSJCC meetings were held prior to Mar 31, 2024 • Meeting minutes distributed to members and uploaded to HSJCC website • Completed COR Annual Report in June 2023 • Issues Management model updated to reflect changes
Budget Used by Mar 31, 2024	The full budget of \$24000 utilized for salaries during the period.

General Information for Activity II.	
Description	Development of an Northwest Regional HSJCC (NWR-HSJCC) During a recent Visioning Day with the Executive COR members, a decision was made to redevelop a Northwest Regional HSJCC which will act as an executive regional committee primarily focussed on Issues Management oversight for both the Kenora Rainy River District and Thunder Bay & District HSJCC's
Objectives and Key Deliverables	Objective: Provide strategic oversight, issues management support and data analysis for the KRRD-HSJCC and TBD-HSJCC. Set and review annual budget to ensure the sustainability of structure and funding. Key Deliverables: <ul style="list-style-type: none"> • Host final ECOR meeting during 1st quarter to discuss next steps • Develop membership list for NW-HSJCC • Develop letter of invitation • Develop MOU's • Host 1-2 meetings of the newly developed NW-HSJCC during 3rd or 4th quarters • Meetings minutes to be captured and distributed to members
Budget Allocated (As of April 1, 2023)	\$4000 - Salary \$500 honorarium for PWLE
Key Outcomes	Complete <ul style="list-style-type: none"> • Final two ECOR meetings held in 2023 to facilitate change management and assist with planning new regional/local HSJCC committees

	<ul style="list-style-type: none"> • Developed membership invitation list, MOU's and Terms of Reference • NWR-HSJCC membership recruitment was completed and MOU's were signed and collected • Two NWR-HSJCC meetings held prior to Mar 31, 2024 • Meeting minutes distributed to members and uploaded to HSJCC website
Budget Used by Mar 31, 2024	

B. Member Support and Engagement

General Information for Activity III.	
Description	<p>Membership Engagement including Persons with Lived Experience and Indigenous Communities</p> <p>Focus will be on engaging new and existing members from the COR, other Justice and Community Service Organizations, along with regional Situation Table leads, People with Lived Experience and Indigenous Communities</p>
Objectives and Key Deliverables	<p>Objectives: To recruit and solidify membership for the newly formed TBD-HSJCC and NW-HSJCC including PWLE and Indigenous collaborates and ensure these committees are inclusive of adequate justice and community services organizations.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Outreach and engagement with agencies interested in joining the TBD-HSJCC and NWR-HSJCC from across the NW region and Thunder Bay District • Continued maintenance of membership lists (ongoing) • Enhance collaboration with agencies whose focus is providing services and care to indigenous people throughout the region • Ensure PWLE are adequately represented 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, 2023)	\$1000 - Salary
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • The Guidelines for Enhancing the Engagement of People with Lived Experience handbook shared with TBD-HSJCC and NWR-HSJCC membership. • All members asked to suggest PWLE who might be interested in joining the committees. • Two individuals recruited to regional and local committees. (May 2024) • Membership of regional and local HSJCC's is reflective of indigenous agencies/issues
Budget Used by Mar 31, 2024	

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 both the Executive Northwest HSJCC, the Thunder Bay and District HSJCC and the Kenora Rainy River District HSJCC</p>
Objectives and Key Deliverables	<p>Objectives:</p> <p>Invite special guests to present during meetings Circulate trainings, webinars and conference information for the HSJCC Network Development of conference submissions (if applicable) Deliver presentations (as requested) to other HSJCC's and local/regional planning tables Distribute feedback surveys following meetings and educational sessions and utilize feedback to make improvements Active membership at both the PHSJCC Executive and PHSJCC General Membership Meetings</p> <p>Key Deliverables:</p> <p>Ongoing dissemination of news/updates from the Provincial HSJCC # of conference submissions # of presentations during COR meetings # of community presentations provided by the Coordinator Result of Feedback survey data # of PHSJCC meetings attended</p>
Budget Allocated (As of April 1, 2023)	\$2000 - Salary
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • P-HSJCC updates included as standing item on regional/local HSJCC meeting agendas. Additional news/surveys etc shared with members on ongoing basis • No conference abstracts submitted during the period. • No presentations held during COR meetings (only one COR meeting held during the period) • The following presentations/info meetings were provided by the Coordinator to community tables/members: <ul style="list-style-type: none"> ○ Jun 6th (CMHA Staff Meeting), Jun 8th (Outreach Worker's Network Meeting), Jun 15th (CRPT members training), Jul 13th (presented to new TB Police Chief Fleury), Nov 23rd (met with Senior Regional Justice to discuss new Restorative Justice Model for Thunder Bay), Nov 20th (provide input into Children's Aid Society Strategic Planning), Dec 6th (presented to Community Safety and Well-Being Advisory Committee), Dec 12th (presented HSJCC Issues Management Framework to Thunder Bay CRPT), Feb 22nd (presented to Charting the Course Conversation with MCCSS), Feb 27th (CMHA All Staff Meeting) • No survey data collected • Coordinator regularly attends Executive P-HSJCC and P-HSJCC meetings

