



Annual Report

2000-2001

*The Ontario Council on Community Health Accreditation
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Mission Statement

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

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.

O.C.C.H.A. is an independant agency directed by a Board whose members are appointed by professional associations involved in public health.

Ontario Council on Community Health Accreditation 2000-2001 Board of Directors

President

Sharon Crosby

Association of Local
Public Health Agencies
Board of Health Section

Vice President

Charles Gardner

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

Secretary - Treasurer

John Cowan

Association of Public Health
Business Administrators

Past President

Peter Wiebe

Ontario Association of Public
Health Dentistry

Members at Large

Kris Millan

Ontario Society of Nutrition
Professionals in Public Health

Karen Boughner

ANDSOOHA - Public Health
Nursing Management

Ellen Wodchis

Health Promotion Ontario (public health)

Robert Thompson

Association of Supervisors of Public Health
Inspectors of Ontario

Ruth Sanderson

Association of Public Health Epidemiologists in Ontario

Vacant

Ontario Public Health Association

OCCHA STRATEGIC DIRECTIONS

2001-2003

October 2001

Strategic Directions

1. Strengthen Ministry of Health and Long-Term Care (MOHLTC) support for OCCHA and its work.
2. Enhance customer service and marketing of OCCHA and accreditation.
3. Explore other options beyond accreditation.
4. Nurture/strengthen alliances and partnerships to support OCCHA and its work.

Some activities to be implemented include:

Strengthen Ministry of Health and Long-Term Care (MOHLTC) Support:

- ✓ Principles and Standards review to further incorporate Mandatory Health Programs and Services Guidelines
- ✓ Discuss potential incentives for participation in accreditation

Enhance Customer Service and Marketing of OCCHA and Accreditation:

- ✓ Develop "starter kits" to facilitate preparation for an accreditation survey
- ✓ Develop a manual of common policies/procedures and best practices related to accreditation standards
- ✓ Complete OCCHA web site
- ✓ Present seal of excellence awards to public health units with 5 or more continuous years of accredited status
- ✓ Publish regular accreditation newsletter
- ✓ Explore feasibility of mentoring process for public health units undergoing accreditation for the first time

Explore Other Options Beyond Accreditation:

- ✓ Explore feasibility of incorporating elements of operational review into accreditation standards
- ✓ Explore relationship of accreditation within the MOHTLC Accountability Framework

Nurture/Strengthen Alliances and Partnerships to Support OCCHA and its Work:

- ✓ Participate as a member of the Mandatory Programs Measurement Working Group to assist in the development of an accountability framework
- ✓ Participate as a member of the Ontario Public Health Benchmarking Partnership (OPHBP)
- ✓ Participate as a member of the Ontario Accreditation Managers Forum to promote excellence in accreditation programs
- ✓ Facilitate member organization recruitment of representatives to the OCCHA Board

For further information on the strategic planning process of the OCCHA Board of Directors or for information on accreditation, please contact:

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Burlington, Ontario L7N 3M6
Tel: 905-639-6367 Fax: 905-639-6534
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Strategic Planning of the OCCHA Board of Directors

The strategic planning process of the OCCHA Board of Directors was conducted in three phases:

1. A focus group session was held in March 2001 with representatives from both accredited and non-accredited health units. The purpose of the focus group was to discuss barriers to participation in the accreditation process, to explore ideas for facilitating participation in accreditation, and to identify potential initiatives for enhancing both OCCHA and the accreditation process.
2. A provincial survey was distributed to all public health units in April 2001. The survey was based on the recommendations of the focus group, feedback from previous accreditation surveys and discussions of the OCCHA Board of Directors. Participants were asked to prioritize key areas of focus and to indicate their level of agreement with numerous statements of future directions. Response to the survey was high and feedback was received from both accredited and non-accredited health units.
3. A strategic planning session of the OCCHA Board of Directors was conducted on April 27, 2001. The results of both the focus group session and the provincial survey on accreditation were reviewed and a number of strategic directions were endorsed. Further discussion and prioritization of specific activities took place on June 29, 2001 and a strategic plan for 2001-2003 was drafted.

On October 29, 2001, the OCCHA Board of Directors approved its strategic plan for 2001-2003, including mission statement and objectives. Implementation plans were also reviewed for each strategic direction.

