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

Executive Sponsor: Kurt Dieckmann	Committee Chair: Pieter Lambooy, Tanya Vanier	Updated: April 2022
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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> <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 31/22</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>In 2021, AWCBC and DSAC implemented a ‘report as we go’ approach that allowed us to display preliminary data to stakeholders as it was received by the AWCBC. In 2022, we will continue that process and review it’s value in 2023. DSAC will work with AWCBC in the coming year to refine our approach and develop faster turnaround time for reporting from each jurisdiction.</p>	<p>July 31/22</p>	<p>Board reps</p>	<p>AWCBC has prepared and posted the checklist on the AOC for completion by jurisdictions to reflect 2021 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 31/22</p>	<p>Board reps</p>		
<p>3.0 Validate data for submission, once complete, approve for publication.</p>	<p>July 31/22</p>	<p>Board reps</p>		
<p>3.1 QA criteria and process will be defined</p>	<p>Sep/22</p>	<p>Data Committee</p>		

Activities	Target Date(s)	Resources	Status	Budget
<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 30/22	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 1/22	Diane/Veronica		
1.4 Coding exercise completion.	Mar 31/23	Board reps		
1.5 Evaluation report distributed.	Apr 29/23	Diane/Veronica		
1.6 AOC training tool maintenance	Ongoing	Diane, Jilal	Review to identify update requirements for content (psych injury additions, etc)	
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		

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 current psychological injury codes to see if any additional codes are required and/or desirable.</p>	<p>Ongoing</p>	<p>Diane, Sarah</p>		
<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 2022 and assess readiness in May 2022 of incorporating any of these scenarios in our national calibration exercise</p>	<p>Nov 2022</p>	<p>Diane</p>	<p>Jurisdictions expressed the value of a separate psychological injury coding exercise. The CTC will continue their process of creating 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>	

Activities	Target Date(s)	Resources	Status	Budget
3.0 Develop long-term plan to update / retire/ add / evaluate code usage.	Ongoing	CTC	<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.</p> <p>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>	

Goal #4 - To promote and communicate NWISP data and capabilities to Boards and Commissions

Strategic Priority: Alignment of AWCBC Committees.

Strategic Goals:

- # 1 (Improve communication between committees to better enable identification of common issues and holistic solutions)
- # 2 (Facilitate inter-disciplinary initiatives that arise to address issues of common concern across the country)
- # 3 (Utilize member website and eNews to promote and support inter-committee communication)

Objectives:

- 1. Align communications between NWISP, other AWCBC committees, Boards and Commissions to overall AWCBC strategic direction.
- 2. Promote NWISP at all levels of Boards and Commissions

1.0 Ensuring alignment between NWISP strategic plan and AWCBC strategic direction.	Sep 2022	Board reps	Kurt provides us with information about AWCBC plan and then we discuss our mandate in that context at next meeting	
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Activities	Target Date(s)	Resources	Status	Budget
2.0 Work with AWCBC Committees to identify data needs	Fall 2022	Kurt, Pieter, Tanya, Jilal, Sarah	NWISP will be involved with requirements gathering process for a new AOC and will, with AWCBC, work with other committees to identify their requirements.	
3.0 Provide AOC training to the NWISP Committee.	Ongoing	AWCBC		
<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: 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 				
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.	Fall 2022 and beyond	Committee & AWCBC		
2.0 Continue “quick stats” from an NWISP perspective that we can share nationally and on a quarterly or biannual basis	PAUSE: Will await pending plan for AOC development and review post AOC update	DSAC	Will revisit the topic in 2023 when the AOC replacement plan is identified to see how this will fit into our system replacement initiative.	

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: 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>Fall 2022</p>	<p>Kurt, Pieter, Tanya</p>	<ul style="list-style-type: none"> Review current 5 year plan to ensure all deliverables are achieved prior to next annual meeting In the Fall begin discussions on process we will follow to develop our next five year plan that aligns with the new AWCBC strategic vision 	
<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 Participate with AWCBC and other relevant committees to help define requirements for a new AOC build as well as participate as needed within the management of the system project.</p>	<p>Spring 2022 and ongoing</p>	<p>Jilal, Pieter, Tanya, Sarah</p>	<p>RFP process is complete and our role in the requirements gathering and build process will be defined when a project plan is developed by the provider and the AWCBC.</p>	

Activities	Target Date(s)	Resources	Status	Budget
3.0 Participation in national steering committee to replace AOC	Ongoing 2022/23	To be identified – DSAC member and Tanya or Pieter as well as Jilal and Cheryl	<p>An RFP was issued in Feb 2022. The discovery phase of the effort will occur this year and the process will include:</p> <ul style="list-style-type: none"> • Creation of national steering committee and stakeholder working group to determine system needs • Establish functionality requirements • Identify best option to proceed with subject to AWCBC approval in June 2022 • Hire an IT consultant by Apr 2022 • Begin system requirements gathering followed by rebuild 	