

SERVICE AGREEMENT

Between

Algoma Treatment and Remand Centre (ATRC)

and

**Canadian Mental Health Association (CMHA)
Sault Ste. Marie Branch**

November 2011

Introduction/Background:

This Memorandum of Understanding outlines a service agreement between the Canadian Mental Health Association—Sault Ste. Marie Branch and the Ministry of Community Safety and Correctional Services, Algoma Treatment and Remand Centre.

Statement of Principles:

The goal of this agreement is to assist special needs' offenders with access to appropriate treatment in order to limit unnecessary involvement in the criminal justice system. Special needs offenders are recognized as individuals diagnosed with or displaying symptoms of a mental disorder, specifically serious and persistent mental illness and/or development disabilities.

It is believed that the most positive outcomes, for both the individuals experiencing a mental disorder and the community, can be achieved through coordination and collaboration between the service partners. Collaboration between the ATRC and the Court Outreach Program provides the individual with court services during the judicial process, support during incarceration and preparation for release (discharge planning) and follow up.

Purpose of the Service Agreement:

The letter of understanding outlines the roles and responsibilities of the Algoma Treatment and Remand Centre of the Ministry of Community Safety and Correctional Services (MCSCS) and the Canadian Mental Health Association, Sault Ste. Marie Branch, which sponsors the Court Outreach Program.

Role of the Algoma Treatment and Remand Centre (ATRC)

- The ATRC, through the Health Care Department, will identify and refer remanded and incarcerated persons who:
 - a. May require support and linkages to appropriate services
 - b. May be appropriate for diversion
 - c. May be a candidate for psychiatric assessment (Fitness/Criminal Responsibility)
 - d. May require assistance in returning to the community
 - e. Have been identified for risk of suicide
- The ATRC will provide medical and psychiatric expertise through the Health Care Department which can be accessed by clients and the Justice Workers.
- The Health Care Department at ATRC will provide the link between the clients and the Court Outreach Program
- The Health Care Department will provide early identification of individuals with mental health needs and will initiate treatment as soon as possible

- The ATRC will provide a written referral to the Court Outreach Program including all relevant information, signed consent forms, and medical information and will alert the Justice Workers verbally to any relevant and urgent information prior to contact
- In urgent situations, phone referrals may be necessary, but should be followed by appropriate documentation
- The ATRC may request the Court Outreach Worker to interview the individual and assess their bio-psychosocial issues
- All referrals and requests for service are documented in the Communication Log specifically set up for the Court Outreach Worker
- The Court Outreach Worker documents information in the communication log regarding any relevant information that needs to be communicated to the health Care Department
- The ATRC will coordinate contacts with incarcerated/remanded individuals, including initiating corrections clearance procedures and providing a meeting area
- The ATRC will ensure that the Justice Workers are informed of relevant medical and psychiatric changes from initial contact
- ATRC will provide orientation and training as required/requested

Primary contact for policy, interpretation/clarification, issues and concerns with respect to the ATRC Medical Unit is the Health Care Manager

Role of the Canadian Mental Health Association (CMHA) and the Court Outreach Program:

- CMHA will provide a team of Justice Workers to provide Mental Health Diversion and Court Support Services in the Sault Ste. Marie and the Algoma District and discharge planning from the ATRC
- The Court Outreach Program works in partnership with the Northeast Mental Health Centre and the Regional Court Outreach Team
- CMHA is a vital link between North Bay Regional Health Centre-Forensic Program and services in the Algoma district including the ATRC
- The Justice Workers will provide services at the ATRC on a regularly scheduled basis determined mutually with the ATRC and based on identified need

