

Ministry of Health
and Long-Term Care

Public Health Standards Branch
Public Health System Transformation
Public Health Division

1075 Bay Street, Suite 801
Toronto, ON M5S 2B1
Telephone: (416) 212-7809
Facsimile: (416) 314-2117

Ministère de la Santé
et des Soins de longue durée

Direction des normes de santé publique
Renouvellement du système de santé publique
Division de la santé publique

1075, rue Bay, bureau 801
Toronto, ON M5S 2B1
Téléphone: (416) 212-7809
Télécopieur: (416) 314-2117



February 12, 2007

Dear Medical Officer of Health:

Further to our recent letter, we are pleased to invite your public health unit to participate in the consultation on the draft Ontario Public Health Standards through a detailed electronic survey (e-Survey).

Over the last several months, the Technical Review Committee (TRC) has been overseeing the review and renewal of the *Mandatory Health Programs and Services Guidelines (MHPSG)*. A key step in the review process is the systematic consultation with public health stakeholders including boards of health, organizations that represent public health professionals and other identified organizations and agencies which are integral to supporting the public health system in Ontario.

The e-Survey will be available to each public health unit to provide one consolidated response through a password protected website from Monday, February 19, 2007 to Friday, March 9, 2007. A unique password to access the website and the website URL will be sent through email to each Medical Officer of Health/Chief Executive Officer. This password will provide access to:

- Instructions for completion of the e-Survey;
- e-Survey; and
- Ontario Public Health Standards draft document.

Public health units are strongly encouraged to engage their staff in a collaborative response process.

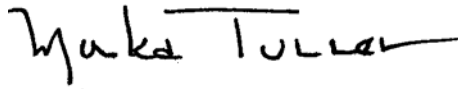
Attached you will find background information on the review process, e-Survey completion and use of the results by the TRC. If you have any additional questions regarding the consultation process, please contact Ms. Paulina Salamo, Manager, Program Standards, Public Health Standards Branch at paulina.salamo@moh.gov.on.ca or at (416) 314-1019.

Thank you in advance for your participation in the upcoming consultation process and your continued support for the renewal of Ontario's public health system.

Sincerely,



Bob Nosal
Co-Chair
Technical Review Committee
Medical Officer of Health
Halton Region Health Department



Monika Turner
Acting Co-Chair
Technical Review Committee
Director, Public Health Standards Branch
Ministry of Health and Long-Term Care

Attachment

- c: Chairs, Ontario Boards of Health
Dr. George Pasut, Acting Chief Medical Officer of Health, Public Health Division,
MOHLTC
Ms Ruth Hawkins, Acting Assistant Deputy Minister, Public Health Division,
MOHLTC
Ms Paulina Salamo, Manager Program Standards, Public Health Standards Branch,
MOHLTC

Ontario Public Health Standards Consultation Process

Detailed Information

Background on the Review Process

The *Mandatory Health Programs and Services Guidelines (MHPSG)* are minimum requirements for fundamental public health services targeted at disease prevention, health promotion, and health protection to which all 36 boards of health in Ontario are expected to comply. The current *MHPSG* include 17 standards: three general standards; and 14 program standards addressing three thematic areas including Chronic Diseases and Injuries, Family Health and Infectious Diseases. The *MHPSG* were last revised in 1997. A copy of the document can be found at the MOHLTC's website at:

http://www.health.gov.on.ca/english/providers/program/pubhealth/manprog/mhpsg_mn.html

The MOHLTC in collaboration with the Ministry of Health Promotion, and the Ministry of Children and Youth Services, has been supporting the review of the *MHPSG*. Over the last several months, the Program Standards Technical Review Committee (TRC) has been leading the review and renewal of the *MHPSG*. Committee members include representatives from public health units, government, the Association of Municipalities of Ontario and academia. Additional information about the TRC and the review process can be found at the previously provided web link.

Consultation Process

A key step in the review process is a systematic consultation with invited public health stakeholders (boards of health, organizations that represent public health professionals and other identified organizations which are integral to supporting the public health system in Ontario). A web-based e-Survey will be used to collect detailed feedback on the draft Ontario Public Health Standards. Following the completion of the consultation process, the TRC will consider the input received, and will then develop a final consolidated draft of the renewed program standards for government approval.

Accessing the e-Survey and documents

Key documents can be accessed through a password protected website including the instructions for completion of the survey, e-Survey and draft Ontario Public Health Standards document. A unique password for each participating public health unit and the website URL will be sent by email between Monday, February 12 and Friday, February 16, 2007. The email will be addressed to the MOH/CEO of the public health unit from the Alder Group, the independent consulting group contracted to conduct the survey on behalf of the TRC. If you experience any problems with your password or the website access, please send an email to draftstandards@aldergroup.ca

Completing the Survey

All responses received on the e-Survey between **9:00 a.m. EST, Monday, Feb. 19 and 12:00 a.m. EST (midnight), Friday, March 9, 2007**, will be considered by the TRC. The TRC suggests reading the whole Ontario Public Health Standards document and the e-Survey prior to responding.

Each public health unit is asked to provide **one consolidated response** to the e-Survey. Public health units are strongly encouraged to use as collaborative a process as possible for developing their response. For example individuals responsible for particular programs might have input into their respective sections of the e-Survey as well as the overall questions including the Introduction and Foundational Standard. In addition, public health units may want to consult with their specialists such as public health epidemiologists and health promoters on cross-cutting components. A printable version of the e-Survey will be available on the website which may assist organizations to co-ordinate their consolidated response.

The e-Survey can be accessed as many times as necessary to complete the survey. Public health units are asked to complete all the sections of the survey. If more than one response is provided for a specific question the most recent response will be the recorded response.

Survey Format

The structure of the e-Survey follows the same format as the Ontario Public Health Standards document. It is designed to provide the TRC with feedback on the areas within the document that may require additional consideration by specifically asking respondents to rate their agreement with each section, goal, outcome or requirement as appropriate on a five-point Likert scale. If respondents disagree with a particular section they are asked to provide more detailed feedback on the nature of the disagreement using a set of pre-determined probes and have the opportunity to provide suggestions for revisions via an open-ended question. If respondents are generally supportive of a particular section they are not probed for further response. However, respondents may wish to provide additional comments are strongly encouraged to use the General Questions which appear at the end of each of the Standards and in particular the last open-ended question to indicate any additional specific or general comments. In addition, the last section of the e-Survey includes some questions on the overall document.

Confidentiality

The responses will be considered by the TRC in their revision of the Standards. The responses by individual public health units may be shared with the TRC to assist in interpretation of the results. However, individual responses will not be broadly circulated. The work of the TRC, including the data it collects may be subject to Freedom of Information requests under applicable privacy legislation.

Submission Deadline

All responses received by **12:00 a.m. EST, Friday, March 9, 2007** will be considered by the TRC.

More Information

More detailed instructions will be available on the secure website.

For **technical difficulties** accessing the website or responding to the e-Survey contact:
The Alder Group at draftstandards@aldergroup.ca or at (613) 241-8755.

For **general questions** about the review of the *MHPSG* or the consultation process contact:
Ms. Paulina Salamo, Manager, Program Standards, Public Health Standards Branch at
paulina.salamo@moh.gov.on.ca or at (416) 314-1019.