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National Work Injury Statistics (NWISP) Committee - AWCBC Work Plan

Executive Sponsor: Kurt Dieckmann	Committee Chair: Pieter Lambooy, Tanya Vanier	Updated: May 2021
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Mandate	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
<p>In collaboration with Boards and Commissions, the National Work Injury Statistics Program collects, collates, analyses and disseminates nationally comparable statistical data on work injuries and diseases. The program promotes and communicates relevant statistical data analysis and information, and it provides insight and expert knowledge of the data.</p>	

Goals	<i>Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?</i>
<ol style="list-style-type: none"> 1. To <i>collect and maintain</i> national work injury data from Boards and Commissions, using a standardized approach. 2. To assist Boards and Commissions to code work injury data <i>consistently</i> and accurately. 3. To <i>continuously improve</i> consistency, standards, tools, practices, education and programs to ensure an effective interface with Boards, Commissions and external interest groups. 4. To <i>promote and communicate</i> NWISP data and services to Boards, and Commissions 5. Provide <i>insight and expert data knowledge</i> to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries. 6. To <i>develop and maintain</i> a long-term Strategic Plan to shape the NWISP Committee's future state. 	

Objectives	<i>Set objectives that define the results/outcomes expected. Objectives must be: focused on a result, not an activity; specific; related to time; consistent; measurable; attainable</i>
	<ul style="list-style-type: none"> 1.1. Ensure correct data is submitted by jurisdictions to AWCBC using approved protocols. 1.2. Track and record changes affecting data interpretation over time. 1.3. Resolve issues of data error
	<ul style="list-style-type: none"> 2.1. Establish and maintain appropriate tools and processes to ensure consistency and accuracy of the data 2.2. Establish and maintain processes and tools to resolve coding issues 2.3 Review issue database for the validity of the previous resolution
	<ul style="list-style-type: none"> 3.1. Review and revise protocols and coding standards. 3.2. Identify and coordinate knowledge and training requirements of Boards and Commissions.
	<ul style="list-style-type: none"> 4.1. Align communications between NWISP, other AWCBC committees, Boards and Commissions to overall AWCBC strategic direction. 4.2. Promote NWISP at all levels of Boards and Commissions
	<ul style="list-style-type: none"> 5.1. Understand the information needs of the AWCBC/committees 5.2 Explore potential solutions to meet information requirements
	<ul style="list-style-type: none"> 6.1. Develop a process to maintain and continually evolve the plan.

Activities	Target Date(s)	Resources	Status	Budget
<p>Goal #1- To collect and maintain national work injury data from Boards and Commissions, using a standardized approach</p>				
<p>Strategic Priority: Centralized source of Canadian Worker’s Compensation Information</p>				
<p>Strategic goal # 4 Increase accessibility and understandability of national workplace injuries and disease statistics.</p>				
<p>Objectives:</p> <ol style="list-style-type: none"> 1.Ensure correct data is submitted by jurisdictions to AWCBC using approved protocols 2.Track and record changes affecting data interpretation over time 3.Resolve issues of data error 				
<p>1.0 Extract data following established protocols. The data must be extracted from the jurisdiction database and formatted for submission.</p>	<p>July 31/21</p>	<p>Board reps</p>		
<p>1.1 Submit checklist by deadline.</p> <p>The checklist supports the data submission by showing the number of records and coding standards used at the jurisdictions.</p> <p>** DSAC will review these deadlines in light of the committee’s plan to submit information in a more timely way which may also impact updating the conversion tables or any other process in relation to submission.</p>	<p>July 31/21</p>	<p>Board reps</p>	<p>AWCBC has prepared and posted the checklist on the AOC for completion by jurisdictions to reflect 2020 data year.</p> <p>DSAC will develop a plan for “publish when you submit” to allow for quicker information to be published by AWCBC rather than awaiting each jurisdiction’s submission to publish the whole report. Plan due end June 2021 and pilot their approach asap in ’21 and set a new submission deadline for ’21 data in 2022.</p>	
<p>1.2 Provide conversion tables of industry and occupation classification units to recent industry and occupation standards (i.e. NAICS 2012, NOC2016).</p>	<p>As required</p>	<p>Board reps</p>	<p>NAICS 2012 NOC 2016</p>	
<p>2.0 Ensure changes at the jurisdiction that could affect interpretation of the data are identified on the checklist.</p>	<p>July 31/21</p>	<p>Board reps</p>		
<p>3.0 Validate data for submission, once complete, approve for publication.</p>	<p>July 31/21</p>	<p>Board reps</p>		

