



## 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: Toronto Regional HSJCC

HSJCC Chair/Co-Chairs: Steve Lurie and Amber Kellen

Chair/Co-chairs contact: Steve Lurie at [slurie@cmhato.org](mailto:slurie@cmhato.org) or 416-789-6886, Amber Kellen at [akellen@jhst.ca](mailto:akellen@jhst.ca) or 416-925-4386 X227

Transfer Payment Agency: CMHA – Toronto Branch

Transfer Payment Agency Contact: Steve Lurie at [slurie@cmhato.org](mailto:slurie@cmhato.org) or 416-789-6886

#### II. HSJCC Objectives

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

*The T-HSJCC works collaboratively:*

- To provide a planning table to bring together service providers to find solutions to the problem of the criminalization of people with defined unique needs, and;
- To develop a model of shared responsibility and accountability in dealing with this group of people at points of intersection with the justice system.

b) Committee’s specific objectives:

*The T-HSJCC works collaboratively:*

- To assist in facilitating communication through effective linkages among health, criminal justice and social service sectors, and between local committees.
- To assist in identifying issues with respect to service delivery and capacity.
- To assist in addressing issues such as access to and duplication of services.
- To consult with local committees to determine predominant issues.
- To assist in coordinating regional training opportunities for all sectors involved in serving the target population.
- To assist in providing informed input and advice concerning research, system design, planning, program implementation, and resource allocation to the partner ministries.

#### 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.

T-HSJCC 2020-2021 WORKPLAN AND ANNUAL REPORT SUBMISSION								
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<b>Example:</b> <i>Training and professional development:</i> Provide training on appropriate prescribing for management of pain	<ul style="list-style-type: none"> <li># of health care professionals trained</li> <li># of training sessions</li> </ul>	<ul style="list-style-type: none"> <li>Level of competence</li> <li>Level of knowledge</li> <li>Intention to change practice as a result of training</li> </ul>	<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. Facilitate communication through effective linkages among health, criminal justice and social service sectors, and between local committees.	<i>The Toronto Regional Coordinator provides administrative support to four Local HSJCC and participates in</i>  <i>4 Toronto Regional meetings and</i>  <i>4 Steering Committee meetings</i>  <b>20</b> <i>Local meetings</i>  <b>4</b> <i>Provincial CKE meetings</i>	<i>Increase knowledge exchange between systems and services. How to support individuals with mental health and substance use issues who come into contact with the justice system</i>  <i>Increase usefulness of information sharing resulting in informed decision making and improved client/patient services</i>  <i>Increased collaboration and awareness of client-centred approaches to improve coordination and transition between services and sectors for individuals who</i>	<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	<i>April 2020-March 2021</i>				

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	<p><i>Toronto Regional Co-chairs attend P-HSJCC meetings.</i></p> <p><b>12 – 20</b> committee members attend T-HSJCC meetings.</p> <p><b>40-60</b> committee members attend Local HSJCC meetings.</p> <p><b>10-35</b> participants at the Local Lunch and Learns.</p> <p><b>20-120</b> participants register for the North York Lunch and Learn webinar(s).</p> <p><i>Circulate current information about the human services and justice issues.</i></p> <p><i>Maintain and circulate Regional and Local membership lists.</i></p> <p><i>Continue with regular</i></p>	<p><i>come into contact with the justice system</i></p> <p><i>Strengthen relevant partnership to improve coordination and transitions between services and sectors.</i></p> <p><i>Maintain and increase representation from across sectors and equity seeking groups such as Aboriginal, people with lived experience, families and seniors.</i></p> <p><i>Increase the knowledge and awareness of emerging issues and best-practices regarding individuals who come into contact with the mental health and justice systems and support community safety initiatives.</i></p>						

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	<p><i>regional and local meetings and minutes distribution.</i></p> <p><i>Submit local/regional membership contact information and local resources to the Provincial Secretariat.</i></p> <p><i>Regional Co-Chairs provides updates about identified issues at the P-HSJCC meetings.</i></p> <p><i>Local Co-chairs provide updates about identified issues at the T-HSJCC meetings.</i></p> <p><b>8-10</b> <i>new members joining the Regional/Locals committee.</i></p> <p><b>8-10</b> <i>Welcome packages sent.</i></p> <p><b>45</b> <i>Toronto Regional members maintained.</i></p>							

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	<p><b>240</b> <i>Local and Regional HSJCCs members maintained.</i></p> <p><i># of members who identify as being part of equity seeking groups.</i></p> <p><i>Year - end regional and local members' evaluation and membership confirmation.</i></p>							

