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

Executive Sponsor: Kurt Dieckmann	Committee Chair(s): Pieter Lambooy, Julius Veracion	Date to be Updated: May 2019
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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 2.3 Review issue database for the validity of the previous resolution	
3.1. Review and revise protocols and coding standards. 3.2. Identify and coordinate knowledge and training requirements of Boards and Commissions.	
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	
5.1. Understand the information needs of the AWCBC/committees 5.2 Explore potential solutions to meet information requirements	
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> <ul 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 31/19</p>	<p>Board reps</p>		
<p>1.1 Submit checklist by deadline. The checklist supports the data submission by showing the number of records and coding standards used at the jurisdictions.</p>	<p>July 31/19</p>	<p>Board reps</p>	<p>AWCBC has prepared and posted the checklist on the AOC for completion by jurisdictions to reflect 2017 data year.</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 31/19</p>	<p>Board reps</p>		
<p>3.0 Validate data for submission, once complete, approve for publication.</p>	<p>July 31/19</p>	<p>Board reps</p>		
<p>3.1 QA criteria and process will be defined</p>	<p>Sep/19</p>	<p>Data Committee</p>		

Activities	Target Date(s)	Resources	Status	Budget
Goal #2 - To assist boards and commissions to code work injury data <i>consistently and accurately</i>				
Strategic Priority: Centralized source of Canadian Worker's Compensation Information				
Strategic goal # 4 Increase accessibility and understandability of national workplace injuries and disease statistics				
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 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 30/19	CTC		
1.3 Distribute coding exercise to jurisdictions.	Nov 30/19	Diane		
1.4 Coding exercise completion.	Mar 31/19	Board reps		
1.5 Evaluation report distributed.	Apr 30/19	Diane		
1.6 AOC training tool maintenance	Dec 2019	Diane, Jilal	Knowledge transfer strategy, update to include psychological injury	
2.0 Review previous resolutions for the purpose of determining the validity of the data.	Dec 31/19	Diane, Jilal	-	
2.1 Review guidelines and description for Event codes in the coding manual to clarify how to apply the codes.	Nov 30/19	CTC		

Activities	Target Date(s)	Resources	Status	Budget
<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. 				
<p>1.0 Review mental injury in terms of reporting (including PTSD). Coding may have a role to play in the solution however, the issue is how we report on mental injury.</p>	<p>Ongoing</p>	<p>Pieter, Julius, Kurt, Diane, Ian</p>	<p>Dec 31/19</p> <p>Align with Prevention</p> <p>Give time for PTSD coding to mature and develop plan to assess the accuracy of the coding practice</p>	
<p>2.0 Develop long-term plan to update / retire/ add / evaluate code usage.</p>	<p>May 2020</p>	<p>Pieter, Julius, Diane, Jilal</p>	<p>Update the group in our next annual meeting.</p> <p>Jilal to provide preliminary data by October 2019</p>	

Activities	Target Date(s)	Resources	Status	Budget
<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.	June 2019	Board reps	Kurt provides us with information about AWCBC plan and then we discuss our mandate in that context at next meeting	
3.0 Work with AWCBC Committees to identify data needs	Ongoing	Kurt, Pieter, Julius, Jilal, Ian	Enhance prevention initiatives Collaborate and understand information needs. Develop compelling stories.	
2.1 Provide AOC training to the NWISP Committee.	Ongoing	AWCBC		

Activities	Target Date(s)	Resources	Status	Budget
<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>Strategic goal # 2: Provide timely and up-to-date information to Directors to ensure the best informed decisions are made.</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>May 2019 and beyond</p>	<p>Committee & AWCBC</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>Strategic goal # 2: Provide timely and up-to-date information to Directors to ensure the best informed decisions are made.</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 2019</p>	<p>Kurt, Pieter, Julius</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</p>	<p>Distribute to new members as appropriate and review/update in 2019</p>	