Activities	Target Date(s)	Resources	Status	Budget
3.1 QA criteria and process will be defined	Sep/21	Data Committee		
<p>Goal #2 - To assist boards and commissions to code work injury data <i>consistently and accurately</i></p> <p>Strategic Priority: Centralized source of Canadian Worker's Compensation Information</p> <p>Strategic goal # 4 Increase accessibility and understandability of national workplace injuries and disease statistics</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Establish and maintain appropriate tools and processes to ensure consistency and accuracy of the data 2. Establish and maintain processes and tools to resolve coding issues 3. Review issue database for the validity of the previous resolutions 				
1.1 Ensure relevance of NWISP member-site web information.	Ongoing	Chair & Board reps/AWCBC		
1.2 Case examples submitted for coding exercise – outline answers and reasons (5 cases per jurisdiction are to be submitted. Cases should be representative of normal everyday coding).	Sept 30/21	CTC	Psychological injury cases will continue to be calibrated through a separate exercise with a view to incorporating into the overall exercise next year subject to CTC recommendations. Timelines for release of the separate exercise will be one month prior to the timelines of the normal exercise.	
1.3 Distribute coding exercise to jurisdictions.	Dec 1/21	Diane/Veronica		
1.4 Coding exercise completion.	Mar 31/22	Board reps		
1.5 Evaluation report distributed.	Apr 29/22	Diane/Veronica		
1.6 AOC training tool maintenance	Ongoing	Diane, Jilal	Review to identify update requirements for content (psych injury additions, etc)	

Activities	Target Date(s)	Resources	Status	Budget
2.0 Review previous resolutions for the purpose of determining the validity of the data.	Ongoing	Diane, Jilal	-	
2.1 Review issues raised nationally and recommend resolutions (how to code, invalid code combinations, etc).	Ongoing	CTC		
<p>Goal #3 - To <i>continuously improve</i> consistency, standards, tools, practices, education and programs to ensure an effective interface with Boards, Commissions and external interest groups</p> <p>Strategic Priority: Centralized source of Canadian Worker's Compensation Information (#5).</p> <p>Strategic goal # 4: Increase accessibility and understandability of national workplace injuries and disease statistics)</p> <p>Strategic Priority: Business Intelligence.</p> <p>Strategic goals:</p> <p>#3 Inform and alert members to existing and emerging workers' compensation issues and proved ease of access to related detailed information</p> <p>#6 Commence the analysis of NWISP and KSM data to foreshadow and aid benchmarking</p>				
<p>Objectives:</p> <ol style="list-style-type: none"> 1. Review and revise protocols and coding standards on emerging issues. 2. Identify and coordinate knowledge and training requirements of Boards and Commissions. 				
1.0 Review current psychological injury codes to see if any additional codes are required and/or desirable.	Ongoing	Pieter, Tanya, Diane, Ian	Dec 31/21	

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<p>2.0 In Jan 2019, additional codes (psych codes have been in place since 1995) were created to enhance psych injury reporting where physical injury had occurred as well. We will continue to pilot national calibration of codes for psychological injury for 2020 and assess readiness in May 2021 of incorporating any of these scenarios in our national calibration exercise</p>	<p>Nov 2021</p>	<p>Diane/Pieter/Tanya</p>	<p>Jurisdictions expressed the value of a separate psychological injury coding exercise. The CTC will create a psychological injury coding exercise each year with six cases, one month to complete (November), not graded, coders can submit individually. The Answer Key will be sent to coders after the completion date</p>	
<p>3.0 Develop long-term plan to update / retire/ add / evaluate code usage.</p>	<p>Dec 2021</p>	<p>CTC with Pieter, Tanya, Jilal</p>	<p>Criteria development on governance of coding manual – what are the principles we want to adhere to when creating updates to the manual to minimize change but reflect current realities. Second, develop an ongoing code review to ensure current codes are reviewed and continue to reflect an accurate description. Current methodology is being used and just need to ensure we codify our approach and make whatever adjustments we would like</p>	