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2. To assist in identifying issues with respect to service delivery and capacity.	<p><i>Continue to provide Regional Updates to the Provincial HSJCC meetings.</i></p> <p><i>Committee members continue to work collaboratively, utilizing a participatory group decision-making model.</i></p> <p><i>Continue to have Locals, SRTP and Provincial System Support Program (PSSP) updates on the agenda item at every meeting.</i></p> <p><i>Collaborate with the TSRP to address system barriers for people involved with the justice sector who face multiple challenges due to systemic barriers.</i></p> <p><i>To formalize the SRTP partnership and share responsibility by signing</i></p>	<p><i>Strengthen</i> coordination and collaboration between human services and justice sectors.</p> <p>Advancement of systemic issues that impact individuals who come into contact with the justice system.</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 2020-March 2019				



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3. Work collaboratively to address issues such as access to and duplication of services.	<p><i>and maintain the MOU agreement.</i></p> <p><i>To provide feedback to the PSSP, GTA Region/CAMH</i></p>	<p><i>Strengthen the awareness of the Service Resolution Toronto Project Committee at the Local, Regional and Provincial HSJCC meetings by providing regular reports.</i></p> <p><i>Strengthen the awareness of the PSSP, GTA Region at the Regional and Provincial HSJCC meetings by providing regular reports.</i></p> <p><i>Increase collaboration and coordination for problem solving/resolution 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 took place.</i></p> <p><i>Review Action Items and follow-up to ensure problem solving and service coordination issues have been dealt with at every meeting.</i></p> <p><i>Improve functioning and quality of life re: clients' within the target populations social determinants of health.</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 2020- March 2021				

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		<i>Reduce recidivism by supporting improved clients outcomes.</i>						

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<p><i>4. Consult with Toronto local committees to determine predominant issues.</i></p>	<p><i>Continue with regular steering committee meetings and minutes distribution.</i></p> <p><i>Continue to have Local HSJCCs updates on the agenda item at every meeting.</i></p> <p><i>Committee members have input regarding presentation topics.</i></p> <p><i>Continue to provide a last resort, for transportation and food vouchers to individuals who come into contact with the justice system.</i></p> <p><i>Review quarterly TTC token and food voucher reports from the locals.</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 2020-March 2021</i></p>				

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	<p><b>OUTPUTS RELATED TO LOCAL HSJCC</b></p> <p>Committee members provide updates about new services and programs at every meeting.</p> <p>Collaborate with the Service Resolution Toronto Project (SRTP) to address system barriers for people involved with the justice sector who face multiple challenges due to systemic barriers.</p> <p>Continue to have Service Resolution and Coordination issues as standing agenda item for discussion at every meeting.</p> <p>Committee members have input regarding</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><i>Increase collaboration and coordination to problem solving/resolution 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 takes place.</i></p> <p><i>Review Action Items and follow-up to ensure problem solving and service coordination issues have been dealt with at every meeting.</i></p> <p><i>Improve functioning and quality of life re: clients' within the target populations social determinants of health.</i></p> <p><i>Reduce recidivism by supporting improved client outcomes.</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 2020-March 2021</i></p>				

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	<p><i>presentation and Lunch and Learn topics.</i></p> <p><i>Analyze identified issues and respond as appropriate.</i></p> <p><i>10-15 PowerPoint shared among members</i></p> <p><i>2-5 research paper shared among members.</i></p> <p><i>Coordinates 8- 12 Locals Lunch and Learns directed by members input.</i></p> <p><i>Collate and review Lunch and Learns evaluations.</i></p> <p><i>8-12 resources circulated from other local HSJCC's Lunch and Learns.</i></p> <p><i>175- 290 participants attending Lunch and Learns.</i></p> <p><i>Fostering openness about different perspectives</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 substance use and how 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 at risk of involvement with the justice system.</i></p>						

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	<p><i>through open discussion and value and use evaluation/research and evidence-based practices for decision making.</i></p> <p><b>OUTPUT RELATED TO Scarborough HSJCC</b></p> <p><i>To collaborate with the Service Resolution Toronto Project (SRTP) to address system barriers for people involved with the justice sector who are facing multiple challenges due to systemic barriers.</i></p> <p><i>To provide feedback to the Video Adult Fitness Assessment Project.</i></p> <p>Explore active engagement strategies.</p> <p><b>OUTPUT RELATED TO North York HSJCC</b></p> <p><i>To collaborate with the</i></p>	<p><i>Strengthen the awareness of the Service Resolution Toronto Project Committee at the S-HSJCC meetings by providing regular reports.</i></p> <p><i>Strengthen the awareness of the Service Resolution Toronto Project Committee at the NY-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><input type="checkbox"/> Pillar 1✓</p> <p><input type="checkbox"/> Pillar 2✓</p> <p><input type="checkbox"/> Pillar 3✓</p>	<p><i>April 2020-March 2021</i></p> <p><i>April 2020-March 2021</i></p>				