The OCCHA Board of Directors would like to thank all those who participated in the strategic planning process, including focus group participants and survey respondents. In addition, the Board of Directors would like to thank Mr. Bill Staples, ICA Associates, for his facilitation of both the focus group and strategic planning sessions.

Mission Statement

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

Objectives

- ✓ To define, review and publicize standards related to structure, process and outcome.
- ✓ To enhance knowledge through consultation and shared experience.
- ✓ To measure agency performance against peer set standards.
- ✓ To promote continuous growth and improvement by submitting comprehensive and constructive reports to public health agencies.
- ✓ To confer graduated awards.
- ✓ To work in partnership with other organizations and the Ministry of Health Long Term Care (MOHLTC) Public Health Branch, to promote excellence in public health programs and services.

REPORT OF THE PRESIDENT

I am pleased to report to the Board that during this past year OCCHA has been very hard at work on a number of projects and has had several health units apply for and receive their accreditation award.

In the inaugural year of the OCCHA Seal of Excellence, 8 health units received the award. One additional health unit is to receive the Seal of Excellence in June, 2001. This Seal of Excellence was introduced as a way of recognizing both the staff and board of health members of these health units for their accomplishment in maintaining their accreditation for 5 or more continuous years. *(See Accredited Health Units)*

Our Marketing Committee is currently promoting OCCHA through the establishment of a web site that will soon be completed.

OCCHA continues to be a member of the Mandatory Programs Measurement Working Group. The purpose of this Working Group is to advise on the development of comprehensive measures to assess board of health effectiveness in implementing public health standards. Meighan Finlay and I have attended several meetings throughout this past fiscal year.

OCCHA has continued to participate as a member of the Ontario Public Health Benchmarking Partnership, which also includes representatives from alPHa and PHRED.

I am also pleased to report that our Strategic Planning process continues to move forward under the guidance of William Staples, who has managed to keep us focused on our task. I am sure that when this planning process is complete, our organization will benefit from this exercise as it will give the Board some new initiatives and will set the direction to achieve our goals.

I would like to note that a vacancy on the OCCHA Board still exists for a representative of the Ontario Public Health Association that we would like to be filled.

I have enjoyed my experience as President of OCCHA and I want to thank Meighan for her help throughout this past year. I would also like to give a special thanks to the OCCHA Board members for all their hard work and dedication.

I feel that this group has accomplished many things this year and I hope that this will continue as we move forward into the future.

Sharon Crosby

REPORT OF THE PRINCIPLES AND STANDARDS COMMITTEE

Chair: Ellen Wodchis

Members: Tracy Allan-Koester (until June 2000), Karen Boughner (since June 2000), Sharon Crosby, Charles Gardner (until June 2000), Kris Millan (since June 2000), Ruth Sanderson, Peter Wiebe.

During the year April 1, 2000 to March 31, 2001, the Principles and Standards Committee of the OCCHA Board of Directors held two meetings, primarily to review the findings of accreditation surveys. During the 2000/2001 fiscal year, six accreditation surveys were carried out; all of which were re-accreditations.

The Principles and Standards Committee is also committed to the on-going review of both the OCCHA standards and the accreditation process. The standards as currently stated broadly reflect the Mandatory Programs and Services Guide-

lines. The Principles and Standards Committee will keep apprised of the development of an accountability framework for Mandatory Programs and will recommend appropriate changes to the standards to reflect the work of the Mandatory Programs Measurement Working Group.

I would like to thank all members of the Principles and Standards Committee for their dedication and valued service on this committee.

Prepared by Ellen Wodchis
June 5, 2001

Financial Statements

Statement of Financial Position
As at March 31, 2001

	2001	2000
Assets		
Cash	\$74,562	\$76,541
Short-term investments (Note 3)	71,223	40,999
Accounts receivable	-	5,350
Prepaid expenses	1,459	1,377
	147,244	124,267
Liabilities		
Accounts payable	\$23,857	\$25,961
Deferred revenue	-	5,500
Ontario Public Health Benchmarking Partnership	29,969	29,979
	53,826	61,440
Net assets	\$93,418	\$62,827
Net Assets Represented by:		
Accumulated surplus	\$93,418	\$62,827

See accompanying notes to financial statements.

