



Annual Report 1999-2000

The Ontario Council on Community Health Accreditation
3370 South Service Road, Burlington, Ontario, L7N 3M6
Tel: (905) 639-6367 www.OCCHA.org

Mission Statement

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

O.C.C.H.A. exists to promote excellence in community health programs and services by:

- ✓ Defining, reviewing and publicizing standards related to structure, process and outcome;
- ✓ Enhancing knowledge through consultation and shared experience;
- ✓ Measuring agency performance against peer set standards;
- ✓ Developing and submitting comprehensive, constructive reports for the agency;
- ✓ Conferring graduated awards.

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.

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
Medical Officer of Health Section

SECRETARY-TREASURER

John Cowan

Association of Ontario Public Health Business Administrators

Members at large

Kris Millan

Ontario Society of Nutrition Professionals in Public Health

Ellen Wodchis

Health Promotion Ontario (public health)

Karen Boughner

ANDSOOHA - Public Health Nursing Management

Ruth Sanderson

Association of Public Health Epidemiologists in Ontario

PAST PRESIDENT

Peter Wiebe

Ontario Society of Public Health Dentistry

Vacant

Ontario Public Health Association

Robert Thompson

Association of Supervisors of Public Health Inspectors of Ontario

OCCHA Report of the President

“Unknown seems to be the norm under which we have operated for the past couple of years. This past year has certainly been no exception. However, OCCHA, and its board of Directors have always worked and planned with the firm belief that OCCHA will survive and be the tool to measure compliance with the Mandatory Programs.

OCCHA has been and will continue to be committed to quality customer service. Our Executive Director continues to give support and presentations to Health Units inquiring about the accreditation process and is on-site for all surveys for both consultation and to help facilitate the process and activities. She is also our historian and ensures consistency in the surveyor team interpretation of standards and collection of evidence.

OCCHA continues to be a partner in The Ontario Public Health Benchmarking project and will act as the warehouse for the storage and retrieval of best practices data and information. However, until funding is secure, the contract will not be signed.

OCCHA continues to be a member of the Measurement Working Group and firmly believes we have a tool for the accountability process in the monitoring process of the Mandatory Programs. A model has been put forward and it is hoped that it will be accepted as the ideal tool. The Ministry Indicator Questionnaire could very easily be incorporated in the accreditation process and eliminate duplications of reporting to the Ministry by the Health Units.

OCCHA also held a very successful Surveyor Training Workshop and this adds to our pool of surveyors so that the Executive Director will hopefully have an easier task of putting together survey teams.

The OCCHA Board has also approved and initiated a new recognition program —The Gold Seal of Excellence, in continued years of accreditation standing. This “gold seal” will

be awarded to Health Units in increments of five years of continued accreditation. The first series of awards were presented at the “alPHa” conference this year.

OCCHA has also applied for an increase in our base funding from the Ministry to avoid asking for one time project funds. This would be beneficial for such projects as Surveyor Training and capital item purchases. We are waiting for a response from the Ministry.

In the past year five Health Units have been surveyed and all were re-accreditations. We anticipate three more surveys prior to year end. Also five or six health units have expressed interest in becoming part of the accreditation process.

Of course none of this could have been accomplished without a dedicated and strong Board and Executive Director. To those of you who are leaving us-I wish you well in your future plans and please do not forget us and continue to carry our message forth for us. To those of you who are joining us-welcome aboard, roll up those sleeves and be prepared for a year of hard work but fun as well.

Personally, I wish to thank the Board and the Executive Director, Meighan, for all their support. In particular, Meighan and I have had many a phone conversation in which we have had to support, cajole, and humour each other as events unfolded (or perhaps did not unfold) in the past year. There was never a dull moment and surprises always seemed to lurk around the corner. However, humor always softened the surprise and mutual support certainly led to good actions and resolutions.

Again, thank you for a wonderful year.

Respectfully submitted,

Peter Wiebe

Report of the Principles and Standards Committee

Chair: Ellen Wodchis
Members: Tracy Allan-Koester, Sharon Crosby, Charles Gardner, S. Mackenzie (resigned), Fred Ruf (resigned), Ruth Sanderson, Peter Wiebe (ex-officio)

During the year April 1, 1999 to March 31, 2000, the Principles and Standards Committee held three meetings: one teleconference and two meetings in the OCCHA office in conjunction with Board meetings.

OCCHA is committed to the on-going review of the OCCHA standards. The standards currently reflect the

Ministry's Mandatory Programs. Therefore, no significant revision should take place until such time as the Public Health Branch announces their process for monitoring compliance with the Mandatory Programs.

During the 1999/2000 fiscal year, four accreditation surveys were carried out. Three of these were re-accreditations and one was a first time survey. Several more surveys are planned for the spring and fall of 2000.

