**Core Indicators For Public Health In Ontario**

# Core Indicators Work Group

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| **Date:** | February 11, 2013 |
| **Location:** | Teleconference |
| **Attendees:** | Suzanne Fegan, Cameron McDermaid, Brenda Guarda, Mary-Anne Pietrusiak, Natalie Greenidge, Luanne Jamieson, Ahalya Mahendra (late) |
| **Regrets:** | Julie Stratton (resigned) Sue Bondy, Gillian Lim, Sherri Deamond, Katherine Russell, Lawson Greenberg |
| **Chair:** | Brenda Guarda |
| **Recorder:** | Mary-Anne Pietrusiak |

**Draft Minutes**

|  | **Item** | **Action** |
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| **1.0** | Review of Agenda No additions to the agenda |  |
| **2.0** | **Review of Minutes – October 12, 2012**  No additions or amendments. Minutes approved by acclamation. | Brenda will post the minutes on the APHEO website. |
| **3.0** | **Business Arising from Last Minutes** |  |
|  | **3.1 Gaps in Public Health Indicators and Data in Ontario**  Brenda added the following to the operational plan: “Review and updating of alignment and gaps documents. Annual updating - June 2013 for alignment document, October 2013 for Gaps document”. |  |
|  | **3.2 Calculating rates from the CCHS**  S. Fegan to resend the email from Statistics Canada – Completed. Suzanne contacted Statcan and they did not recommend calculating injury rates using the CCHS data. |  |
|  | **3.3 Consistency across indicators**  Suzanne sent an email to the group related to wording on SMR/standardization – these are the last two indicator comments within injury mortality indicator. She received no CIWG feedback.  Natalie to update website to indicate which packages the syntax is for. Completed. | Suzanne to re-circulate comments. We will make the decision through email. |
|  | **3.4 Thank you letters**  Mary-Anne would like to send a formal thank you letter to a longstanding member of the repro group. Still outstanding. | Brenda to review if letters have been sent and will send letters to those recently resigned from CIWG.  Mary-Anne to forward name to Brenda. |
|  | **3.6 Establishing a pool of reviewers with content expertise for Core Indicator review**  Cam provided an update that this is under discussion at the APHEO Executive re: membership renewals. Will be developed in the next while. Still outstanding – is on the next Exec meeting agenda. | Cam to provide an update on Executive’s action on reviewer pool. |
|  | **4.1 PHO Contract Epidemiologist position for Core Indicators**  Brenda and Patrick to co-ordinate summary of response to PHO regarding support for Natalie’s position. Completed – contract was extended to March 31.  The process must be completed again to show how important Natalie’s position is to the Core Indicators project. Brenda will work with Cam as APHEO President to encourage Ruth Sanderson to renew Natalie’s contract. | Brenda and Cam to co-ordinate summary of response to PHO regarding support for Natalie’s position |
|  | **4.3 Review of Draft Indicators and Resources by CIWG members**  Natalie to circulate invites for review of draft indicators and resources by CIWG members in the next few days –  Completed. |  |
|  | **4.5 Updates to Indicators**  Suzanne is leading the HEAL sub-group on items 3) Chronic Disease Mortality, 4) Chronic Disease Hospitalization, 6) Low Risk Drinking Guideline. Jeremy Herring from PHO is on the group. Cancer incidence and cancer mortality indicators will be discussed below under Item 4.8. The Infectious Disease Incidence indicator (Latent TB can be added to the existing TB indicator//to be removed as gap in data gaps document//Not all health units may enter their LTBIs) is still outstanding. | Infectious Disease Incidence indicator change outstanding. |
|  | 4.6 Income categories Income categories is part of the SDOH sub-group work plan. |  |
|  | **4.7 Core Indicators Logo** Core indicators will not have a separate logo but will have the words “Core Indicators” incorporated into the new APHEO logo. | Cam will follow-up at the next APHEO Exec meeting that this modified logo be created. |
|  | 4.8 APHEO Website Redesign All to provide feedback to Sherri with regards to format of website by end of October – Sherri received no feedback.  Ongoing work and issues with the website design so the window for feedback has not closed. If anyone has feedback or recommendations, they can provide it to Sherri. Mary-Anne mentioned that maybe there should be some realignment to make the Core Indicators organized in a way more consistent with the OPHS. | Mary-Anne will provide some feedback to Sherri. |
|  | 5.3 Natalie to add Vancouver style to the Guide – Completed |  |
