

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 – 2024-2025 FY Workplan

Name of Regional or Local HSJCC	Sudbury/Manitoulin District HSJCC
Chair/Co-Chair Names & Contact Information	<p>Kerri Chevrier (Co-Chair) N’Swakamok Native Friendship Centre fcw@nfcsudbury.org 705-674-2128</p> <p>Caitlin Germond (Co-Chair) Canadian Mental Health Association – Sudbury/Manitoulin cgermond@cmha-sm.on.ca 705-675-7252 ext. 239</p>
HSJCC Objectives	<ul style="list-style-type: none"> • To identify both service and service coordination gaps at the local level and make funding recommendations based on the needs and gaps identified. • To establish a continuum of care delivery model through partnership agreements and protocols; • To coordinate and facilitate communication, joint problem-solving and planning efforts among health (including mental health and addictions), criminal justice, and developmental service, acquired brain injuries. • To develop creative local solutions to problems or issues through more effective service coordination as well support and initiate funding opportunities.
Name of Transfer Payment Agency & Contact Information	<p>Canadian Mental Health Association – Sudbury/Manitoulin Caitlin Germond cgermond@cmha-sm.on.ca 705-675-7252 ext. 239</p>
Total # of Funds Received from Regional Health Office	<p>\$7,000.00 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. Knowledge Translation & Exchange, Training and Professional Development

III. Direct Services

IV. Service and System Performances

General Information for Activity I. Collaboration & Collaborative Care	
Description	Maintain current strong membership at District HSJCC meetings and engage with new community partners when they have been identified.
Objectives and Key Deliverables	<p>Objectives</p> <ul style="list-style-type: none"> • Re-engage with community partners and recruit new members to strengthen the quality of collaboration and communication between participants. • Assess committee interest and value added to members across the Sudbury-Manitoulin district. • Improved service coordination and collaboration between members of the Sudbury-Manitoulin District HSJCC. • Enhance and strengthen the engagement of People with Lived Experience across the Sudbury/Manitoulin District. <p>Key Deliverables</p> <ul style="list-style-type: none"> • Complete a recruitment and committee orientation plan to be reviewed, approved and implemented by committee. Use meeting time to identify gaps in membership and delegate reach outs to be completed by committee members. • Bi-monthly meetings with Sudbury-Manitoulin District HSJCC members. • Maintain and support coordination of committee administrative duties including hybrid meeting schedule and technology and meeting documentation as required. • Evaluate committee meetings through bi-annual surveys to members. This would include questions related to value, areas of success and growth, and future-planning. • Review, identify and implement 2 best practices identified in the P-HSJCC's <i>Guidelines for Enhancing the Engagement of People with Lived Experience Across the HSJCC Network</i>
Budget Allocated (As of April 1, 2024)	\$2,500.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	

Budget Used by March 31, 2025	
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General Information for Activity II. Knowledge Translation & Exchange, Training and Professional Development	
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Description	Promote and support professional development opportunities to HJSCC committee members and to the Sudbury/Manitoulin community.
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Increased identification, promotion, and support of professional development opportunities for district HJSCC members. • Improved process for members to request use of budget to support professional development opportunities. • Improved service and service collaboration in the district. • Increased knowledge of systemic changes and any new or innovative practices in the region. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Standing item at bimonthly 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. • Completion of a process map to support decision-making and budgetary allotment. • Increased use and development of a communication plan to leverage the existing P-HSJCC resources (ex. CKE committee, website). • Standing item at bimonthly meetings: round table updates. • Implementation of a standard information sharing process and template between District HJSCC and NE Regional HJSCC.
Budget Allocated (As of April 1, 2024)	\$2,300.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	

General Information for Activity III. Direct Service	
Description	Strengthen community partnerships and guide and support direct service initiatives.
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Continue to support and keep informed on status of Indigenous Peoples Court through collaboration, consultation, and advocacy on behalf of the HSJCC. • Develop a mechanism/request process to support committee decision-making for a discretionary fund request. • Improve system-level understanding of resources and programs available in the district. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Add Indigenous Persons Court as a standing item in committee business and identify in real-time how members can support the initiative implementation. • Completion of a process map to support decision-making and budgetary allotment. • Creation of resource documents for individuals/justice system personnel. • Develop and establish a process to identify and maintain a district-level “wish” list/gaps in district community. During meetings, prioritize items on the list and work towards identifying key information to bring forward the Regional and Provincial HSJCC levels.
Budget Allocated (As of April 1, 2024)	\$1,700.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	

General Information for Activity IV. Service and System performance, Monitoring and Evaluation	
Description	To identify both service and service coordination gaps at the local level and make funding recommendations based on the needs and gaps identified.
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> Identify what metrics are being collected across district HSJCC membership and determine value and relevancy to committee as it relates to our priorities list. <p>Key Deliverable</p> <ul style="list-style-type: none"> Use committee-generated priority items list to identify what evidence/data/metrics would be required as part of a reporting-up process. Survey members to identify areas of interest/importance/relevancy, what metrics are being collected already. Identify and connect with local committees/groups that may already collect area-specific general data (ex. local situation tables). Identify how and if this data can be used to identify district trends.
Budget Allocated (As of April 1, 2024)	\$500.00
Status Update as of March 31, 2025 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2025	