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<p>Goal #4 - To promote and communicate NWISP data and capabilities to Boards and Commissions</p> <p>Strategic Priority: Alignment of AWCBC Committees.</p> <p>Strategic Goals:</p> <p># 1 (Improve communication between committees to better enable identification of common issues and holistic solutions)</p> <p># 2 (Facilitate inter-disciplinary initiatives that arise to address issues of common concern across the country)</p> <p># 3 (Utilize member website and eNews to promote and support inter-committee communication)</p>				
<p>Objectives:</p> <p>1. Align communications between NWISP, other AWCBC committees, Boards and Commissions to overall AWCBC strategic direction.</p> <p>2. Promote NWISP at all levels of Boards and Commissions</p>				
1.0 Ensuring alignment between NWISP strategic plan and AWCBC strategic direction.	Sep 2021	Board reps	Kurt provides us with information about AWCBC plan and then we discuss our mandate in that context at next meeting	
2.0 Work with AWCBC Committees to identify data needs	Fall 2021	Kurt, Pieter, Tanya, Jilal, Ian	Develop and deliver a “webinar” presentation for all committees to introduce NWISP and communicate recent trends and issues.	
3.0 Provide AOC training to the NWISP Committee.	Ongoing	AWCBC		

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<p>Goal #5 - Provide <i>insight and expert data knowledge</i> to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries</p> <p>Strategic Priority: Quality governance.</p> <p>Business intelligence.</p> <p>Strategic Priority: Interjurisdictional cooperation.</p> <p>Strategic goal #4 (Explore possibilities for shared training and development, eLearning, and marketing campaigns)</p>				
<p>Objectives:</p> <ol style="list-style-type: none"> 1. Understand the information needs of the AWCBC/committees 2. Explore potential solutions to meet information requirements 				
<p>1.0 In keeping with goal 4; 2.0, once complete then develop a framework for providing solution if feasible and if aligns with AWCBC mandate.</p>	<p>Fall 2021 and beyond</p>	<p>Committee & AWCBC</p>		
<p>2.0 Develop “quick stats” from an NWISP perspective that we can share nationally and on a quarterly or biannual basis</p>	<p>Plan developed and agreed on by end of 2021. Pilot the new report for YE stats in February 2022</p>	<p>DSAC</p>	<p>Depending on plan identified, target is to pilot an approach in early 2022. Could resemble a KSM ‘templated’ approach to submitting information or utilizing AOC (which may be a longer term solution given difficulty for jurisdictions to upload more frequently into AOC)</p>	

Activities	Target Date(s)	Resources	Status	Budget
<p>Goal #6 - Maintain a long term Strategic Plan to shape the NWISP Committee's future state.</p> <p>Strategic Priority: Quality governance.</p> <p>Business intelligence.</p> <p>Strategic Priority: Interjurisdictional cooperation.</p> <p>Strategic goal #4: Explore possibilities for shared training and development, eLearning, and marketing campaigns.</p>				
<p>Objectives</p> <p>1. Maintain and continually evolve a five-year plan.</p>				
<p>1.0 Assess and update our 5-year plan annually ensuring alignment with AWCBC strategic plan. Document and revise accordingly.</p>	<p>End of September 2021</p>	<p>Kurt, Pieter, Tanya</p>		
<p>1.1 Maintain “on-boarding” orientation material for new committee members (Include recent activities & roles and responsibilities for reps).</p>	<p>Ongoing</p>	<p>Jilal/ Pieter/ Tanya</p>	<p>Distribute to new members as appropriate and review/update regularly</p>	
<p>2.0 Develop business case for executive committee review to replace current AOC platform</p>	<p>Spring 2022</p>	<p>Jilal, Pieter, Tanya, Ian</p>	<p>AOC business case will be based on developing key principles we need our new platform to have along with a requirements gathering exercise to be completed in 2021 – the business case will then be developed in Spring 2022 for review at our 2022 annual meeting</p>	