Budget Used by Mar 31, 2024	

C. 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 1-1.5 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 2023 – March 2024 • Update CoP membership and email lists • Meeting minutes distributed to CoP members and with HSJCC members • Develop a website representing Situation Tables across the NW region
Budget Allocated (As of April 1, 2023)	\$1000 - Salary
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • Quarterly meetings were held in 2023/2024 • Membership and email lists continuously updated • All meeting minutes distributed with meeting packages • Website planning complete. Will work with CMHA Thunder Bay Communications to add information to CMHA Thunder Bay website • Coordinator attended monthly Provincial Situation Table Community of Practice meetings
Budget Used by Mar 31, 2024	

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. Continued oversight of the Thunder Bay Situation Table.</p>
Objectives and Key Deliverables	<p>Objectives: To provide training and resources to new and current members of local and regional Situation Tables. To assist new and emerging tables with their development.</p> <p>Key Deliverables:</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 • Completion of annual Thunder Bay and NW Regional RTD reports/presentation • Facilitate bi-monthly half-day Situation Table Orientation sessions to all new members of Situation Tables throughout the NW region. Attendance sheets filed and #'s of participants recorded annually. • Feedback surveys distributed after all orientation sessions • Collect Certificates of Completion for Wilfred Laurier training for all new members of Thunder Bay Situation Table • Ensure signed participant agreements for all Thunder Bay Situation Table members • Ensure signed non-disclosure agreements for all new members • Ongoing development support provided to new or emerging Situation Tables in the region • Develop a Steering Committee for the Thunder Bay Situation Table • Pilot a one-year 'Non-AER' protocol with the Thunder Bay Situation Table
Budget Allocated (As of April 1, 2023)	\$7000 - Salary
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • Provided ongoing administrative functions for the Thunder Bay Situation Table including collection of WLU certificates, NDA's, updating documents and membership list, organizing meetings etc. • Thunder Bay Situation Table and North West Regional RTD reports/presentations completed for 2023/2024 • Continuous updating of Thunder Bay Situation Table membership list • Facilitated five Situation Table Orientation Sessions during the period with approx. 70 participants • Developed a Steering Committee for the Thunder Bay Situation Table and held 4 quarterly meetings during the period • Implemented a Non-AER protocol for local Situation Table and shared protocol with regional tables • Renewed all members agreements for the Thunder Bay Situation Table
Budget Used by Mar 31, 2024	

D. Issues Management, Working Groups and other Committees

General Information for Activity VII.	
Description	<p>Issues Management</p> <p>The Issues Management Framework outlines a process for referring systemic issues to the NWCOR. Issues can be referred to the NWCOR by the KRRD-HSJCC, Situation Tables, and other relevant planning tables. The framework shows how the role of the Coordinator manages issues as they arise, as well as the participatory role of the broader membership and Co-Chairs.</p>

Objectives and Key Deliverables	<p>Objectives:</p> <ol style="list-style-type: none"> 1. All members of local HSJCC's and regional Situation Tables may utilize the Issues Management Framework and flow chart to ensure a seamless process for bringing forward emerging issues within the region to the their HSJCC for discussion 2. All referrals will be submitted using the <i>Systemic Issues Referral Form</i> or the <i>Issues Management Referral Form for Urgent Issues</i> when submitting an issue to the coordinator 3. The local HSJCC's will discuss issues and develop appropriate action plans, including escalating issues to the NWR-HSJCC or the P-HSJCC if necessary <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Issues Management will continue to be a standing item during COR/HSJCC meetings • Briefing notes will be completed when issues require escalation to the NWR-HSJCC and/or PHSJCC • All issues will be tracked by the Coordinator • For 2023-2024, the local/regional HSJCC's will continue to address the following priority issues: <ul style="list-style-type: none"> ○ The need for sustainable withdrawal management and treatment services for the NW region ○ Youth gangs and gun violence ○ 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, 2023)	\$1000 - Salary
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • Issues management included as a standing item on meeting agenda and tracked by Coordinator • New briefing note completed entitled "Burdens of Alcohol in Legal and Healthcare System". A follow up survey was developed and shared with members of TBD-HSJCC and a working group will be formed. • Coordinator participated in Steering Committee for Thunder Bay's Youth Gang Prevention Initiative
Budget Used by Mar 31, 2024	