Statement of Operating Funds Year Ended March 31, 2001

	2001		2000
	Budget	Actual	Actual
Revenue			
Ministry of Health and Long-Term Care Grant	\$99,000	\$99,000	\$67,165
Ministry of Health and Long-Term Care Surveyor Training Grant	-	6,600	-
Ministry of Health and Long-Term Care Strategic Planning Workshop	-	9,000	-
Accreditation maintenance fees	35,000	32,500	31,875
Interest income	1,000	1,325	999
	135,000	148,425	100,039
Expenditures			
Strategic Planning Workshop	-	6,876	-
Surveyor Training Workshop	-	5,760	1,425
Board and committee meetings	15,000	8,981	12,100
Marketing and travel	5,000	2,412	1,409
Insurance	1,600	1,365	1,347
Office and computer	2,500	8,254	8,380
Photocopying and printing	2,500	827	558
Postage and courier	1,000	1,071	737
Professional development	500	440	317
Professional services	2,300	2,674	1,898
Rent and occupancy	11,000	9,639	9,639
Salaries and benefits	90,000	65,967	62,569
Telephone and facsimile	3,600	3,568	3,285
	135,000	117,834	103,664
Operating surplus (deficit)	-	30,591	(3,625)
Ontario Public Health Partnership			
Revenue	-	-	5,076
Expenditures			
Office and general	-	-	76
Electronic Warehousing Systems Development	-	-	5,000
	-	-	5,076
Surplus	-	30,591	-
Surplus, beginning of year	-	62,827	66,452
Surplus, end of year	-	\$93,418	\$62,827

See accompanying notes to financial statements.

Notes to Financial Statements

1. Incorporation

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

2. Significant accounting policies

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

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

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

3. Short-term investments

Short-term investments consist of GICs bearing interest at an average rate of 3.95% per annum.

4. Income taxes

There is no liability for income taxes.

5. Statement of cash flows

No statement of cash flows has been prepared as it would not provide any meaningful information.

6. Commitments

An agreement of services was entered into for a term ending January 1, 2002 at an annual rate of \$56,694. This agreement can be cancelled by either party giving 60 days notice.


7. Budget

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.



Accredited Health Units

-  District of Algoma Health Unit
-  Brant County Health Unit
-  Haldimand-Norfolk Health Unit
-  City of Hamilton Social and Public Health Services Department (Public Health Programs)
-  Kingston, Frontenac and Lennox & Addington Health Unit
-  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 County 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.

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, 2001 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 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, 2001 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Mississauga, Ontario
May 23, 2001



Clarkson Rouble LLP
Chartered Accountants

Report of the Executive Director and the Marketing Committee

Marketing Committee Members:
John Cowan, Charles Gardner,
Robert Thompson and
Sharon Crosby (ex-officio)

This past year, in addition to conducting a number of accreditation surveys, the OCCHA Board of Directors focused primarily on strategic planning and marketing activities. In order to facilitate strategic planning, the OCCHA Board of Directors conducted both a focus group and a provincial survey on accreditation. These two initiatives greatly assisted the Board in identifying future directions for the next several years. As a result, OCCHA will direct its efforts toward the development of measures to assist health units in preparing for accreditation such as; starter kits, a compilation of common issues and good practices related to the OCCHA standards, and the potential establishment of a mentoring system. In

addition, in response to our provincial survey, the OCCHA Board of Directors, both internally and in consultation with the Ministry of Health, will explore additional incentives for participation in the accreditation process. OCCHA intends to expand its staff complement in order to support these various activities.

The primary marketing initiative this year has been the establishment of a web site, which is ongoing. The Marketing Committee has developed a comprehensive web site outline, which will reflect the needs of the numerous users of this site and which will incorporate the customer service initiatives identified through strategic planning.

OCCHA continues to work in partnership with other public health and community agencies through its participation on the Ontario Public Health Benchmarking Partnership, the Ontario Accreditation Managers Forum and the

Mandatory Programs Measurement Working Group. Through its participation on these groups, OCCHA ensures that the accreditation standards and process are current and responsive to the needs of public health. During the next year, OCCHA will continue to review the principles and standards, with a view to revising these to more clearly reflect the Mandatory Programs and Services requirements.

I would like to thank the OCCHA Board of Directors for their constant hard work and their commitment to both OCCHA and the accreditation process. OCCHA is fortunate to have all our existing Board members returning for another year. I look forward to continuing the work begun and in achieving our objectives for the coming year.

Meighan Finlay