



Membership Meeting  
Thursday, October 22nd, 2012  
12:00 – 3:00 PM (lunch at noon)  
CancerCare Manitoba  
675 McDermot Avenue  
Executive Boardroom, ON4017

**Invitees:**

Jody Allan, Manager of Planning and Evaluation,  
Assiniboine Regional Health Authority (phone)  
Betty Kozak, CDPI Training Coordinator  
Healthy Together Now, MHLS&CA , co-chair YHSKE  
WG  
Donna Turner, Provincial Director Population  
Oncology, CancerCare Manitoba, PPHL Chair  
Carly Leggett, CancerCare Manitoba, PPHL  
Coordinator  
Kate McGarry, CancerCare Manitoba (phone)  
Madeline Kells, CancerCare Manitoba, minutes  
Teresa Mayer, Senior Research Analyst,  
Healthy Child Manitoba  
Debbie Brown, CEO, Heart & Stroke Foundation in  
Manitoba  
Paul Paquin, Curriculum Consultant, Physical and  
Health Education, Manitoba Education  
Heather Sparling, Consultant, , Health System  
Development Branch and DARP Working Group Chair  
& Patricia Caetano, Lead Epidemiologist and  
Director, Epidemiology & Surveillance  
Public Health Manitoba Health

**Regrets:**

Jane Griffith, Epidemiology Team Leader, CancerCare  
Manitoba CLASP Working Group Chair  
Tannis Erickson, CancerCare Manitoba, YHS Working  
Group Chair  
Trina Larsen, Director, Prevention, Early Intervention  
and Training, Addictions Foundation of Manitoba  
Nancy McPherson, Population Health Planner  
Analyst, Brandon RHA, ARFS Working Group Chair  
Andrea Lamboo-Miln, Manitoba Healthy Living,  
Seniors and Consumer Affairs  
Catherine Hynes, NOR-MAN

Jacki Nylen, Physical Education Specialist - Manitoba  
Physical Education Supervisors Association  
Debbie Viel, Director of Mental Health, Wellness and  
Chronic Disease, North Eastman RHA (phone)  
Laura Donatelli, Knowledge Development &  
Exchange Analyst & Cate Harrington, Regional  
Manager of the Public Health Capacity and  
Knowledge Management Division, Manitoba &  
Saskatchewan Regional Office, Public Health Agency  
of Canada  
Bev Unger, Public Health Manager, South Eastman  
Health  
Dr. Alex Henteleff, Population Health Initiatives  
Leader, Population and Public Health/ Dr. Lisa  
Richards / Heejune Chang/ Kyle Millar - Winnipeg  
RHA  
Jennifer Baker, Regional Director Healthy Living, RHA  
of Central Manitoba (phone)  
Cathy Steven, Executive Director, Health in Common  
Kristen Stewart/Doreen Fey, VP Planning, Interlake  
RHA (phone)

Jo-Anne Lutz, Manager, Burntwood Community  
Health Resource Centre, Burntwood RHA  
Michelle Gaber, Decision Support Analyst,  
/Maggie Campbell, Executive Director Planning &  
Evaluation, Parkland RHA  
Mark Robertson, MHLS&CA  
Ales Morga, Community Health Assessment  
Coordinator, South Eastman Health  
Nancy I. Hughes, Director, Quality and Planning,  
Churchill Regional Health Authority

**Minutes:**

1. Welcome and introductions
2. Approval of agenda & AGM Report
3. Round table discussion on the status of the RHA changes
  - a. Changes to the RHAs in the last year - from 11 RHAs to 5. Need to understand what happening in each region and how this will affect the PPHL and how we do business. Right now we have one PPHL representative per region - may need more than one in future. We will ask each PPHL RHA rep to update us on some of the changes in their region.
  - b. **New Interlake Eastern** (IRHA/North Eastman RHA), Doreen Fey, Incoming PPHL Chair, VP Primary Care - We have yet to finalize their organizational chart, should be soon. At that time they thought they would review who would be the person to attend PPHL meetings as they are the host organization next year (starting in May 2013). At this point, Doreen will remain the main contact, but they will likely have a more than one member.
  - c. **New Southern RHA** (South Eastman/Central), Bev Unger - not confirmed the org chart or structure. Ales Morga will maintain a broader regional role (she has been active with the YHS). Not sure who will be the PPHL contact - will be resolved soon. *Debbie Brown - are there timelines (drivers) that all the RHAs have to follow (in regard to resolving their structure etc)?* Not that they are aware of. The Health Plan is due November 1<sup>st</sup> (that is supposed to include their org chart in that plan) so that seems to be what most are working toward.
  - d. **New Northern RHA** - (Burntwood/ NOR-MAN) no rep present, Cathy Hynes/ Bruce Krentz/ Joanne Lutz - Carly noted that she heard they're still working out the structure/org chart.
  - e. **New Western RHA** (Assiniboine/Brandon/Parkland) Jody Allen - other PPHL members not present, Maggie Campbell is now VP for the Planning Portfolio and Nancy McPherson from Brandon. Still sorting out the org structure, but there's been a planning transition team working since May to carry on the work of PPHL (YHS, ARFS etc).
  - f. **New Winnipeg RHA** (Winnipeg & Churchill), Alex Henteleff - not sure how the PPHL role will evolve. Have not successfully connected with Churchill. Nancy Hughes was a Churchill RHA formerly. Lisa Richards has a connection to Churchill and knows someone that may be able to participate in PPHL going forward - she will get in touch with Alex in future. Patti Macewan, Chief Operating Officer, is the new point person at the Churchill Health Centre.
  - g. Laura Donatelli at PHAC will no longer be the PPHL contact as she is leaving PHAC. Cate Harrington, Manager of the Public Health Capacity Knowledge Management Unit, will be our new contact. PHAC is evolving; knowledge development and exchange will now have more focus on community level involvement with external partners (including some of those around the table), on risk factor, public health capacity building, surveillance, knowledge exchange. They will present to us when they have finalized some of these changes.
  - h. HCMO - Teresa Mayer, no changes to the structure. The way they handle reporting will be affected by the RHA changes. Currently working on the YHS.
  - i. MB Education - Paul Paquin remains as our contact, no other changes.
  - j. MB Health - Heather Sparling, MB Health had a larger reorganization in the spring of 2011, and then a minor one in the spring of this year. Loraine Dacombe-Dewar, A/Executive Director, Health System Monitoring Branch, our official PPHL contact, is still on parental leave. Has yet to be determined if the PPHL will change. May be useful to have someone from the public health area at the PPHL table - i.e., Patricia Caetano - who has indicated that she may have funding that could be used for Partners.
  - k. Manitoba Physical Education Supervisors Association - Jacki Nylen - no changes to structure/PPHL contact.