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	<p><i>Service Resolution Toronto Project (SRTP) in addressing system barriers for people involved with the justice sector who are facing multiple challenges due to systemic barriers.</i></p> <p><i>Coordinate one North York Local Lunch and Learn webinar.</i></p> <p><i>20-120 attending North York Lunch and Learn webinars.</i></p> <p><i>Explore the communication and service gaps between the civic and criminal Mental Health sectors (i.e within the context of Form 2).</i></p> <p><b>OUTPUT RELATED TO Downtown Toronto</b></p>	<p><i>Strengthen the awareness of the Service Resolution Toronto Project Committee at the DT- HSJCC meetings by providing regular reports.</i></p>	<p><input type="checkbox"/> Pillar 4 ✓</p> <p><input type="checkbox"/> Pillar 5</p> <p><input type="checkbox"/> Pillar 1 ✓</p>	<p><i>April 2020- March 2021</i></p>				

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	<p><b>HSJCC</b></p> <p><i>To Collaborate and lead the Service Resolution Toronto Project (SRTP) in addressing system barriers for people involved with the justice sector who are facing multiple challenges due to systemic barriers.</i></p> <p><b>OUTPUT RELATED TO West Toronto HSJCC</b></p> <p><i>To collaborate with the Service Resolution Toronto Project (SRTP) in addressing system barriers for people involved with the justice sector who are hard to serve or are stuck due to systemic barriers.</i></p> <p><i>To provide feedback to the Video Bail Program.</i></p> <p><i>To provide feedback to the</i></p>	<p><i>Exploring the Committee's capacity to address and enhance its role with the Toronto Service Resolution Project.</i></p> <p><i>Strengthen the awareness of the Service Resolution Toronto Project Committee at the WT-HSJCC meetings by providing regular reports.</i></p>	<p><input type="checkbox"/> Pillar 2✓ <input type="checkbox"/> Pillar 3✓ <input type="checkbox"/> Pillar 4✓ <input type="checkbox"/> Pillar 5</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><i>April 2020- March 2021</i></p>				



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5. Coordinate regional training opportunities for all sectors involved in serving individuals 16 years of age and 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 homelessness, substance use and developmental disabilities.	<p><i>Reintegration Centre.</i></p> <p><i>Continue to maintain updated membership list to ensure members receive information about Provincial, Regional, Local HSJCCs network training and/or information sharing to committee members.</i></p> <p><i>Foster openness about different perspectives through discussion valuing and use evaluation/research and evidence-based practices to inform decision making.</i></p> <p><i>Analyze identified issues and respond appropriately.</i></p>	<p><i>Increase awareness and access to educational opportunities provided at the local and regional HSJCCs resulting in informed decision making and improved client services.</i></p> <p>Increased access to reliable and current information and analysis of human services and justice issues.</p>		April 2020- March 2021				

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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
6. Provide informed input and advice concerning research, system design, planning, program implementation, and resources allocation to the partner ministries.	<p>10-15 PowerPoint presentations shared among members.</p> <p>2-5 research paper shared among members.</p>	<p>Increased access to reliable and current information and analysis of human services and justice issues resulting in informed decision making and improved client services.</p> <p>Provided a forum for data and information sharing through educational presentations resulting in informed decision making and improved client services.</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 2020-March 2021				

**T-HSJCC 2020-2021 WORKPLAN AND ANNUAL REPORT SUBMISSION**

**Regional or Local HSJCC:**

<b>WORKPLAN (Due: March 1 of each year)</b>						<b>Annual Report Submissions (Due: June 1 of each year)</b>		
<b>HSJCC Activities (Name and Brief Description)</b> What is done to meet program objectives	<b>Anticipated Outputs</b> What is produced or delivered resulting from activities	<b>Anticipated Outcomes (if available)</b> What are the regional or community effects / changes that occur as a result?	<b>MH&amp;A Pillar(s) this activity contributes to</b> (see page 1)	<b>Timeline</b> Start and End Date	<b>Anticipated Budget</b>	<b>Actual Outputs</b> (to be completed for annual reports)	<b>Actual Outcomes</b> (to be completed for annual reports)	<b>Actual Budget</b>
			<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					

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