

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 – 2025-2026 FY Workplan

Name of Regional or Local HSJCC	Sudbury/Manitoulin District HSJCC
Chair/Co-Chair Names & Contact Information	<p>Jackie Balleny (Co-Chair) Executive Director Sudbury District Restorative Justice jackie@sdrj.ca 705.918.5405</p> <p>Sue Tassé (Co-Chair) Manager, Clinical Services Canadian Mental Health Association – Sudbury/Manitoulin stasse@cmha-sm.on.ca 705-675-7252 ext. 224</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>Sue Tassé (Co-Chair) Manager, Clinical Services Canadian Mental Health Association – Sudbury/Manitoulin stasse@cmha-sm.on.ca 705-675-7252 ext. 224</p>
Total # of Funds Received from Regional Health Office	<p>\$7,000.00 Budget allocated will reflect the support of regular committee meeting expenses</p>

	including but not limited to technology, coordinator/administrative support, finance support and identified workplan initiatives and activities.
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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	<ul style="list-style-type: none"> ● The Committee will maintain a strong membership at Sudbury-Manitoulin District HSJCC meetings and engage with new community partners when they have been identified. Through active collaboration and meetings, the Committee will foster partnerships between local organizations to support the integration of services and supports to individuals involved in the human services and justice sector.
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. ● Leverage and support the ongoing maintenance of existing inventories of Services available in the District area to identify referral pathways and ensure organizations are aware of supports available to individuals interacting with the human services and justice systems. ● Organize community/service provider forums to gather input from organizations, including individuals with lived experience, to enhance program delivery and foster a sense of community ownership ● 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"> ● Task a Working Group to 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. ● Maintain and support coordination of committee administrative duties including hybrid meeting schedule and technology and meeting documentation as required. ● Bi-monthly meetings with Sudbury-Manitoulin District HSJCC members. ● Bi-annual review of any existing local service inventories as a committee and communicate updates, revisions and additions to the agency(ies) charged with

	<p>maintaining those inventories.</p> <ul style="list-style-type: none"> ● 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, 2025)	\$2,500.00
Status Update as of March 31, 2026 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2026	

General Information for Activity II. Knowledge Translation & Exchange, Training and Professional Development	
Description	<ul style="list-style-type: none"> ● The Committee will promote and support professional development opportunities for members and to the Sudbury/Manitoulin community. Through active member participation, the committee will also provide opportunities for emerging leaders within Organizations to enhance their skills in collaboration, conflict resolution and program evaluation.
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> ● Increased identification, promotion, and support of professional development opportunities for district HSJCC members. ● Improve system-level understanding of resources and programs available in the district. ● Clear process for members to request use of the District HSJCC budget to attend, host or facilitate professional development and training opportunities, and/or to enhance Organizational-level educational opportunities for the community. ● Increased knowledge of systemic changes and any new or innovative practices in the region. ● Plan and Provide at least one larger-scale education event that is of interest and value to members. <p>Key Deliverables:</p> <ul style="list-style-type: none"> ● Regular round table updates and opportunity to promote upcoming training opportunities at bi-monthly meeting. ● Leverage feedback from bi-annual assessment survey and subcommittees to identify member interest in educational topics or professional development

	<p>needs.</p> <ul style="list-style-type: none"> • Task a working group to develop a standardized process for the Committee to support decision-making and budgetary allotment for member requests for professional development opportunities. • Task a working group to develop and recommend the implementation of a standard information sharing process and template between District HSJCC and NE Regional HSJCC. • Identify and support a working group/subcommittee who will plan, organize and facilitate a best practices workshop/educational event that aligns with addressing issues at the intersection of human services and justice.
Budget Allocated (As of April 1, 2025)	\$2,300.00
Status Update as of March 31, 2026 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2026	

General Information for Activity III. Direct Service	
Description	The Committee will explore, assess and support pilot projects that provide wraparound services to individuals involved with the Justice system. The Committee will strengthen community partnerships and guide and support direct service initiatives.
Objectives and Key Deliverables	<p>Objectives:</p> <ul style="list-style-type: none"> • Identify, discuss and develop a response plan to local system issues/gaps in district community. During meetings, prioritize items on the list and work towards identifying key information to bring forward to the Regional and Provincial HSJCC levels. • Identify local issues that require collaboration, consultation and advocacy on behalf of the District HSJCC. • Clear process for members to request use of the District HSJCC budget to facilitate new or existing direct service initiatives in the community (i.e. purchase of direct-service items, materials to support local initiatives, develop print materials for individuals accessing services etc.) <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Leverage feedback from bi-annual assessment survey and subcommittees to identify gaps and areas of improvement that the District Committee can then advocate, communicate up and/or provide resources and direction on to improve direct service issues in the community.

	<ul style="list-style-type: none"> ● Add new/existing initiatives as a standing item to committee business and provide opportunities during meetings for members to identify, in real-time, how the Committee can support the initiative(s). ● Create informative materials (e.g. newsletters, reports, online resources) that translate current research into actionable insights for service providers Creation of resource documents for individuals/justice system personnel. ● Task a working group to develop a standardized process for the Committee to support decision-making and budgetary allotment for member requests for direct services opportunities.
Budget Allocated (As of April 1, 2025)	\$1,700.00
Status Update as of March 31, 2026 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2026	

General Information for Activity IV. Service and System performance, Monitoring and Evaluation	
Description	The Committee will encourage active involvement from various stakeholders while ensuring that services are delivered in a cohesive and response manner and ultimately improve outcomes for individuals in need. This will support the Committee in identifying 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"> ● Establish a set of performance indicators to assess the effectiveness and efficiency of programs and services offered by membership organizations. ● Share member agency annual reports that highlight successes, challenges and recommendations for service improvement based on the collected data <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, 2025)	\$500.00
Status Update as of March 31, 2026 (Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2026	