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

Ellen Wodchis

Financial Statements

Statement of Financial Position As at March 31, 2000

	2000	1999
Assets		
Cash	\$76,541	\$80,017
Short-term investments (Note 3)	40,999	—
Accounts receivable	5,350	13,500
Prepaid expenses	1,377	1,225
	124,267	94,742
Liabilities		
Accounts payable	\$25,961	\$11,724
Deferred revenue	5,500	4,875
Ontario Public Health Benchmarking Project Funds (Note 4)	29,979	11,691
	61,440	28,290
Net Assets	\$62,827	\$66,452
Net Assets Represented by Accumulated surplus:	\$62,827	\$66,452

See accompanying notes to financial statements

Statement of Operating Funds Year Ended March 31, 2000

	2000		1999
	Budget	Actual	Actual
Revenue			
Ministry of Health grant	\$67,165	\$67,165	\$67,165
Accreditation maintenance fees	35,000	31,875	30,000
Interest income	—	999	—
	\$102,165	100,039	97,165
Expenditures			
Surveyor training workshop	—	1,425	—
Board and committee meetings	10,100	12,100	10,623
Marketing and travel	2,500	1,409	2,263
Insurance	1,400	1,347	1,257
Equipment rental	—	—	861
Office and computer	2,000	8,380	5,141
Photocopying and printing	2,000	558	693
Postage and courier	1,165	737	871
Professional development	1,000	317	555
Professional services	2,000	1,898	1,850
Rent and occupancy	10,000	9,639	9,548
Salaries and benefits	67,000	62,569	61,395
Telephone and facsimile	3,000	3,285	3,514
	102,165	103,664	98,571
Operating (deficit)	—	(3,625)	(1,406)
Ontario Public Health Benchmarking Project Revenue	—	5,076	926
Expenditures			
Office and general	—	76	926
Electronic Warehousing Systems Development	—	5,000	—
	—	5,076	926
Surplus	—	—	—
Surplus, beginning of year	—	66,452	67,858
Surplus, end of year	—	\$62,827	\$66,452

See accompanying notes to financial statements.

Notes to Financial Statements

Notes to Financial Statements March 31, 2000

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 GIC's bearing interest at 3.1% per annum.

4. Ontario Public Health Benchmarking Partnership Funds

The Council has entered into an agreement with the Region of Ottawa - Carleton Health Department, PHRED Program to provide the following services:

standards consulting services to the Ontario Public Health Benchmarking Partnership; and
develop a prototype Benchmarking Electronic Warehousing System.

The Council has retained the services of Lakehead University to develop a prototype benchmarking electronic warehousing system.

5. Income taxes

There is no liability for income taxes.

6. Statement of cash flows

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

7. Commitments

Office premises were leased for a three year period ending August 31, 2000. Future lease payments for the fiscal years are 2001 \$4,166 plus other occupancy costs.

An agreement of employment was entered into for a term ending January 1, 2001 at an annual rate of \$56,672 plus statutory benefits. This agreement can be cancelled by either party giving 60 days notice.

8. 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.

Auditor's Report

To the Directors of the Ontario Council on Community Health Accreditation

We have audited the statement of financial position of the Ontario Council on Community Health Accreditation as at March 31, 2000 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, 2000 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.



Clarkson Rouble LLP
Chartered Accountants

Mississauga, Ontario
May 19, 2000

Report of the Marketing Committee

During 1999-2000, the Marketing Committee reviewed operational planning and priority setting. A number of initiatives were identified, but the major focus of the Committee involved:

- 1) the development and presentation of the OCCHA Gold Seal of Excellence award in recognition of those health units with five or more years of continued accredited status;

- 2) the development of a web site to be completed in late Summer of 2000, and;
- 3) the development and enhancement of communication strategies, including newsletters, bulletins, presentations and media releases.

I would like to thank the following members of the Marketing Committee for

their hard work and commitment: Karen Boughner, Sharon Crosby and Robert Thompson and Peter Wiebe.

John Cowan, Chair

Report of the Executive Director

This past year, the OCCHA Board of Directors has focussed its efforts on three areas; marketing/customer service, collaboration and partnerships, and standards review. A web site, currently under development, will assist public health agencies in accessing accreditation information, documents and updates in a timely manner. The OCCHA Seal of Excellence award was developed to recognize those public health agencies with five or more continuous years of accredited status. This award will be presented annually to all public health agencies who have demonstrated their commitment to continuous quality improvement through accreditation.

OCCHA continues to serve as a partner in the Ontario Public Health Benchmarking Partnership with the Association of Local Public Health Agencies (alPHA) and the Public Health Research, Education and Development

Program (PHRED). This year, two new benchmarking projects have been identified and work has continued on the benchmarking projects already underway. OCCHA also continues to participate as a member of the Mandatory Programs Measurement Working Group to develop measures which demonstrate board of health effectiveness in implementing public health standards.

As always, OCCHA is committed to the ongoing review of the accreditation principles and standards in order to ensure that the accreditation process reflects changes in public health; in particular, changes in the Mandatory Health Programs and Services Guidelines. This review will continue throughout the next year. As well, OCCHA conducted a surveyor training workshop to ensure a more consistent approach to the accreditation survey process. The training workshop was well-attended and well-received.

Interest in the accreditation process has been growing over the past year. By the end of 2000, OCCHA expects to have conducted at least eight accreditation surveys and a number of health units are in the process of preparing for their first accreditation survey. I would like to thank all the OCCHA surveyors who have participated in a survey or have committed to participate in a future survey. Your time and expertise have made it possible for OCCHA to meet the demands of a very busy year.

Finally, I would like to take this opportunity to recognize the commitment and diligence of the OCCHA Board of Directors. A special acknowledgement goes to Ms. Tracy Allan-Koester, who retires from the OCCHA Board of Directors in June, 2000 after six years of service on the OCCHA Board.

Meighan Finlay

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