



Ministry of Health and Long-Term Care Community Mental Health and Addiction Programs

Transfer Payment Agreement Schedules Guide and Template

INTRODUCTION

The intent of the “Community Mental Health and Addiction Program” (CMHAP) funding is to strengthen system support functions and direct services for the purpose of advancing **Phase 2 of Ontario’s Comprehensive Mental Health and Addictions Strategy**, which consists of five strategic pillars:

- Pillar 1. Promote resiliency and well-being in Ontarians
- Pillar 2. Ensure early identification and intervention
- Pillar 3. Expand housing, employment supports, and encourage diversion and transitions from the justice system
- Pillar 4. Right service, right time, right place (improve coordination and transitions)
- Pillar 5. Fund based on quality and need (funding reform)

CMHAP activities relate to one or more of the following system support functions and/or direct services:

1. **Information Management:** activities related to the management of mental health and addiction service system information, including personal client information.
2. **Collaboration & Collaborative Care:** activities related to collaborative care and collaboration in general, including new inter-agency relationships resulting in new protocols and agreements.
3. **Training and Professional Development:** activities intended to ensure appropriate initial & ongoing education and training of professionals/ para-professionals required to perform the full range of system functions.
4. **Knowledge Translation and Exchange:** activities intended to influence service provider behaviour through better knowledge of emerging issues and best-practices. Activities include clinical guideline development, promising practice identification, knowledge translation, knowledge transfer and mentoring, as well as monitoring and evaluation of the success of research and knowledge exchange.
5. **Service and System performance, Monitoring and Evaluation:** all quality assurance and standards activities intended to ensure that: a) services and supports are producing desired client outcomes; b) the system is operating in a way that supports improved client outcomes.
6. **Direct services:** activities involving client assessment and care planning, referrals to follow-up services/supports, and interventions to improve functioning and quality of life, support self-management, wellness, recovery and harm-reduction.

INSTRUCTIONS FOR COMPLETION OF SCHEDULE

This template is the **required** format for Schedule A.

SCHEDULE "A"

PROGRAM DESCRIPTION AND TIMELINES

I. HSJCC Information:

Regional or Local HSJCC: Scarborough HSJCC

HSJCC Chair/Co-Chairs: Samim Hasham and Mary Jarrell

Chair/Co-chairs contact: **Samim Hasham**, samim.morrish.hasham@gmail.com

or 416-287-6674 and **Mary Jarrell**, Mary.Jarrell@ontario.ca or 416-326-4132

Transfer Payment Agency: CMHA – Toronto Branch

Transfer Payment Agency Contact: Steve Lurie, slurie@cmhato.org or 416-789-6886

II. HSJCC Objectives

a) Committee's over all goals and key commitments:

The S-HSJCC works collaboratively:

- *To engage in joint cross-sectoral planning, coordination, collaboration and integration of services for individuals with mental health and addiction issues who are involved or at significant risk of being involved with the criminal justice system.*
- *To identify local priorities for planning coordinated services, and establish a process for planning and joint problem solving in relation to these local priorities.*
- *To improve transition at juncture points within services and systems for individuals who come into contact with the justice system.*
- *To assist with addressing local needs and reporting to the Toronto HSJCC to help inform systems planning at a regional level.*

b) Committee's specific objectives:

The S-HSJCC works collaboratively:

- *To assist in developing and maintaining an accessible and well-functioning system of mental health, justice and related services that work together to improve the transition between services and sectors of the Committee's target population, to and through the services and supports that they need when they need them.*
- *To assist in improving the quality of services for individuals with mental health issues who are involved with the criminal justice system, including the specific matches made between clients and services both initially and through clients' individual trajectories over time.*
- *To assist in minimizing the amount of time people spend in correctional facilities waiting for assessments, (e.g., Fitness, Form 6 and/or services they need to support their safe, successful release and re-integration back into the community).*
- *To assist in preventing and reducing recidivism.*
- *To assist in identifying barriers to achievements of any of the above objectives, with a particular focus on identifying and addressing barriers at the juncture points among the mental health, criminal justice and related systems.*

III. System Support Function and/or Direct Services

a. Please check one or more of the relevant boxes to indicate which system support function(s) (see page 1 for descriptions) the program and activities correspond to.

