



# Annual Report 2004-2005

The Ontario Council on Community Health Accreditation  
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## Mission Statement

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

## 2004-2005 Board of Directors

### **PRESIDENT** **Kris Millan**

Ontario Society of Nutrition  
Professionals in Public Health

### **VICE-PRESIDENT** **Karen Boughner**

ANDSOOHA - Public Health  
Nursing Management

### **SECRETARY-TREASURER** **Catherine Bloskie**

Association of Ontario Public  
Health Business Administrators

### **PAST PRESIDENT** **Ruth Sanderson**

Association of Public Health  
Epidemiologists in Ontario  
(Retired from OCCHA Board of  
Directors January 31, 2005)

## Members at Large

### **Ellen Wodchis**

Health Promotion Ontario (public health)

### **Charles Gardner**

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

### **Bonnie Jeffrey**

Ontario Association of Public Health Dentistry

### **Robert Thompson**

Association of Supervisors of Public Health  
Inspectors of Ontario

### **Ingrid Parkes**

Association of Local Public Health Agencies -  
Board of Health Section (Resigned Nov. 2004)

### **Daina Mueller**

Ontario Public Health Association

### **Helen Mulligan** (Effective March 16, 2005)

Association of Local Public Health Agencies -  
Board of Health Section

### **Jason Garay** (Effective February 1, 2005)


Association of Public Health Epidemiologists in  
Ontario

## Accredited Health Units

The accreditation award symbolizes excellence to the public, local public health agencies, other community agencies, professional associations, and local, regional and provincial governments.

O.C.C.H.A.'s accreditation process is confidential, voluntary, peer generated and peer reviewed.

-  District of Algoma Health Unit
-  Brant County Health Unit
- Durham Region Health Department
-  Haldimand-Norfolk Health Unit
-  City of Hamilton Social and Public Health Services Department (Public Health Programs)
-  Kingston, Frontenac and Lennox & Addington Public Health
-  Leeds, Grenville and Lanark District Health Unit
-  Middlesex-London Health Unit
-  Regional Niagara Public Health Services Department
-  City of Ottawa Public Health Branch
-  Perth District Health Unit
-  Simcoe Muskoka District Health Unit
-  Sudbury and District Health Unit
-  Wellington-Dufferin-Guelph Health Unit

 The OCCHA Seal of Excellence Award has been presented to the Health Units who have been accredited for 5 or more continuous years.

## Report of the President

While I was preparing to write this, I looked at previous President's Reports to see what my predecessors have reported on. Most of them started by saying that the previous year was one of change or high activity for OCCHA as an organization. Well, 2004-2005 was no different.

Public health was once again in the spotlight with the release of the Walker Report, two reports from Mr. Justice Archie Campbell and the assessment of the Muskoka-Parry Sound Health Unit. The Ministry of Health published Operation Health Protection, which outlines a plan for renewing and strengthening the public health system.

Renewal and strength has also been a theme at OCCHA over the past year.

Our greatest achievement was the revision and release of the new accreditation standards and accompanying survey documents. The new standards incorporate the delivery of the Mandatory Health Programs and Services Guidelines as well as a qualitative component to assess not only whether something is done, but also the quality of those activities. We also revised the criteria for the rating of the new standards. Both the new standards and the revised accreditation process will be reviewed at the end of 2005.

As part of the roll-out of the new standards, we trained a group of 27 surveyors. We welcomed back 'seasoned' surveyors as well as a crew of new surveyors. I would like to thank all of those who participated for their ongoing support of the accreditation process.

OCCHA's mission is to promote accountability and excellence in public health programs and services, which is accomplished primarily through accreditation. We believe this contributes to strengthening the public health system at the local level.