|  | 5.3 Reviewer template Suzanne volunteered to help Natalie with reviewer template –  Still outstanding | Suzanne volunteered to help Natalie with reviewer template. |
|  | 6.1 Update on the PHAC Public Health Scholarship and Capacity Building InitiativeThe PHAC funding proposal was unsuccessful. |  |
| **4.0** | New Business |  |
| 4.1 | **PHO Contract Epidemiologist position for Core Indicators**  Natalie’s contract was extended to March 31. Natalie’s current priority areas are:   * Completion of subgroup work in process (Injury, Repro, BE) * Assist with development of poster for TOPHC * PHO Epidemiology Rounds presentation * Environmental Health Indicators * Assist with Social Determinants of Health subgroup * Low Risk Drinking Guidelines Core Indicator revision * Chronic Disease Mortality/Hospitalization (e.g., total chronic disease mortality/hospitalization; emphysema/bronchitis/asthma)   A new priority might be the child and youth health indicators. | Brenda will send an email to Cam about what has been completed since Nov. 1 and what is still outstanding, and what the new priorities are. Cam will initiate discussions with Ruth Sanderson to advocate that there is a strong need for PHO support and that Natalie’s contract be extended (or made full-time). |
| 4.2 | **TOPHC poster development**  Abstract submitted on summary of APHEO, Gap resource, Alignment resource, Core Indicator website. Accepted as a poster not an oral presentation for TOPHC April 3-5. Content has to be to PHO graphics beforehand. Cam mentioned that the Core Indicators pamphlet could be re-branded and used as a handout. Cam said that APHEO would cover printing. If the timelines are really tight, they could be sent directly the hotel. | Natalie will find out when material has to be to PHO graphics.  Brenda and Natalie to work on poster content.  Suzanne volunteered to help review poster.  Brenda will forward the pamphlet to the Group to review.  Cam will find out timelines and quote for printing the pamphlet with new logo. |
| 4.3 | **CIWG membership**  Julie Stratton has resigned from the CIWG. Cam and Luanne are stepping down as co-leads of the SDOH sub-group. They have at least one person interested in taking over. This person will then be on the CIWG. They are hoping that they can continue to participate on the sub-group. Brenda thanked Cam and Luanne for their participation and contribution to Core Indicators. Brenda will follow-up with those members who have not be participating to see if they want to continue sitting on the CIWG. | Brenda will send out thank you letters. |
| 4.4 | **Citing Core Indicators pages**  Email from Natalie in November who had discussed the citation with the PHO librarian. The FAQs need to be redone, which includes how to cite the Core Indicators. However, it was decided this should be a separate item on the page and not buried in the FAQs. | Brenda will send out the citation recommendation email again.  MA will email old FAQs to Brenda.  Brenda will add citation to the main page. |
| 4.5 | **Version control/archiving**  Cam raised the issue of needing past versions of the indicators. Mary-Anne has past versions of the indicators. She rarely gets asked for old versions. We may look at including archived versions on the new website. The changes made table reflects some of the main changes but may not have sufficient detail for some people if they are trying to recreate an old indicator. | Put forward a recommendation to the website committee that some mechanism be developed for capturing old versions. |
| 4.6 | **Acknowledgements on Core Indicator Resources**  Suzanne recommended that an acknowledgements and changes made table be added to the resources. | Sub-group leads will add changes made and acknowledgement tables to the resources they have recently created or edited.  Natalie will add this to the Guide. |
| 4.7 | **Revised Basic Age Group suggestions**  The Injury group struggled with what to recommend for suggested age groups. They provided some suggested age groups for different types of analysis. This seemed to be a good approach. | Natalie will add this to the Guide as suggestions for hospitalizations, ED visits, and mortality indicators, as well as some suggestions for CCHS indicators. |
| 4.8 | **Cancer Screening data release**  CCO will be releasing provincial and PHU cancer screening data on May 15. Brenda was formally lead of the sub-group but cannot take it on at this point. | Brenda will email the former sub-group members to bring them back together to work on these screening indicators plus the cancer incidence and mortality indicators, as discussed at the last CIWG meeting. |