- Information management
- Collaboration & collaborative care
- Training and professional development
- Knowledge translation & exchange
- Service and system performance, monitoring and evaluation
- Direct services

IV. Scope of Program

Provide the list of activities to be completed. Each activity should be mapped to one or more outputs and outcomes. Please also demonstrate how the activity contributes to one or more of the MH&A strategic pillars. Provide the start and end date of each activity. See Appendix A for more examples.

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12d. Scarborough Local HSJCC								
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Example: <i>Training and professional development:</i> Provide training on appropriate prescribing for management of pain	<ul style="list-style-type: none"> # of health care professionals trained # of training sessions 	<ul style="list-style-type: none"> Level of competence Level of knowledge Intention to change practice as a result of training 	<input type="checkbox"/> Pillar 1 <input type="checkbox"/> Pillar 2 <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> Pillar 4 <input type="checkbox"/> Pillar 5					
1. Information Sharing: Share information about mental health, addictions, criminal justice and related services that are accessible to individuals 16 years of age or older with a mental illness, who are currently involved or at significant risk of being involved with the criminal justice system. Individuals may have co-	<p>10-20 committee members attending meetings.</p> <p>3 presentations at meetings.</p> <p>2 PowerPoint presentations and resources distributed to the members.</p> <p>Circulate current information about the</p>	<p>Increase knowledge exchange between systems and services regarding how to support individuals with mental health and addictions issues who come into contact with the justice system.</p> <p>Increase usefulness of information sharing resulting in informed decision making and improved client services.</p>	<input type="checkbox"/> Pillar 1 <input checked="" type="checkbox"/> <input type="checkbox"/> Pillar 2 <input checked="" type="checkbox"/> <input type="checkbox"/> Pillar 3 <input checked="" type="checkbox"/> <input type="checkbox"/> Pillar 4 <input checked="" type="checkbox"/> <input type="checkbox"/> Pillar 5	April 2017-March 2018		Held 5 S-HSJC meetings during May September, November, January and March. 64 committee members attended 5 meetings. 13 members attended the meetings regularly. Each meeting has an average of 13	Increased information sharing on: Toronto Bail Program, Streets To Homes, Staged Screening and Assessment and the Ontario Perception of Care tool, Cannabis, the Central East LHIN, Service Resolution Project, Legal and	See Attached HSJCC Financial Report

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occurring issues such as homelessness, substance use and/or developmental disabilities.	<p><i>human services and Justice issues.</i></p> <p><i>Maintain and circulate membership list.</i></p> <p><i>Update PHSJCC website with membership contact information and locals' resources.</i></p> <p><i>Committee members provide updates about new services and programs at every meeting.</i></p> <p><i>Year - end member's evaluation and membership confirmation.</i></p>					<p><i>members. Total membership is 60</i></p> <p>3 <i>presentations at meetings.</i></p> <p>3 <i>PowerPoint presentations and resources distributed to the members.</i></p> <p><i>Circulated current information about the Human Services and Justice issues such as training opportunities, workshops, job postings, available services, new programs, workshops, information, educational resources and community events.</i></p>	<p>Psychosocial Perspectives on Dementia, and FOCUS Tables.</p> <p>100% <i>of committee members agreed that the meetings are helpful and informative.</i></p> <p><i>Increased knowledge exchange between systems and services leads to effective and on going cross-sectoral co-ordination and planning.</i></p> <p><i>Conducted annual members' evaluation and membership confirmation to ensure information is accurate and up-to-</i></p>	

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						<p><i>Maintained and circulated membership list with meeting materials.</i></p> <p><i>Upload HSJCC website with local PowerPoint presentations.</i></p> <p><i>Committee members provided updates about new services and programs at meetings.</i></p>	<p><i>date.</i></p> <p>100% of committee members agree that they are informed about the activities of the HSJCC</p>	
<p>2. System-building: Develop effective linkages among the services in Scarborough so as to increase their accessibility and capacity to</p>	<p>5 new members joining the committee</p> <p>5 welcome packages sent</p> <p>50 members maintained.</p>	<p><i>Maintain and increase representation from across sectors and equity seeking groups such as aboriginal groups, people with lived experience, families and seniors</i></p>	<p><input type="checkbox"/> Pillar 1✓</p> <p><input type="checkbox"/> Pillar 2✓</p> <p><input type="checkbox"/> Pillar 3✓</p> <p><input type="checkbox"/> Pillar 4✓</p> <p><input type="checkbox"/> Pillar 5</p>	<p><i>April 2017-March 2018</i></p>		<p><i>Increased membership from cross sectors.</i></p> <p>15 welcome packages were sent out.</p> <p>60 people comprise</p>	<p>15 new members joined the committee from: Probation and Parole, Toronto East Detention Centre (3), Toronto Housing, Homes First, Salvation Army, Metis</p>	