The Treasury Board of Canada defines accountability as "a relationship based on the obligation to demonstrate and take responsibility for performance in light of agreed expectations." OCCHA's accreditation process examines roles and responsibilities, performance expectations, balanced expectations and capacities, credible reporting, and reasonable review and adjustment, all of which are components of an accountability framework. Furthermore, the new accreditation standards better reflect the core business of public health (implementation and evaluation of MHPSG), while still evaluating the essential structure and processes.

There is great change ahead in the public health system and OCCHA's accreditation process and standards are adaptable to reflect changes in the structure and delivery of public health programs and services as the system moves forward.

OCCHA would not be the organization it is without its dedicated and enthusiastic board members and it has been a pleasure working with all of them. I would also like to thank Meighan Finlay, Executive Director, for her leadership in guiding OCCHA through this period of renewal and enhancing strength.

## Report of the Principles & Standards Committee

Chair: Ellen Wodchis  
Members: Daina Mueller, Ruth Sanderson, Catherine Bloskie, Bonnie Jeffrey and Kris Millan (ex-officio)

During the year April 1, 2004 to March 31, 2005 the Principles and Standards (P & S) Committee held five meetings.

Highlights of the P & S committee during this time period, which were brought forward to the OCCHA board, include the following:

- Three accreditation surveys were conducted using the new standards;
- Work continued this year on reviewing the survey process in light of the modification of the accreditation standards to better reflect the Mandatory Health Programs and Services Guidelines and to update the other standards. The on-site survey process, accreditation worksheets and assessment forms, other recommendations re on-site survey and format and timelines for completion and final recommendations to the standards were reviewed;
- A successful surveyor training session was conducted in December 2004;
- The Committee initiated discussions on the Personal Health Information Protection Act and its impact on the accreditation standards, and
- The criteria for rating compliance with new standards and criteria for determining the overall award were reviewed and revised.

I sincerely thank all members of the P & S Committee for their dedication and thoughtful review of the new standards over the past year. The committee looks forward to a productive year ahead.

*Ellen Wodchis*

# Financial Statements

## Statement of Financial Position

As at March 31, 2005

	2005	2004
<b>Assets</b>		
Cash	\$ 81,250	\$ 88,510
Short-term investments (Note 4)	76,124	74,830
Accounts receivable	1,351	13,138
Prepaid expenses	1,596	1,588
	160,321	178,066
<b>Liabilities</b>		
Accounts payable	\$ 3,758	\$ 20,227
Deferred revenue	10,198	5,500
Ontario Public Health Benchmarking Partnership	-	18,364
	13,956	44,091
Net assets	\$ 146,365	\$ 133,975

Net Assets Represented by:

Accumulated surplus	\$ 146,365	\$ 133,975
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Statement of Operating Funds

Year Ended March 31, 2005

	2005		2004
	Budget	Actual	Actual
<b>Revenue</b>			
Ministry of Health and Long-Term Care Grant	\$ 127,200	\$ 116,000	\$ 75,500
Accreditation maintenance fees	38,250	39,021	29,167
Accreditation survey fees	10,700	7,700	-
Interest income	900	794	1,629
Miscellaneous income	-	448	9,300
	177,050	163,963	115,596
<b>Expenditures</b>			
CQI activities	6,000	966	-
Board and committee meetings	15,000	12,230	11,735
Marketing and travel	5,250	4,228	2,399
Insurance	2,500	2,155	2,281
Equipment rental	1,500	1,341	1,485
Office and computer	4,500	9,495	2,888
Photocopying and printing	1,200	100	-
Postage and courier	650	752	423
Professional development	550	673	518
Professional services	6,000	4,000	9,109
Rent and occupancy	12,200	12,124	12,124
Salaries and benefits	97,000	89,129	79,662
Telephone and facsimile	4,000	3,869	3,851
Surveyor training workshop	10,000	4,837	-
Accreditation expenses	10,700	5,674	-
	177,050	151,573	126,475
<b>(Deficit) Surplus</b>	-	12,390	(10,879)
Surplus, beginning of year	133,975	133,975	144,854
Surplus, end of year	\$133,975	146,365	\$133,975

See accompanying notes to financial statements.

