

# INFORMATION REPORT

<b>TO:</b>	Mayor and Members Board of Health
<b>COMMITTEE DATE:</b>	January 15, 2018
<b>SUBJECT/REPORT NO:</b>	Ontario Public Health Standards Modernization - Annual Service Plan & Budget Template BOH17010(d) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Glenda McArthur (905) 546-2424, Ext. 6607
<b>SUBMITTED BY &amp; SIGNATURE:</b>	Elizabeth Richardson, MD, MHSc, FRCPC Medical Officer of Health Public Health Services Department

## Council Direction:

Not applicable

## Information:

As outlined in BOH Report BOH17010(b), as part of the modernized Ontario Public Health Standards (Standards), the Ministry of Health and Long-Term Care (MOHLTC) has released the final Ontario Public Health Standards (Standards) (Appendix A) for implementation January 1, 2018. MOHLTC has developed a detailed Annual Service Plan and Budget template (ASP) (Appendix B) process for boards of health to communicate their program plans and budgeted expenditures for a given year.

The ASP requires an additional level of detail that is new for Boards of Health, requiring a detailed narrative of programs and services offered under each Standard. The blank ASP template in Appendix B will be a very large document when all program information is added. MOHLTC expects Board of Health approval before submission March 1, 2018. The completed ASP for 2018 will be submitted to Board of Health for approval February 22, 2018.

Information provided in the ASP will describe the programs and services Boards of Health are planning to deliver in accordance with the Standards, as follows.

Requirements for Programs, Services, and Accountability (Standards) based on local needs and budgets at the program level. The ASP replaces the Program-Based Grants

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Budget Submission template. The ASP requires that Boards of Health provide both narrative program plan details and budgeted financial data.

### **Community Needs Assessment**

The introductory narrative provides a high-level description of Hamilton. This information is intended to enable the MOHLTC to understand program and service delivery decisions and appreciate unique priorities, opportunities, and challenges. This section could include information regarding local population health issues, priority populations (including Indigenous populations), community assets and needs, political climate, and public engagement.

### **Foundational and Program Standards Plans**

There are four Foundational Standards and nine Program Standards that require a narrative to describe local need, priorities and partnerships that address the goals of each Standard. The ASP is expected to describe the needs of the population served, using the most recent available data. This information is critical to prioritizing programs and services for the community as a whole, and ensuring that identified populations receive tailored support as required. The Standards allow for greater flexibility in program delivery in several program standards to address local need, including, Chronic Disease Prevention and Well-Being; Healthy Growth and Development; School Health; and Substance Use and Injury Prevention.

### **Program Plans**

All MOHLTC funded programs and services offered by Hamilton Public Health Services have been listed under the relevant Standard. This also includes other MOHLTC funded programs that support a specific standard. Related programs include, but are not limited to: the Electronic Cigarettes Act: Protection and Enforcement, Enhanced Food Safety and Enhanced Safe Water Initiatives, Harm Reduction Program Enhancement, and Healthy Smiles Ontario Program. Programs and interventions that apply to multiple Program Standards are listed separately within each relevant standard.

### **Each program plan must include:**

**Description:** Description of the program including the population(s) to be served and identification of a priority population with supporting data, if relevant;

**Objectives:** Identification of program objectives, expected outcomes and timelines;

**Indicators for Success:** List of indicators or data elements used to monitor the program and understand its impact;

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Budget Summary: FTE and other expenses; and,

Public Health Interventions: Specific activities that are delivered through the program.

At full implementation, the reporting cycle will begin with the submission of the ASP to the MOHLTC prior to the beginning of the program year. Public Health Services will work to ensure the alignment of MOHLTC reporting processes and timelines where possible with new City of Hamilton processes including multi-year business plans and budgets.

**Appendices and Schedules Attached:**

Appendix A to Report BOH17010(d) – Ontario Public Health Standards

Appendix B to Report BOH17010(d) - 2018 Annual Service Plan and Budget Submission