- l. Health in Common, Cathy Steven - no changes that will impact PPHL, have added two new staff - Communications Coordinator & an Evaluation Consultant. Funds are from fee for service work that they're doing.
  - m. Heart & Stroke Foundation (HSF no "M") in Manitoba, Debbie Brown - Governance change in the last year - now are one unified organization with the volunteers in Manitoba now reporting to a Provincial CEO.
- 4. Approval of summary report from May 11<sup>th</sup> AGM, 2012
  - a. Already approved and on the website.
- 5. Chairs' Report- Donna Turner
  - a. PPHL Strategic Plan
  - b. Primary Prevention Syndicate
- 6. Working group reports
  - a. Youth Health Survey – update on the YHS process
    - I. Questionnaire & pilot study - Carly - two versions, with sexual health (82 questions), and w/out sexual questions (69 questions) - lots of results from the pilot study, currently working on a report. It took about 40 experts from around the province, 1 ½ years to develop the new YHS from the old, looking at 7 different content areas. HIC coordinated the meetings. The final draft then went to a methodology expert to look at isometrics, flow, how it worked, could it be analyzed etc. It contains questions on healthy eating, physical activity, tobacco, drugs and alcohol, school connectedness, some were expanded. The new areas that people were interested in are: extended mental health, sleep, sun safety, buying, sexual health, the new phys-ed curriculum, and spiritual health questions (that didn't pilot well and so didn't make it to the final draft of the survey). This version of the YHS has student identifiers, so that going forward we will have a method to evaluate. Sample size was from four of the 11 (old) RHAs participated in the pilot, grades 7-12, an even mix of genders, total of 140 kids, some were coded - some were not, followed by a focus group. Of note, there appeared to be no difference in responses between those kids who responded to coded questionnaires and those whose surveys were un-coded.
    - II. Administrative Survey - Paul Paquin - is on-line survey for school principals mostly. A number of questions are aligned with the YHS (for secondary analysis), and also to put some of the health behaviours into the school-level context. Link to the draft version was sent to 5 Principals, for their feedback. When the YHS is being administered in a school, the RHA representative can send a link/email. When the reports are being released, the results from the secondary analysis admin survey and the YHS would be rolled up in a provincial report (not at the school or regional level). The admin survey adds the contextual background to the YHS results. The Admin survey, like the YHS is voluntary, so there may not be 100% participation.
    - III. Jody Allan/Alex - YHS approval process - RHAs were not responsible for contacting the school divisions regarding the implementation. At the RHA level the process varied by region and at the school level it varied as well, generally if the RHA approved participation the school followed suit; some schools are not really a part of the 'provincial system', so it was up to the individual schools to decide whether or not they would participate. One of the bigger decisions that needed to be made, was whether or not to use the student codes, which grades 7-12 would be involved, which version of the survey would be used, how parental consent would be sought (often it was a passive process). Student code process allows linkage later on - the schools provide student/classroom information to HCM who then create a label for each student. That label is applied to the front page of