## Notes to Financial Statements

### 1. Purpose of organization

Ontario Council on Community Health Accreditation ("OCCHA") is a non-profit corporation incorporated without share capital. 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. Incorporation

The Council was incorporated under the Ontario Business Corporations Act as a non-profit organization without share capital on October 31, 1981.

### 3. Significant accounting policies

The financial statements of Ontario Council on Community Health Accreditation are prepared in accordance with 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) Capital assets

Capital assets are recorded at cost and expensed in the year of acquisition net of any grants received for that purpose.

#### (c) Revenue recognition

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

#### (d) Income taxes

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

### 4. Short-term investments

Short-term investments consist of GICs bearing interest at an average rate of 1.65% per annum.

### 5. Statement of cash flows

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

### 6. 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.

### 7. Contracts and commitments

Future minimum payments required under contractual obligations that have remaining terms in excess of one year are:  
2006 \$20,149

## Auditors' Report

To the Directors of the

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, 2005** and the statement of operating funds for the year then ended. This financial statement is the responsibility of the Council's management. Our responsibility is to express an opinion on this financial statement 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, 2005** and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Mississauga, Ontario  
May 19, 2005

Clarkson Rouble LLP  
Chartered Accountants

# Report of the Marketing Committee

Chair: Karen Boughner  
Members: Charles Gardner, Rob Thompson and Ingrid Parkes (retired November 2004)

The OCCHA Marketing Committee met once during the 2004-2005 fiscal year to review the marketing operational plan and prioritized the activities for the next two years. The main focus of the Committee will be:

- 1) Expansion of the plan to include a new objective re: maintaining integrity and credibility of OCCHA and accreditation. This objective would include activities related to the identification of misperceptions, development of a process for complaint follow-up, facilitation of feedback on OCCHA and the accreditation process (e.g., website bulletin board page, evaluation forms, focus groups, etc.);
- 2) Strengthening partnerships with other public and community health organizations in support of accountability and excellence;
- 3) Review of the criteria of the seal of excellence, and
- 4) Review and potential expansion of the OCCHA website.

I would like to thank the members of the Marketing Committee for their thoughtful consideration of the marketing plan and their efforts in ensuring the continued growth of the accreditation process.

*Karen Boughner*

# Report of the Executive Director

The ability of both the OCCHA Board of Directors and the accreditation process to adapt to the continuous changes in public health structure and delivery has been the greatest strength of this organization. The expansion of the accreditation standards to incorporate the MHPSG, the introduction of a quality improvement component and revisions to the accreditation process are just a some of the initiatives undertaken by OCCHA in the past several years. In addition, the OCCHA Board of Directors has identified the need to strengthen its support of continuous quality improvement in public health, both within the accreditation standards and through collaboration with public health professionals across Ontario.

Public health renewal has been the focus of the Ministry of Health and Long-Term Care over the past twelve months. Under Operation Health Protection, the Agency Implementation Task Force has been established to revitalize our public health system and promote a healthy Ontario and the Capacity Review Committee will be recommending strategies to plan and implement optimal public health programs and services.

OCCHA commends the MOHLTC and members of these committees on their efforts thus far and looks forward to their recommendations, particularly those related to accountability and quality of public health programs and services. With these recommendations, OCCHA, in collaboration with our public health partners, will be able to enhance the accreditation process to ensure that is a strong accountability tool for public health.

I would like to thank the members of the OCCHA Board for their commitment and for their ongoing efforts to strengthen the accreditation process. I would like to give a special thanks to Dr. Charles Gardner, Ingrid Parkes and Ruth Sanderson, who retired from the OCCHA Board this year. I would also like to thank the many surveyors who participated in the enhanced accreditation process this past year. I look forward to the year ahead and to our continued collaboration.

*Meighan Finlay*