



Ontario Council on Community Health Accreditation

Advancing Quality
in Public Health

ANNUAL REPORT

2009

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

Annual Report 2009



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 Executive Director

The strength of any organization is its ability to adapt to changes in their environment. In implementing OCCHA's new accreditation process, Advancing Quality in Public Health, OCCHA has demonstrated its commitment to continuous quality improvement and accountability to the public health system in Ontario.

I would like to take this opportunity to thank all those who have contributed to Advancing Quality in Public Health, including the OCCHA Board of Directors, OCCHA's CQI Advisory Group and the members of our Principles and Standards Working Group. I would also like to thank all those who provided feedback on the standards and accreditation documents, including public health units, the Ministry of Health and Long-Term Care, our member organizations and other public health professional associations.

OCCHA will be conducting a number of accreditation surveys during the upcoming year and the OCCHA Board will conduct a formal review of the new accreditation process and standards in the fall of 2010.

As the accreditation process has changed, so has the OCCHA Board of Directors. This year, we welcome five new members to the Board. OCCHA is also pleased to welcome the Ontario Public Health Libraries Association as a new member organization of the OCCHA Board of Directors. At this time, I would like to acknowledge the contributions of those Board members who are leaving this year: Helen Mulligan, Daina Mueller, Marion McGeein and Ellen Wodchis. Our sincere thanks for your commitment and dedication to OCCHA and the accreditation process.

OCCHA looks forward to continuing our collaboration with public health units, Boards of Health, surveyors, the Ministry of Health and Long-Term Care and our member organizations in ensuring that accreditation continues to be a strong and relevant process which supports performance management, accountability and quality improvement in public health.

Meighan Finlay



2008-2009 Board of Directors

CHAIR

Marion McGeein
ANDSOOHA – Public Health
Nursing Management

VICE-CHAIR

Catherine Bloskie
Association of Ontario Public
Health Business Administrators

SECRETARY-TREASURER

(to February 1/09)
Daina Mueller
Ontario Public Health
Association

PAST CHAIR and INTERIM SECRETARY-TREASURER

Ellen Wodchis
Health Promotion Ontario
(public health)

Members-at-Large

Wayne Tucker

Association of Public Health Epidemiologists
in Ontario

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

Elaine Murkin

Ontario Society of Nutrition Professionals
in Public Health

Vacant

Ontario Public Health Association

Robert Thompson

Association of Supervisors of
Public Health Inspectors of Ontario

Dr. Allan Northan

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

Accredited Health Units

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

Middlesex-London Health Unit
Niagara Region Public Health
Simcoe Muskoka District Health Unit
Sudbury & District Health Unit
Wellington-Dufferin-Guelph Public Health

Report of the Chair

This past year continued to be a very busy year at OCCHA with the revisions to the OCCHA standards to support the three year standardized accreditation award, which was implemented in January 2009. The various process and tools to support this change have been developed and will be presented for formal approval at the Board of Directors meeting in July 2009. The revisions reflect the Quality Framework for Public Health Units as part of the Accreditation process. These new standards and accompanying survey documents will be used in the upcoming year for a number of accreditation surveys.

OCCHA conducted two accreditation surveys during the July 2008 – July 2009 timeframe.

OCCHA continues with ongoing dialogue with the Ministry of Health and Long Term Care regarding public health accreditation, performance measurement and accountability.

These are exciting times for the OCCHA Board of Directors and for staff. OCCHA's accreditation process and standards have been developed to adapt to changes within the structure and delivery of public health programs and services as the system moves forward. I would like to thank the Board of Directors for their dedication and enthusiasm. I would also like to thank Meighan Finlay, Executive Director for her leadership and guidance to the Board and OCCHA and Bev Russ for her ongoing support of the OCCHA Board.

Marion McGeein
July 2009

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Report of the Principles and Standards Committee

Chair: Daina Mueller (July 2008–February 2009) and Ellen Wodchis (February–July 2009)

Members: Catherine Bloskie, Bonnie Jeffrey, Allan Northan, Marion McGeein (ex-officio)

During the year April 1, 2008 to July 2, 2009, the Principles and Standards (P & S) Committee held two meetings.

The P&S Committee continued working on the following three priority tasks for this calendar year:

- 1) Review and revision of the OCCHA standards to incorporate the Ontario Public Health Standards (effective January 1, 2009)
- 2) Review and development of revised accreditation process
- 3) Review and revision of OCCHA components (e.g., agency questionnaire, survey worksheets, etc.) to reflect revised standards

To facilitate the completion of these tasks, a P & S Committee Working Group was identified. The Working Group met eight times during the 15 month period from April 2008 to July 2009.

Specific considerations included: transition issues, financial implications, accreditation documents development and distribution, surveyor training, on-site survey protocols/annual review, linkages with the OCCHA CQI framework and linkages with the MOHLTC (i.e., implementation of the OPHS standards and protocols and accountability framework).

I sincerely thank all members of the P & S Committee and the Working Group for their dedication and thoughtful review of both the accreditation process and standards over the past year. I would also like to thank Ms. Kris Millan of the KFL&A Public Health Unit for her assistance in this initiative. The committee looks forward to a productive year ahead.

Ellen Wodchis

Report of the Marketing Committee

Chair: Rob Thompson

Members: Patricia Coderre, Bonnie Jeffrey, Elaine Murkin, Marion McGeein (ex-officio)

The Marketing Committee of the OCCHA Board of Directors met on three occasions, November 20, 2008, January 12, 2009 and June 12, 2009.