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effectively meet the needs of the target population and support community safety.	<i>Hold 5 meetings per fiscal year</i> <i># of members who identify as being from equity seeking groups</i>	<i>Increase the knowledge and awareness of emerging issues and best-practices regarding individuals who come into contact with the justice system to support community safety.</i> <i>Increase collaboration and awareness of client-centred approaches to improve coordination and transition between services and sectors for individuals who come into contact with the justice system.</i> <i>Strengthen relevant partnerships to improve coordination and transitions between services and sectors</i>				<i>total membership.</i>	<i>Nation of Ontario, The Scarborough Hospital, Judiciary, CAMH, Toronto Police Service, Cota, Dream Team, and Voices From The Street.</i> <i>Added membership resulted in increased cross-sectoral coordination, planning and collaboration.</i> <i>72.5 % of members who completed the member evaluation identified as female, 18% as male, 0% as LGBTQ, 0% Aboriginal, 18% as racialized/visible minority 9% as other</i>	

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<p>3. <i>Issue identification:</i> Work collaboratively to identify issues and barriers to the achievement of the goals identified above and determine how to address aforementioned issues (i.e., at which internal/external forums or tables).</p>	<p><i>Continue to provide reports to the Toronto HSJCC meetings</i></p> <p><i>Ensure Co-chair(s) participate at the T-HSJCC meetings</i></p> <p><i>To collaborate with the Toronto Service Resolution Project (TSRP) in addressing system barriers for people involved with the justice sector who face significant systemic barriers to service access due to systemic barriers.</i></p> <p><i>To provide feedback to the Video Adult Fitness Assessment Project.</i></p>	<p><i>Strengthen coordination and collaboration between human services and justice sectors</i></p> <p><i>Strengthen the awareness of the Toronto Service Resolution Project Committee at the S-HSJCC meetings by providing regular reports.</i></p>	<p><input type="checkbox"/> Pillar 1✓</p> <p><input type="checkbox"/> Pillar 2✓</p> <p><input type="checkbox"/> Pillar 3✓</p> <p><input type="checkbox"/> Pillar 4✓</p> <p><input type="checkbox"/> Pillar 5</p>	<p><i>April 2017-March 2018</i></p>		<p><i>Members are active participants identifying issues to determine meeting presentations and Lunch and Learn topics and committee's goals and projects.</i></p> <p><i>Initiated discussion about complex clients service gaps in Scarborough</i></p> <p><i>Increase membership from the justice sector.</i></p>	<p><i>Increased awareness of Service Resolution Models, Focus Tables and LIHN Tables.</i></p> <p><i>Member evaluation was conducted demonstrating increased participation with HSJCC and coordination between human services and justice sector.</i></p> <p><i>The S-HSJCC Co-chairs attend the Toronto Regional HSJCC and Steering Committee meetings. They report on the Scarborough HSJCC's identified issues and priorities resulting in increased</i></p>	

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							<i>coordination and collaboration by building capacity and shared responsibility. Increasing membership from the justice sector increased the committee's inclusion and diversity perspectives.</i>	