General Information for Activity VIII.	
Description	<p>FASD and Justice System 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 2023 – March 2024 • Completion of meeting minutes • Review and update Project Charter and membership list • Continue to address priority recommendations from CAP report
Budget Allocated (As of April 1, 2023)	\$1000 - Salary
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • Five working group meetings held within the period • All meeting minutes completed and distributed to the group and uploaded to HSJCC website • Continuous updating of Project Charter and membership list • Briefing note developed “ Why FASD should be included in definition for ABI” (more advocacy needed)
Budget Used by Mar 31, 2024	

General Information for Activity IX.	
Description	<p>Community Reintegration Planning Table Working Group (TBD-HSJCC)</p> <p>In 2022, SolGen, along with the Provincial Human Services and Justice Coordinating Committee (P-HSJCC) entered into an agreement to support the development and operationalization of the Community Reintegration Planning Tables Provincial Framework. Thunder Bay and Kenora were selected as Phase 1 sites of this rollout and development is underway in both communities. The Kenora CRPT will report back through the KRRD-HSJCC and the Thunder Bay CRPT will report back through the TBD-HSJCC.</p>
Objectives and Key Deliverables	<p>Objectives: To promote and support successful community reintegration of specified high-risk groups through coordinated communication and information sharing, streamlined referral processes, and person-centred, integrated service provision between SolGen, the justice sector and community service providers in Thunder Bay.</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Official launch of the Thunder Bay CRPT (1st quarter) • 2-3 meetings/year to be held with Coordinator of the COR (TBD-HSJCC) and the CRPT Core Group and/or Co-Chairs

	<ul style="list-style-type: none"> • Collection, analysis and reporting of statistical data back to the Community Advisory Committee of the P-HSJCC • Copies of Working Group minutes • CMHA Thunder Bay will act as Transfer Payment Agency for Thunder Bay's CRPT
Budget Allocated (As of April 1, 2023)	(funding provided through SolGen)
Key Outcomes	<p>Complete</p> <ul style="list-style-type: none"> • Coordinator attended numerous planning meetings during 2023/2024 to support the development of the Thunder Bay CRPT • Coordinated with the CRPT Co-Chairs to officially launch the Thunder Bay CRPT in June 2023 • CRPT held first active meeting with membership in July 2023 • In lieu of separate working group, the three CRPT Co-Chairs have joined the Thunder Bay & District HSJCC • The CRPT is included as a standing agenda item at both the TBD-HSJCC and NWR-HSJCC • CMHA Thunder Bay (TPA) approved budget expenditures throughout the period • Participated in a review meeting with various CRPT partners (HSJCC, SOLGEN)
Budget Used by Mar 31, 2024	

E. Sustainability through Funding and Partnerships

General Information for Activity XI.	
Description	<p>Secure Sustainable Funding for the Coordinator's Position/Alignment with OHT's</p> <p>Currently, the Coordinator's position and work completed by the COR 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: To secure core funding for two Coordination positions and enhance the profile of the HSJCC's with Ontario Health Teams</p> <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 • Continues exploration of additional funding avenues (eg. Municipal funding, SOLGEN grants, United Way, Trillium)
Budget Allocated (As of April 1, 2023)	\$500 - Salary

Key Outcomes	Ongoing <ul style="list-style-type: none"> Comprehensive research completed on potential funding sources for the COR Ontario Health North H-SIP – draft completed
Budget Used by Mar 31, 2024	

General Information for Activity XII.	
Description	Alignment with Community Safety and Well-Being Plans in the NW Region
Objectives and Key Deliverables	Objectives: <ul style="list-style-type: none"> Ensure RTD data in the Northwest region is shared with CSWB's to help ensure planning and evaluation processes are rooted in localized data. Continue to have representation from the Thunder Bay CSWB Advisory Committee Key Deliverables: <ul style="list-style-type: none"> Share local and regional RTD data with CSWB planning committees (as requested) TB CSWB updates as standing agenda item during TBD-HSJCC meetings Provide advocacy efforts for systems-level issues identified by Community Safety and Well-Being committees that are brought forward to the HSJCC
Budget Allocated (As of April 1, 2023)	\$500 - Salary
Key Outcomes	Complete <ul style="list-style-type: none"> Completed annual RTD reports for Thunder Bay and Region and shared with membership CSWB updates were included on all COR agendas as standing item Coordinator presented on HSJCC and Situation Tables at the Thunder Bay Community Safety and Well-Being Roundtable and Advisory Committees
Budget Used by Mar 31, 2024	