



Ontario Council on Community Health Accreditation

Advancing Quality
in Public Health

ANNUAL REPORT

2011

Promoting accountability & excellence
excellence
in public health programs and services
public health
throughout Ontario
Ontario
since 1981

Annual Report 2011



Ontario Council
on Community
Health Accreditation

Advancing Quality
in Public Health

The Ontario Council on Community Health Accreditation (OCCHA) was formed in 1981. OCCHA is an independent agency directed by a Board of Directors whose members are appointed by professional associations involved in public health.

Mission Statement

The Ontario Council on Community Health Accreditation promotes accountability and excellence in public health programs and services

Mandate

To establish, review and revise accreditation standards related to governance, administration and program planning, implementation, monitoring and evaluation.

To enhance knowledge through consultation and shared experience.

To measure agency performance against peer-set standards, provide comprehensive reports and confer accreditation awards.

To promote and facilitate continuous quality improvement in public health units through consultation across Ontario health units.

To work in partnership with other community health organizations and relevant provincial ministries, to promote excellence in public health programs and services.

Report of the Chair

The Board of Directors and the staff of OCCHA continued the implementation of the revised accreditation process, **Advancing Quality in Public Health**. OCCHA conducted seven accreditation surveys and two annual reviews between April 1, 2010 and March 31, 2011. Some health units are nearing the end of the new three year cycle and the feedback on the annual review process has been positive. Work continues on the development of additional accreditation documents and tools in support of the three year process and continuous quality improvement.

Over the past year, OCCHA has been collaborating with the Ministry of Health and Long-Term Care, Public Health Division, in the development of survey tools in support of the organizational standards, the foundational standard and emergency preparedness standards of the Ontario Public Health Standards. This has been a great opportunity to continue to promote continuous quality improvement at the Ministry level.

I would like to thank my fellow Board members for their participation in committees and working groups and their continued support of the accreditation process. I also wish to extend special thanks to Meighan Finlay for her commitment and leadership to OCCHA and Bev Russ for her ongoing support to the Board.

Penny Lavalley

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2010 – 2011 Board of Directors

CHAIR

Penny Lavalley

ANDSOOHA – Public Health
Nursing Management

VICE-CHAIR

Elaine Murkin

Ontario Society of Nutrition
Professionals in Public Health

SECRETARY-TREASURER

Robert Thompson

Association of Supervisors of
Public Health Inspectors of Ontario

PAST CHAIR

Catherine Bloskie

Association of Ontario Public Health
Business Administrators

Members-at-Large

Kathy Braet

Health Promotion Ontario (public health)

Bonnie Jeffrey

Ontario Association of Public Health Dentistry

Heather Kemp

Ontario Public Health Libraries Association

Patricia Coderre

Association of Local Public Health Agencies
Board of Health Section

Tina Pilon

Ontario Public Health Association

Dr. Allan Northan

Association of Local Public Health Agencies
Council of Ontario Medical Officers of Health

Wayne Tucker (to December 31, 2010) and
Ali Artaman (from January 1, 2011)

Association of Public Health
Epidemiologists in Ontario

Accredited Health Units

Algoma Public Health
Brant County Health Unit
Durham Region Health Department
City of Hamilton Public Health Services
KFL&A Public Health
Leeds, Grenville and Lanark District Health Unit

Middlesex-London Health Unit
Niagara Region Public Health Department
Northwestern Health Unit
Simcoe Muskoka District Health Unit
Sudbury & District Health Unit

Report of the Marketing Committee

Chair: Kathy Braet

Members: Pat Coderre, Heather Kemp, Rob Thompson, Penny Lavalley (ex-officio)

Key functions of the Marketing Committee for 2010 to 2011 were to promote recognition of OCCHA, review information provided by the council and to ensure the development and distribution of the OCCHA newsletter and annual report.

The Marketing committee looks forward to ongoing advancement and acceptance of the new accreditation process.

My thanks to the Marketing Committee and especially the OCCHA staff for their continued support in enhancing the accreditation process.

Kathy Braet

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Report of the Executive Director and the Principles and Standards Committee

The introduction of OCCHA's new accreditation program, *Advancing Quality in Public Health*, was intended to support continuous quality improvement, performance management and accountability. Throughout the implementation of this new program, feedback from both surveyors and public health units has been encouraging and interest in our program continues to grow.