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4.Problem solving: Work collaboratively to address issues and barriers to the achievement of the goals identified above i.e., at which internal /external forums or tables.	<p><i>Continue to provide as a last resort for transportation and food vouchers to individuals who come into contact with the justice system at their point of release.</i></p> <p><i>Submit quarterly TTC token and food voucher reports to the T-HSJCC.</i></p> <p><i>Committee members continue to work collaboratively utilizing a participatory group decision-making model.</i></p> <p><i>Continue to have service resolution and coordination issues as standing agenda item.</i></p>	<p><i>Increase collaboration and coordination for problem solving/resolutions of systemic issues that impact individuals who come into contact or are at risk of involvement with the justice system.</i></p> <p><i>Continue with shared accountability.</i></p> <p><i>Review minutes to ensure participatory group decision making.</i></p> <p><i>Review Action Items to ensure problem solving service coordination issues at every meeting.</i></p> <p><i>Improve functioning and quality of life with respect to the social determinants of health that impact individuals who come into contact with</i></p>	<input type="checkbox"/> Pillar 1✓ <input type="checkbox"/> Pillar 2✓ <input type="checkbox"/> Pillar 3✓ <input type="checkbox"/> Pillar 4✓ <input type="checkbox"/> Pillar 5 <input type="checkbox"/> ✓	April 2017-March 2018		<p><i>TTC tokens and food vouchers were distributed and quarterly reports on their use were submitted to the Toronto HSJCC.</i></p> <p><i>The committee meetings have a standing agenda item to discuss service resolution/coordination issues.</i></p> <p><i>Lunch and Learn and meeting presentation topics are discussed and approved at the committee meetings.</i></p>	<p><i>The various agencies and programs at the courthouse work collaboratively to ensure access to TTC tokens and food vouchers are available.</i></p> <p><i>TTC tokens and food vouchers are distributed at Scarborough Courthouse by the Canadian Mental Health Association.</i></p> <p><i>Participatory decision making improves members' involvement and increases cross-sectorial collaboration.</i></p>	

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		<i>the justice system. Reduce recidivism by supporting improved client outcomes.</i>						

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<p><i>5. Communication:</i> Coordinate a forum and facilitate communication among service providers in Scarborough.</p>	<p><i>Continue with regular committee meetings and the distribution of minutes.</i></p> <p><i>We continue to have Service Resolution and Coordination issues as an agenda items at every meeting.</i></p> <p><i>Committee members have input regarding presentations and Lunch and Learn topics.</i></p> <p><i>Continue to maintain and circulate a membership list</i></p> <p><i>Continue to provide information to the Regional and</i></p>	<p><i>There is evidence of engagement and participation from the cross-sectoral membership as identified in the committee's goals.</i></p>	<p><input type="checkbox"/> Pillar 1✓</p> <p><input type="checkbox"/> Pillar 2✓</p> <p><input type="checkbox"/> Pillar 3✓</p> <p><input type="checkbox"/> Pillar 4✓</p> <p><input type="checkbox"/> Pillar 5</p>	<p><i>April 2017-March 2018</i></p>		<p>Held five meetings. <i>Minutes were distributed and membership was updated prior to all meetings.</i></p>	<p>Circulated 4 S- <i>HSJCC PowerPoint presentations to the Toronto Local HSJCC's and posted on the HSJCC website. Total of 240 local HSJCC members received the information.</i></p> <p><i>Circulated meeting minutes and regularly updated membership, posted meeting minutes, and PowerPoint presentations on the HSJCC website. PowerPoint meeting presentations were circulated to Toronto Regional, Downtown Toronto, North York</i></p>	

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6.Education: Provide educational opportunities for the cross sectoral membership on relevant topics relating to mental health, addictions, criminal justice and related services for people with lived experience, families, and	<p><i>Provincial HSJCC</i></p> <p><i>Committee members have input regarding presentations and Lunch and Learn topics</i></p> <p><i>Continue to maintain and circulate a membership list.</i></p>	<p><i>Increase knowledge and awareness about client-centred best practices and trends as it relates to people who come into contact with the justice system.</i></p> <p><i>Increase knowledge and awareness about mental health and addictions and how</i></p>	<input type="checkbox"/> Pillar 1✓ <input type="checkbox"/> Pillar 2✓ <input type="checkbox"/> Pillar 3✓ <input type="checkbox"/> Pillar 4✓ <input type="checkbox"/> Pillar 5	April 2017-March 2018		<p>Held two Lunch and Learn sessions on: Cannabis, Legal and Psychosocial Perspectives on Dementia</p>	<p><i>and West Toronto Local HSJCCs.</i></p> <p><i>Effective and ongoing collaboration leads to better coordination by engaging in joint cross-sectoral knowledge sharing.</i></p> <p>42 participants attended two sessions.</p> <p>75% increase in attendance from previous year.</p> <p><i>Increased knowledge about Cannabis and the</i></p>	

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the public.	<p><i>Continue to provide information to the Regional and Provincial HSJCC.</i></p> <p>2 Lunch and Learns directed by members' input.</p> <p><i>Collate and review Lunch and Learn evaluations.</i></p> <p>6 resources circulated from other local HSJCC's Lunch and Learns.</p> <p>10-20 participants attended Lunch and Learns.</p>	<p><i>they relate to the social determinants of health; housing status, poverty, social isolation, family breakdown etc.</i></p> <p><i>Enhance knowledge and awareness of the impact of stigma for individuals who come into contact or are at risk of involvement with the justice system.</i></p>					<p>Legal and Psychosocial Perspectives on Dementia.</p> <p>85% rated the content of the information as very good to excellent.</p> <p><i>Posted Lunch and Learn PowerPoint presentation on the HSJCC website</i></p>	

