



Association of Workers' Compensation Boards of Canada Association des commissions des accidents du travail du Canada

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

Executive Sponsor: Guy Kerr	Committee Chair(s): Mary Ottorino; Pieter Lambooy	Date Updated: May 2014
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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>
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	
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	
3.1. Review and revise protocols and coding standards.	
3.2. Identify and coordinate knowledge and training requirements of Boards and Commissions.	
4.1. Improve communications between NWISP, other AWCBC committees, Boards and Commissions.	
4.2. Promote NWISP at all levels of Boards and Commissions	
5.1. Establish and maintain a national network of subject matter experts related to NWISP data	
6.1. Develop a process to maintain and continually evolve the plan.	

Activities	Target Date(s)	Resources	Status	Budget
Goal #1- To collect and maintain national work injury data from Boards and Commissions, using a standardized approach				
Objectives:				
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				
1.1 Complete checklist by deadline. The checklist supports the data submission by showing the number of records and coding standards used at the jurisdictions.	July 31/14	Board reps	AWCBC has prepared and posted the checklist on the AOC for completion by jurisdictions. One jurisdiction to submit checklist upon approval data. One jurisdictions checklist requires revision to reflect 2013 data year.	
1.1.1 Achieve 100% submission compliance by July 31, 2014.	July 31/14	Board reps		
1.2 Extract data following established protocols. The data must be extracted from the jurisdiction database and formatted for submission.	July 31/14	Board reps		

Activities	Target Date(s)	Resources	Status	Budget
1.3 Submit data. When no errors are detected in AOC send the formatted data to AWCBC	July 31/14	Board reps		
1.4 Provide conversion tables of industry and occupation classification units to recent industry and occupation standards (i.e. NAICS, NOC)	As required	Board reps		
2.1 Ensure changes at the jurisdiction that could affect interpretation of the data are identified on the checklist	July 31/14	Board reps		
3.1 If "error/anomaly correct data.	July 31/14	Board reps		
3.2 After required conversion(s), validate submission. When data is correct approve for publication	July 31/14	Board reps		
Goal #2 - To assist boards and commissions to code work injury data <i>consistently and accurately</i>				
Objectives:				
<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 web information	Ongoing	Chair & Board reps		
1.1.1 Ensure Boards & Commissions are notified of changes to invalid code combinations	Ongoing	AWCBC		
1.2 Develop "on-boarding" orientation material for new committee members (Include recent activities & roles and responsibilities for reps.	Feb 28/15	Ray/Pieter		
1.2.1 Update Data Committee mandate on 5-year plan.	Sept 30/ 14	Peter , Mary, Ray		
1.3 Case examples submitted for coding exercise – outline answers and reasons (10 cases per jurisdiction are to be submitted. Cases should be representative of normal everyday coding)	Sept 30/14	CTC		
1.4 Distribute coding exercise to jurisdictions	Nov 30/14	Diane		
1.5 Coding exercise completion	Mar 15/15	Board reps		
1.6 Evaluation report distributed	May 1/14	Diane		

Activities	Target Date(s)	Resources	Status	Budget
2.1 Issues submitted to the Coding Technical Committee will be responded to in a timely fashion	2 weeks	Coding Technical Committee/ Board reps		
2.2 Coding Technical Committee to provide AWCBC with resolution for distribution	-As required -New codes by Nov 1 annually	Coding Technical Committee Board reps	See 2.1	
3.0 Review previous resolutions for the purpose of determining the validity of the data.	Jun 30/14	Norm and Diane	<ul style="list-style-type: none"> - Completion of 530 issues by Jun 30/14 - Review issues from 2010 onwards and provide an update by May/15 	
3.0.1 Create a process to review the current issues in the Online Reference Manual (AOC)	Sep 30/14	Ray		
3.0.2 Scope the feasibility to include the archive feature in the AOC	Sep 30/14	Ray		
3.1 Review guidelines and description for Event codes in the coding manual to clarify how to apply the codes.	Nov 30/14	CTC, Mary		
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				
Objectives:				
<ol style="list-style-type: none"> 1. Review and revise protocols and coding standards. 2. Identify and coordinate knowledge and training requirements of Boards and Commissions. 				
1.1 Review the work plan at the NWISP meeting	Ongoing	Board reps		
1.2 Update lookup table and update the alpha index for the Coding Manual (Key words)	Ongoing	Committee		
2.1 Develop the AOC training tool	Dec 31/14	Ray		

Activities	Target Date(s)	Resources	Status	Budget
Goal #4 - To promote and communicate NWISP data and capabilities to Boards, Commissions				
Objectives: <ol style="list-style-type: none"> 1. Improve communications between NWISP, other AWCBC committees, Boards and Commissions. 2. Promote NWISP at all levels of Boards and Commissions 				
1.1 Participate in meetings with representation of all jurisdictions	Ongoing	Board reps		
1.2 Maintain electronic/email communication network with members and all committees	Ongoing	Committee	Email, telephone and AOC utilized for communication network.	
1.3 Provide information for publication of reports and briefing notes as required	Ongoing	Committee		
2.1 Provide information on NWISP to membership	As required	AWCBC	Quarterly status reports provided to Executive Committee/ NWISP Committee. Committee documentation provided on member section of the website. Statistic releases announced in AWCBC e-news. Information regarding the availability of statistical summaries posted on public website.	
2.2 Provide AOC training to the NWISP Committee	Ongoing	AWCBC	ON, AB, MB, YK, NS, NT Completed	
Goal #5 - Provide insight and expert data knowledge to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries				
Objectives: <ol style="list-style-type: none"> 1. Establish and maintain a national network of subject matter experts related to NWISP data 				
1.1 Review and update & publish contact list. Circulated and updated every 6 months	Ongoing	Committee & AWCBC		
1.2 Have conference calls, when appropriate, with particular subject matter experts	As needed	Committee		

Activities	Target Date(s)	Resources	Status	Budget
Goal #6 - To <i>develop and maintain</i> a long term Strategic Plan to shape the NWISP Committee's future state.				
Objectives <ol style="list-style-type: none"> 1. Develop a five-year plan. 2. Develop a process to maintain and continually evolve the plan. 				
1.1 Review five-year plan annually to support Committee work.	May /15	Pieter, Mary		
2.1 Develop term of reference for data committee	Dec 31, 2014	Joseph		