- CMHA will receive referrals and work in partnership with the ATRC to ensure mutual clients receive coordinated, specialized services as required in regards to court process and community reintegration, through collaboration and team work
- Justice Workers will ensure signed consent forms are completed upon intake. The limits to confidentiality will be explained. The refusal to sign a consent to share information will be a barrier to effective services but will not exclude the person from the program
- The Justice Workers will share relevant information following contact through communication log, reports, case notes and verbal reporting, when the information is of an urgent matter
- The Justice Workers will not collect information about the offense while in the court process other than information regarding the nature of type of charge(s)
- The Workers will ensure that the ATRC are advised of any concerns relating to the perceived or actual threat of harm to either the individual or anyone else following contact at court or at the ATRC
- The Workers will report any urgent mental health needs to the Health Care Department using the “**Urgent Needs Communication Form**” (see attached) in addition a verbal report will be provided
- The Court Outreach Program is a voluntary service, however the workers will make every effort to engage the individual
- Intake assessments will be completed on all referrals, however the program reserves the right to deny services to individuals that are deemed inappropriate or do not fit the criteria of the program
- CMHA will provide expertise relevant to the justice system, court process, discharge planning and community mental health services
- CMHA will fulfill case management responsibilities in situations where there is no assigned case manager during the court process, post court or while the individual is incarcerated at the Algoma Treatment and Remand Centre. Transitional case management services can include obtaining accommodation, financial assistance, support while incarcerated, assistance in obtaining necessary prescriptions and attempting to address any immediate needs identified through the discharge planning
- The Justice Workers will work with the individual and other service providers to prepare and implement a discharge plan. The ATRC will receive a copy of the plan
- CMHA will identify, refer and advocate on behalf of accused persons who may be appropriate for diversion, to the Crown’s office for consideration.

- The Justice Workers will meet with and perform fitness **screening** assessments, and make recommendations pertaining to the need for formal **Fitness Assessments**.
- The Justice Workers will ask for 5 working days adjournment for the purposes of a Fitness Assessment, conducted by a psychiatrist, usually at the ATRC.
- The Worker, when aware of a court ordered fitness assessment of a resident, will advise the attending psychiatrist and provide any necessary and available information as able
- The Justice Workers will link and coordinate with the North Bay Regional Health Centre- Forensic Unit when requested or required.
- The Justice Workers will not duplicate services that are available through another service provider.
- CMHA will provide training as required/requested

Primary contact for policy, interpretation/clarification, issues and concerns for Canadian Mental Health Association is the Director of Clinical Services.

Intended Client Outcomes:

- Access to appropriate community services, support and treatment for special needs offenders involved in the criminal justice system.
- Facilitation through the criminal justice system, reducing stress on the accused, and reduced court time and time incarcerated.
- Diversion when appropriate, away from the criminal justice system.
- Minimize future recidivism and involvement with the criminal justice system.
- To enhance individual's safety through communication and coordination of services and supports.

Intended Service Outcomes:

The collaboration between the Algoma Treatment and Remand Centre and the Canadian Mental Health Association allows for the provision of treatment and diversion options and community support for special needs offenders involved with the criminal justice system.

Evaluation:

The Algoma Treatment and Remand Centre and Canadian Mental Health Association will review the provision of services and this agreement on an annual basis.

Termination Clause:

This agreement will be renewed annually until either party provides notice of termination.

**For the Ministry of Community Safety & Correctional Services
Algoma Treatment and Remand Centre:**

Date: _____

Lou Ann Lucier
Superintendent,
Algoma Treatment and Remand Centre

For the Canadian Mental Health Association, Sault Ste. Marie Branch:

Date: _____

Annette Katajamaki, Executive Director
Canadian Mental Health Association,
Sault Ste. Marie Branch



CANADIAN MENTAL
HEALTH ASSOCIATION
L'ASSOCIATION CANADIENNE
POUR LA SANTÉ MENTALE

CMHA – Urgent Needs Communication Form

Faxed to: **ATRC Health Care**–705-946-3727 Date faxed: _____

From: **CMHA** – 705-759-0458 Fax number:705-945-0261

Name: _____ **Date:** _____ **Date of Birth:** _____

Reported Diagnosis: _____

Charges: _____

Y	N	Unknown	Observed or Person Reports
			Threatens to hurt / kill self
			Have you ever/recently intentionally injured yourself before?
			Have you ever/recently attempted suicide?
			Has anyone you've know recently attempted or completed suicide?
			Unable to sleep / sleeps all the time
			Hopelessness
			Uncontrolled anger
			Acting reckless - risky behaviour
			Dramatic mood change
			Recent stay at Riverview - days -- Discharge date:
			No communication order with -- spouse children
			Delusions
			Command Hallucinations
			Substance Use – alcohol / drug :
			Suicide plan :

- Individual advised that contact to ARTC will take place

NOTES:

Health Care Staff Contacted by Phone: _____

ARTC Phone Number: 705-946-0995 ex 2258 or 2257

CMHA Staff: _____ **Phone Number:** 705-759-0458 **ex:** _____ **Cell:** _____

Confidentiality Caution

This message is intended for the use of the individual or entity to which is addressed and may contain information that is privileges, confidential and exempt from disclosure under applicable law. If you received this communication in error, please notify us immediately by telephone. Thank you.