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<p>7. Monitor the performance of the committee: Collect, analyze, monitor and share data and information to continuously improve the system's ability to meet the needs of individuals 16 years of age or older with a mental illness, who are currently involved or at significant risk of being involved with the criminal justice system. Individuals may have co-occurring issues such as homeless, addictions and a developmental disability</p>	<p>10-20 members attending committee's meetings.</p> <p><i>Fostering openness about different perspectives through open discussion. Value and use evaluation/research and evidence-based practices for decision making.</i></p> <p>Analyze identified issues and respond appropriately.</p> <p>2 PowerPoint presentations shared among members.</p> <p>2 research paper shared among members</p>	<p>Increased access to reliable and current information and analysis of human services and justice issues</p> <p><i>Provide a forum for data sharing through educational presentations.</i></p>	<p><input type="checkbox"/> Pillar 1✓ <input type="checkbox"/> Pillar 2✓ <input type="checkbox"/> Pillar 3✓ <input type="checkbox"/> Pillar 4✓ <input type="checkbox"/> Pillar 5</p>	<p>April 2017-March 2018</p>		<p>Held 5 meetings with the following educational presentations: Streets To Homes, Toronto Bail Program, Staged Screening and Assessment and the Ontario Perception of Care tool, the Central East LHIN, Service Resolution Project and the FOCUS Tables.</p> <p>Updated members contact information prior to all meetings.</p>	<p>Increased access to reliable and current information and analysis of human services and justice issues as demonstrated by the member evaluation and Lunch and Learn evaluations.</p> <p><i>Provide a forum for data sharing through educational presentations at committee meetings.</i></p> <p><i>Year-end member's evaluation and membership confirmation completed.</i></p> <p><i>Circulated 1 Lunch and Learns</i></p>	

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							<i>PowerPoint to the Toronto Local HSJCC 240 membership.</i> <i>Increased cross-sectoral members knowledge and awareness on Staged Screening and Assessment and the Ontario Perception of Care tool, the Central East LHIN, and the FOCUS Tables.</i> <i>Circulated 3 webinar links from other local HSJCC's Lunch and Learns: Keeping Sane in an Insane World, Cannabis and MCIT.</i> <i>Circulated 9 PowerPoint slides from other local</i>	

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							<i>HSJCC's Lunch and Learns and meeting presentations: Personality Disorders, MCIT, Keeping Sane in an Insane World, Cannabis, HSJCC Secretariat, Opportunities to Improve The Health of Persons in Custody in Ontario, Understanding basic medication related issues in client with common psychiatric conditions, PASAN and Métis Nation of Ontario Increased cross-sectoral members</i>	

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							<i>knowledge and awareness on Cannabis and Legal and Psychosocial Perspectives on Dementia</i> Circulated 8 research findings: <i>Substance Use Prevention and Harm Reduction Guideline, 2018; Trauma Informed Tool Kit; Cannabis, Bail and Remand in Ontario Report, Segregation in Ontario & Corrections In Ontario Directions for Reform, understanding basic medication related issues in client with common psychiatric conditions, Toronto Overdose</i>	

S-HSJCC 2017-2018 WORKPLAN AND ANNUAL REPORT SUBMISSION

12d. Scarborough Local HSJCC

WORKPLAN (Due: March 1 of each year)						Annual Report Submissions (Due: June 1 of each year)		
HSJCC Activities (Name and Brief Description) What is done to meet program objectives	Anticipated Outputs What is produced or delivered resulting from activities	Anticipated Outcomes (if available) What are the regional or community effects / changes that occur as a result?	MH&A Pillar(s) this activity contributes to (see page 1)	Timeline Start and End Date	Anticipated Budget	Actual Outputs (to be completed for annual reports)	Actual Outcomes (to be completed for annual reports)	Actual Budget
							<i>Action Plan: Prevention & Response and Developmental Disability Tool Kit and video Link.</i> 77% of regular members completed the evaluation. 10 out of 13 regular members from a total of 60.	