the survey, and as they're handed out the front page is taken off. HCM bundles the surveys for the schools and the RHA contact is responsible for delivering them to the schools. MB Health is creating the scrambled number based on the student's PHIN which will facilitate the linkage to the health data later on. At the classroom level, each student will receive their own individualized survey (with the front page removed) it has the coded number and the student's response will be associated with that number when it's entered into the database. Some of the schools opted not to use the student codes; some felt the process would be too onerous, or they had concerns about releasing personal information outside of the school system. HCMO has facilitated access to a secure password protected database that schools/divisions can enter information into directly so that the information never needs to 'leave' the education system. Some divisions were concerned about the ability to link data (what parents would think/how their approval would be achieved). There were suggestions that this tool should be integrated into regular education system planning processes, some did not want to participate because they'd recently gone through a similar process with another health-related survey in their divisions. Also some concern about the Administrators survey (in terms of workload). Some divisions have already begun implementing the YHS. Many were interested in a fall implementation, but it depends on how fast the surveys can be bundled by HCM and distributed. Some waiting until the New Year. The goal is to provide reports for annual school planning in May/June of 2013. When looking at the data later, will we be able to sort based on when it (the survey) was filled out? Would be interesting to see how the answers to the mental-health questions vary depending on the time of year it was completed. We weren't able to do that last time as the work was completed over a period of several years. This time we are tracking it - but we're not sure how this will affect the reporting. Regarding scanning, it will be done at four locations- CCMB (St.B) IRHA, NOR-MAN & Parklands. In the process of software updates & hiring staff, training is set for November 1<sup>st</sup>. The French survey has been translated, is printed, and is being mapped for scanning.

- IV. Betty Kozak - Feedback Report - Grant McManes is the co-Chair (with Betty) of the YHS Working Group. Spring 2012 they started working on the template for the report; there will be only one template created in a Word format so that it can be modified by the schools. The report template is developed with the schools in mind - although many others will use it. It is very user friendly, and it will show the question asked, and then give the responses. It will also be divided into sections similar to that of the survey, and provide some provincial data by way of comparison. Will be about 78 pages w/out references. Some of the 2009 indicators will be discussed - if a question was asked in 2009 as well as this time around, a general statement referring to the data/trend will be included also. When looking at the report, you would not be able to compare school-to-school, but you can compare the school to the regional and provincial data. MB Education translates the survey into French (they're working on the Admin Survey now). The Admin data, from the Admin Survey, will be rolled into the provincial-level report. HCMO has done a test run to see how things go - they've hired someone to make sure everything is completed in a timely manner. Of the 100,000 survey order, 65,000 with sexual health questions. More than ½ are doing student codes. The WRHA will be using the codes. What percentage of eligible students actually participated? Very hard to determine, hoping that more will participate this time than last. The WRHA is asking teachers to indicate how many students are enrolled in their class, how many attended that day and how many completed the survey. The code contains the student's scrambled PHIN. HCMO receives the cover-page of the survey, CCMB is the steward of the data, if someone wants to access

the data the info would go to MB Health and they would scramble the PHIN; the person requesting access still has to go through the regular approval processes (HREB/HIPC). There is no plan at this time to include socio-economic-status or ethnicity. The purpose of the survey is *not research* - although it has that potential - it is for the schools/RHAs to use for surveillance and program planning. MB Education may be able to use it to evaluate the phys-ed & health education policy, the last 6 question pertain to this policy (and will not be included in the reports). The questions can be linked to the curriculum - to help schools plan and see the benefit of the survey.

- V. Jane/Teresa - Data Sharing Agreements - There are changes - different RHAs and the addition of student codes. CancerCare Manitoba as the custodian of the data will enter into the new agreements with the new RHAs. Any linkage to the data will require the approvals per usual and there may also be an agreement between RHAs and HCM to ensure the data isn't accessed the approvals from DARP/HIPC and HREB. HIPC has to be involved as HCM will have access to the class list data. DARP met in August with their legal expertise to discuss the data sharing agreements/who owns the data and under what access the data is disclosed. It was decided that CCMB will be the custodian of the data; the regions are the owners of the data and collecting the data under the authority of the Healthy Child Manitoba Act. Identifiable information is collected under the authority of that act, but the act stipulates that it must abide by PHIA/FIPPA data security guidelines.
  - b. Adult Risk Factor Surveillance – Nancy McPherson/ ARFS - Still working towards the pilot - 10 pilot communities identified. Developing the content of the survey. Continuing to look for funding (Patricia Caetano), the YHS has taken up a lot of peoples focus, but they are still working on it.
  - c. CLASP – Jane Griffith/Donna - there is another roll-out of CLASP (Coalitions Linking Action and Science for Prevention). Current Youth Excel CLAP is no longer being funded. Looking for re-funding. Also looking at putting in a proposal for a new CLASP project (starting March 2013). Talking with partners on opportunities to build on the Community Knowledge to Action System. CPAC (Canadian Partnership Against Cancer) is looking for more proposals in three specific areas: sun safety, role of environment and cancer, and clinical (roll of clinicians in chronic disease prevention). RFP with be out early in January.
  - d. DARP – Heather Sparling - summary of last two reviews/requests for access to data; one from Manitoba Institute of Child Health (Active Healthy Kids report card) and one from a CCMB researcher (report on multi-level examination of physical activity correlates); investigation any correlation between the type of school environment that kids are in and outcomes (from the survey).
7. Next Membership Meeting - January 31, 2013, 12-3 PM, 4<sup>th</sup> floor, Executive Boardroom.