In 2012, the Ministry of Health and Long-Term Care will be implementing the Ontario Public Health Organizational Standards. These standards were developed to set clear expectations to support organizational accountability and are considered a key component of the Performance Management Framework. The OCCHA Board of Directors, through its ongoing review of the accreditation program, has ensured that the OCCHA standards reflect both the Ontario Public Health Standards and the Ontario Public Health Organizational Standards. The members of the Principles and Standards Committee have worked tirelessly these past several years to develop and enhance the accreditation standards, process, documents and tools in support of the new program. The members of this committee will continue their efforts throughout the remainder of the year to complete the development of additional tools in support of continuous quality improvement. It is OCCHA's belief that participation in the accreditation process provides public health units with the tools to facilitate organizational excellence and to meet the standards, as set out by the Ministry.

OCCHA supports the efforts of the Ministry to develop and implement a performance management framework. The OCCHA Board of Directors will continue to collaborate with the Ministry in support of organizational accountability and will ensure that the accreditation program is reflective of these initiatives. I invite any members of Ontario's boards of health and public health units to visit our website at www.occha.org and take a look at OCCHA's accreditation program, *Advancing Quality in Public Health* to see how OCCHA can assist you in your efforts towards organizational excellence and accountability.

At this time, I would like to thank all those who have participated in the accreditation process and provided feedback to OCCHA throughout 2010-2011; including our surveyors, public health units and boards of health, accreditation coordinators and our member organizations. Your efforts and expertise have greatly enhanced the accreditation program. I would also like to thank the Ministry of Health and Long-Term Care for their ongoing support of OCCHA and public health organizational excellence.

My thanks to the members of the Principles and Standards Committee (Catherine Bloskie, Bonnie Jeffrey, Penny Lavalley, Elaine Murkin, Allan Northan, Tina Pilon and Wayne Tucker) for their time and efforts this past year towards the full implementation of the new accreditation program. I would also like to thank the remaining members of the OCCHA Board of Directors (Ali Artaman, Kathy Braet, Pat Coderre, Heather Kemp and Rob Thompson) for their commitment to and assistance in enhancing and expanding the accreditation program. Finally, I would like to acknowledge and thank Bev Russ, Administrative Assistant, whose efforts and support have been an integral part of the OCCHA's work in ensuring that the accreditation program is a viable, strong and relevant process. I look forward to working with all of you in 2011-2012.

Meighan Finlay

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Auditors' Report

To the Directors of
Ontario Council on Community Health Accreditation

We have audited the statement of financial position of **Ontario Council on Community Health Accreditation** as at **March 31, 2011** and the statements of operating fund and surplus and cash flows for the year then ended. These financial statement are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statement based on our audit.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the financial statements present fairly, in a ll material respects, the financial position of **Ontario Council on Community Health Accreditation** as at **March 31, 2011**, and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Mississauga, Ontario
July 6, 2011

Clarkson Rouble LLP
Chartered Accountants
Licensed Public Accountants

Ontario Council on Community Health Accreditation

Statement of Financial Position as at March 31

Assets	2011	2010
Cash	\$70,596	\$87,572
Short term investments	51,986	51,986
Accounts receivable	1,372	306
Prepaid expenses	2,747	3,887
	126,701	143,751
Liabilities		
Accounts payable and accrued liabilities	23,613	20,361
Deferred revenue	13,600	11,600
	37,213	31,961
Net Assets	\$89,488	\$111,790

Net Assets Represented by:

Accumulated surplus	\$89,488	\$111,790
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**Ontario Council on Community Health Accreditation Statement of Operating Funds****Year Ended March 31**

	2011		
	Budget	Actual	2010 Actual
Revenue			
Ministry of Health and Long Term Care grant	\$252,650	\$121,800	\$121,800
Accreditation maintenance fees	—	8,317	27,225
Accreditation survey fees	64,050	53,200	17,400
Interest income	600	379	(318)
Miscellaneous income		300	2,200
	317,300	183,996	168,307
Expenditures			
Board and committee meetings	16,000	11,141	18,519
Marketing and travel	5,000	2,322	4,339
Insurance	2,200	2,027	1,981
Office and computer	53,600	4,117	3,743
Photocopying and printing	1,500	257	1,058
Postage and courier	500	548	438
Professional development	3,000	520	605
Professional services	3,100	2,710	2,920
Rent and occupancy	14,600	14,235	14,018
Surveyor training workshop	—	1,012	10,054
Salaries and benefits	176,000	128,367	127,552
Telephone and facsimile	3,800	4,838	3,674
Accreditation survey expenses	38,000	34,204	8,882
	317,300	206,298	197,783
Deficit	—	(22,302)	(29,476)
Surplus, beginning of year	111,790	111,790	141,266
Surplus, end of year	\$111,790	\$89,488	\$111,790

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