

Provincial Human Services and Justice Coordinating Committee Provincial Project Charter

Project Name: Police/Mental Health Education Directory
Version: July 5, 2011

1. Project Goal	
Develop a web-based repository of police/mental health education program information	
2. Deliverables	
Develop a repository of police/mental health education program information that includes for each program, a summary, contact information, location of program, resources, handouts, tools, etc.	
3. Intended Audiences	
Primary audience: <ul style="list-style-type: none"> • Provincial HSJCC • Local and Regional HSJCCs 	Potential secondary audience: <ul style="list-style-type: none"> • Mental health providers and police services • Provincial policy makers, Municipal decision makers • Human services and justice sectors
4. Key Questions/Issues to Be Addressed	
<ul style="list-style-type: none"> • What police/mental health education programs are currently being implemented in Ontario? • What are the different components of police/mental health education programs? • What are some useful tools for police/mental health education? 	
5. Opportunities	
<ul style="list-style-type: none"> • Opportunity for Provincial HSJCC to develop a follow-up position paper on the principles of police/mental health education 	
6. Timelines	Date
Police/Mental Health Education Directory Project approved in principle by Provincial HSJCC as follow-up work to the Police & Mental Health Report findings	May 26
Confirm co-leads for project	May-June
Confirm project charter with Provincial HSJCC Steering Committee	July
Confirm project Advisory Committee membership	July
Hold first Advisory Committee meeting (confirm project charter, develop process for gathering information for directory)	July

Communiqué sent to Provincial HSJCC regarding project	July
Information gathering, research and writing	July - September
Draft of directory sent to Advisory Committee for feedback	October
Gather feedback from Advisory Committee and finalize directory	October
Present final directory to Provincial HSJCC, Provincial HSJCC prepare communication plan for utilization of brief	November 9
Implement communication plan and distribute directory	November
Present directory as part of Provincial HSJCC Police & Mental Health workshop at Provincial HSJCC Conference	November 21-23

7. Roles & Responsibilities of Police/Mental Health Education Directory Advisory Committee

Name	Role
Sarah Burtenshaw COAST Hamilton & Local HSJCC Representative	As co-lead, chair Advisory Committee meetings, provide content knowledge, assist with gathering information, and provide feedback on draft directory
Uppala Chandrasekera CMHA Ontario	As co-lead, coordinate project, gather information and develop education directory
Courtenay McGlashen, Peel Regional HSJCC?	Provide relevant information and provide feedback on draft directory
Dr. Dorothy Cotton?	Provide relevant information and provide feedback on draft directory
Ron Hoffman, Ontario Police College?	Provide relevant information and provide feedback on draft directory
Judy Alton, OPP?	Provide relevant information and provide feedback on draft directory

8. Assumptions and/or Dependencies

- Advisory Committee is able to provide direction to develop repository
- Advisory Committee is able to share relevant information, research and resources, and identify key informants to be contacted
- Information is received in a timely manner
- Advisory Committee is available for teleconferences as needed

9. Resources to be Reviewed at Initiation of Project

- Key informant interviews with Sarah Burtenshaw, Dorothy Cotton, Ron Hoffman and additional informants from the field
- Canadian Police/Mental Health Liaison website
- Review of resources collected for development of Police & Mental Health Report
- Others?

10. Project Verification Process

Discussion with Provincial HSJCC

Police/Mental Health Education Directory Project approved in principle by Provincial HSJCC as follow-up work to the Police & Mental Health Report findings

Date

May 26, 2011

Confirmed by Provincial HSJCC Steering Committee

Police/Mental Health Education Directory Project Charter confirmed by Steering Committee

Date

July 26, 2011?

Discussion with Police/Mental Health Education Directory Advisory Committee

Police/Mental Health Education Directory Project Charter confirmed by Advisory Committee

Date

July?

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