During that time the format for the electronic newsletter was completed.

A new OCCHA logo and letterhead was also developed with the assistance of a consultant.

During 2008 and 2009 we followed through our commitment of providing regular updates to our constituent organizations.

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

My thanks to the Marketing Committee members and OCCHA staff for their continued effort and commitment in enhancing the accreditation process.

Robert Thompson

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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, 2009 and the statement of operating funds for the year then ended. These financial statements are the responsibility of the Council's management. 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 whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Ontario Council on Community Health Accreditation, as at March 31, 2009 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Mississauga, Ontario Clarkson Rouble LLP
June 22, 2009 Chartered Accountants
Licensed Public Accountants

Ontario Council on Community Health Accreditation

Statement of Financial Position as at March 31

Assets	2008	2009
Cash	\$112,508	\$111,063
Short term investments (Note 3)	51,464	49,966
Accounts receivable	3,340	3,489
Prepaid expenses	3,711	4,787
	171,023	169,305
Liabilities		
Accounts payable and accrued liabilities	20,305	9,196
Deferred revenue	9,450	12,400
	29,755	21,596
Net Assets	\$141,268	\$147,709

Net Assets Represented by:

Accumulated surplus	\$141,268	\$147,709
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Ontario Council on Community Health Accreditation Statement of Operating Funds

Year Ended March 31	2008	2009
	Budget	Actual
Revenue	(Note 5)	Actual
Ministry of Health and Long Term Care grant	\$212,850	\$121,800
Accreditation maintenance fees	33,200	33,172
Accreditation survey fees	13,000	6,500
Accreditation standardized fees	16,500	-
Interest income	700	1,947
Miscellaneous income	-	2,500
	276,250	171,719
Expenditures		
Board and committee meetings	14,000	11,468
Marketing and travel	5,000	3,444
Insurance	2,550	2,259
Office and computer	11,100	6,691
Photocopying and printing	1,300	749
Postage and courier	1,500	1,017
Professional development	3,500	615
Professional services	4,400	2,830
Rent and occupancy	13,900	13,798
Surveyor training	6,000	-
Salaries and benefits	167,600	123,568
Telephone and facsimile	4,400	3,937
Accreditation survey expenses	26,000	7,784
Staff enhancement expenses	10,000	-
Leasehold improvements	5,000	-
	276,250	178,160
Deficit	-	(6,441)
Surplus, beginning of year	147,709	151,459
Surplus, end of year	\$147,709	\$141,268

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Ontario Council on Community Health Accreditation

Notes of Financial Statements March 31, 2009

1. Purpose of organization

Ontario Council on Community Health Accreditation ("OCCHA") is a non profit corporation incorporated under the Ontario Business Corporations Act without share capital on October 31, 1981.

OCCHA's conviction is that the provision of quality public health programs and services requires sound administrative and operational processes. Through the accreditation process, OCCHA provides an independent, voluntary, peer evaluation of the administrative and operational aspects of local public health agencies.

2. Significant accounting policies

The financial statements of Ontario Council on Community Health Accreditation are prepared in accordance with Canadian generally accepted accounting principles applicable to non profit organizations described below.

(a) Accrual basis of accounting

These financial statements are prepared on the accrual basis of accounting for revenues and expenditures.

(b) Revenue recognition

Accreditation revenue received prior to the completion of accreditation and other projects is deferred to the period of completion.

Accreditation maintenance revenue is recognized when billed, on the anniversary date of accreditation.

Grant revenue is recognized when received.

(c) Income taxes

The Council is a not for profit organization and is therefore exempt from income taxes under the Income Tax Act.

(d) Use of estimates by management

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make certain estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported periods. The most significant estimate included in these financial statements is the valuation of accounts receivable. Actual results may differ from estimates.

e) Investments

All short term investments are classified as available for sale because the Foundation does not intend to trade the investments for short term profit making and accordingly has not elected to classify the investments as held for trading.

The quoted market price was used to estimate the fair value of the financial instruments held as short term investments.

3. Short term investments

Short term investments consist of GICs bearing interest at an average rate of 2.15% per annum, recorded at market value, that matures June 27, 2009.

4. Statement of cash flows

A statement of cash flows has not been provided as it would not provide any additional meaningful information.

5. Budget information

The budget figures as presented for comparison purposes are unaudited and are those approved by the Board of Directors. No audit opinion is expressed or implied.

6. Contracts and commitments

Future minimum payments required under contractual obligations that have remaining terms in excess of one year are:

2010	\$33,268
2011	14,289
	\$47,557

7. Economic dependence

The Council is dependant on the Ministry of Health and Long Term Care for a portion of their operational funding.

8. Contingent liabilities

A clause of the Council's agreement with the Ministry of Health Long Term Care may require the Council to repay some residual portion of the funding received or the Ministry may designate what the determined amount may be spent on. This clause requires that the Ministry review year end financial statements to determine what amount, if any, is to be repaid or designated for a specific use.

9. Financial instruments

Fair value

Canadian generally accounting principles require that the Council disclose information about the fair value of its financial assets and liabilities. Fair value estimates are made at the balance sheet date, based on relevant market information and information about the financial instrument. These estimates are subjective in nature and involve uncertainties in significant matters of judgment and therefore cannot be determined with precision. Changes in assumptions could significantly affect these estimates.

The carrying amounts for short term investments, accounts receivable, and accounts payable on the balance sheet approximate fair value because of the limited term of these instruments.