| 4.9 | **PHO Webinar on Core Indicators – followup**  Brenda and Mary-Anne conducted the PHO webinar on January 17 on Core Indicators and Reproductive Health | Mary-Anne will post presentation on CI website. |
| **5.0** | **Subgroup Reports** |  |
| 5.1 | **Reproductive Health**  Group is nearing completion on the review and updating of existing indicators. Following this, the development of new indicators based on the BORN data will commence. |  |
| 5.2 | **Social Determinants of Health**  The group is wrapping up the old indicators before looking at new indicators. They are looking for new members and will be putting out a call on APHEOLIST. As of February 27th, Virginia MacFarland will be the lead for the subgroup. Thanks to Cam and Luanne for their work as coleads. |  |
| 5.3 | **Injury and Substance Misuse**  Pretty much completed the indicators. They will be meeting this week and will be working with Jo Ann Heale to develop predefined reports.  They have decided to list the contributing authors for each indicator rather than just putting the name of the sub-group. Mary-Anne thought this was a good idea and will also do this for the Reproductive Health sub-group. |  |
| 5.4 | **Healthy Eating and Active Living**  Working on the Low-Risk Drinking Guidelines indicator. Good discussion on APHEOLIST. The group just met this morning and has taken this discussion into account. They will be using the same approach as the CMOH report. Luanne will forward to Suzanne a report.  At this point, they are not going to come up with a total chronic disease indicator. | Suzanne will send out an update email on APHEOLIST. |
| 5.5 | **The Built Environment**  Group met recently and is working on three indicators. “Traffic calming measures” is almost ready for internal review within the BE group. Two other indicators are being worked on: “job density” and “connectivity”. |  |
| **6.0** | **Standing Items** |  |
| 6.1 | **Child Youth Health Indicator Report Project**  The report is complete and is currently going through PHO’s clearance process. Following clearance, we will need to give the Ministry of Health and Long-term Care 30 days notice prior to release. Therefore, we are expecting it will be available by mid-March.  In addition, the report will be featured in a TOPHC panel titled “Child and Youth Health in Ontario: Operationalizing a Coordinated and Integrated Approach to Population-Level Assessment, Monitoring and Evaluation” and a presentation at PHO’s “Rounds: Epidemiology” will follow. |  |
| 6.2 | **Operational Plan**  Brenda sent out an updated version of the operational plan this morning.  Items for discussion where status is unknown:   * Explore the opportunity to include information on the Core Indicators Work Group in the APHEO welcome letter – completed * Establish a pool of reviewers for the indicators – tied into APHEO website implementation, related not only to Core Indicators but APHEO business generally. We will continue to monitor progress on this initiative. Plus the authors and reviewers are listed for specific indicators, provided they have given consent. * Develop 'orientation package' for external reviewers - adapt orientation checklist for new members – Nancy Ramuscak was lead on this item. Natalie developed a detailed email for reviewers with links to key Core Indicator documents. Some of this is captured in the P&P on Review of Core Indicators. * Develop a logo – taken care of by APHEO Executive. * Develop promotional material – may be completed. Cam will check if there is a Core Indicators banner bug. * Revise website – a lot of work was completed, there may be additional opportunities with the new website * Create web page with links to other existing indicator projects * Create a Child Health sub-group – was on hold, group decided to move forward on this. * Create adhoc subgroup to revise sections of the APHEO Wiki not specific to a particular subject area (Data Sources) – a lot of work was done on this. * Access to record-level data for existing datasets – Peel Region   There is a need to update the operational plan, particularly since the PHAC funding proposal was not accepted. | Natalie will look at what information is currently available for reviewers as orientation.  Cam will check the APHEO banner bugs he has to see if there is one for Core Indicators.  Brenda will follow-up with Julie Stratton about the request to intelliHEALTH for record level data.  Brenda will add a Child Health sub-group to the plan.  Brenda to update the workplan. |
| **7.0** | **Date, Time and Location of Next Meeting**  The CIWG meets every three months. | Brenda will send out a meeting request for May. |