

## **OHHP-Taking Action for Healthy Living Tip Sheet for New Coordinators**

### **The “Who’s Who” and “What’s What” of the OHHP-Taking Action for Healthy Living Program”**

This Tip Sheet is a collaboration between the Ontario Heart Health Network (OHHN), the Heart Health Resource Centre (HHRC) and the Ministry of Health Promotion (MHP). It contains information you’ll need to know as a new Heart Health Coordinator such as:

- ♥ History of the Ontario Heart Health Program and OHHP-Taking Action for Healthy Living;
- ♥ Information about the Ontario Heart Health Network and other organizations you’ll work with;
- ♥ An Acronym dictionary to navigate you through the field of health promotion;

Outside his or her health unit and Community Partnership, the three main groups of people the New Coordinator will work with are the:

- ♥ Ontario Heart Health Network and your Regional Network
- ♥ Ministry of Health Promotion Representative
- ♥ Heart Health Resource Centre

A contact from each of these groups will be contacting you to provide you with information about what they do and how they can support you.

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## Supports for New Coordinators

The Heart Health Resource Centre (HHRC) and the Ontario Heart Health Network (OHHN) work together to provide support for new OHHP-Taking Action for Healthy Living Coordinators. We have several resources and services that, together, can support you as you begin your new position.

### New Coordinator's Corner

The New Coordinator's Corner can be found at [www.hhrc.net](http://www.hhrc.net) and was produced collaboratively by the HHRC and the OHHN. You'll find in-depth information about the history of the OHHP-Taking Action for Healthy Living, details on the role of the OHHP Coordinator, and a description of HHRC's services here.

### HHRC Coaching Service

This professional service is available for new as well as experienced Coordinators. HHRC staff and consultants are available, by request, to offer you skill-specific support. Coaching topics include, but are not limited to:

- ♥ Preparing agendas and facilitating meetings;
- ♥ Recruiting and maintaining partnerships;
- ♥ Functioning of community coalitions;
- ♥ Monitoring budgets and activity plans;
- ♥ Reviewing activity plans, logic models and reports.

Coaching sessions are generally delivered by telephone or email. There is no charge for this service. To request coaching support, visit [www.hhrc.net](http://www.hhrc.net) or contact the HHRC Program Coordinator at 416-367-3313 ext. 243.

### OHHN Mentoring Program

The Mentoring Program is a peer support program that matches new coordinators with an experienced coordinator in your region. Your mentor will contact you shortly after you begin your new position to share his or her experiences and insights as a coordinator. Your mentor is also available to answer your questions, offer advice, share information and brainstorm together to problem-solve current issues specific to your community. If you are frustrated or need reassurance about an important decision you need to make, your mentor will be there to help you along the way.

### Heart Health Resource Centre Program Coordinator

The HHRC Program Coordinators are available to answer your questions and act as point of contact, referring you to other organizations and/or resources as appropriate. No question is too small! We are here to support you. Contact the Program Coordinator at 416-367-3313 ext. 243.

## Helpful Resources and Documents

Orientation to Heart Health in Ontario Binder  
[http://www.hhrc.net/pubs/skills/orientation\\_manual.pdf](http://www.hhrc.net/pubs/skills/orientation_manual.pdf)

The Ontario Heart Health Network Website [www.ohhn.net](http://www.ohhn.net)

The Heart Health Resource Centre Website [www.hhrc.net](http://www.hhrc.net)

The Ministry of Health Promotion [www.mhp.gov.on.ca](http://www.mhp.gov.on.ca)

Public Health Ontario [www.publichealthontario.ca](http://www.publichealthontario.ca)

## **OHHP-Taking Action for Healthy Living**

### **Background**

Heart Health programming began in Ontario in 1990 with the Heart Health Action Program (HHAP). This pilot program took place between 1990 and 1996 in 5 demonstration sites across the province. Based on the successes and key learnings of the HHAP, the Ontario Heart Health Program Phase 1 (OHHP) ran from 1994 to 1998. In 1998 the program expanded to 37 sites throughout Ontario. Phase II, OHHP-Taking Action for Healthy Living, is funded by the Ministry of Health Promotion. Phase II was originally funded to December 2007, and two extensions were approved allowing funding to continue until December 2009.

### **Goal**

The goal of the OHHP-Taking Action for Healthy Living is to prevent cardio vascular disease (CVD) and other chronic diseases, such as Type-II diabetes, stroke and some forms of cancer. This goal responds to the substantial burden of CVD and other chronic diseases on Ontario residents and communities, and makes explicit the intent to make an impact, over the long-term, on the elimination of several chronic diseases. To this end, the OHHP-Taking Action for Healthy Living supports communities, in collaboration with a wide range of partners, in implementing programs at the community level that have a primary emphasis on physical inactivity, unhealthy eating and use of and exposure to tobacco.

### **Structure**

The OHHP - Taking Action for Healthy Living is a partnership between the Ministry of Health Promotion, the Board of Health or host agency, and a variety of community partners. Community Partnerships include community agencies, organizations, groups and volunteers, and are structured to reflect local needs. Each Community Partnership develops a Terms of Reference, including an Organizational Chart depicting how the Community Partnership is structured.

Community partners will be involved in the planning and implementation of the strategies, programs and activities. This involvement of partners is to be considered contributions-in-kind from the community as part of the required 1:1 matching of provincial funds. Individual volunteers will be subject to the organizational policies and procedures of the organization that they represent. Volunteer management and liability will be addressed by each Community Partnership within their Terms of Reference.

The host agency (e.g. Board of Health) provides, as an in-kind contribution (including salary and benefits), one person at a 1.0 FTE level as the designated local OHHP Coordinator. The host agency is encouraged to support the ongoing processes of the program.

### **The Work of Community Partnerships**

OHHP-Taking Action for Healthy Living Community Partnerships encourage communities to increase control over issues affecting health including maximizing the collective expertise of community partners that include Non-Government Organizations and the private sector. Each community partnership runs comprehensive programs to reduce the risk of heart disease and other chronic conditions. These initiatives strengthen community action, develop personal skills, create supportive environments and advocate for healthy public policy. Community partnerships mobilize more than 2,300 community partners across the province and generate local in-kind support in excess of 13.6 million dollars.

Across Ontario, OHHP-Taking Action for Healthy Living Community Partnerships:

- ♥ Address common risk factors to chronic diseases (inactivity, unhealthy eating and exposure to tobacco smoke).

- ♥ Recognize and address the relationship between lifestyle choices and social conditions.
- ♥ Combine prevention efforts with life settings (community, schools, and worksites).
- ♥ Engage partners within and across communities to create healthier communities through awareness, environmental supports, policy development, policy implementation and community mobilization.

**We work to make the healthy choice the easy choice by promoting healthy eating, physical activity and smoke-free living.**

## **The Ontario Heart Health Network (OHHN)**

The Ontario Heart Health Network is the provincial networking arm of the OHHP-Taking Action for Healthy Living. The OHHN is a vehicle created specifically to facilitate networking, sharing and learning among all those involved in community-based OHHP-Taking Action for Healthy Living programming. The Network facilitates partnerships between practitioners in the field, the funders (Ministry of Health Promotion), and the support agencies (Heart Health Resource Centre).

The Ontario Heart Health Network spans the province of Ontario and is comprised of six geographic regions – Northwest, North East, Central East, Central West, Eastern, South West and the corresponding 37 community Partnerships.

The Ontario Heart Health Network holds two provincial in-person meetings each year – usually in the Spring and Fall.

**For up to date information on initiatives, contacts etc. visit [www.ohhn.net](http://www.ohhn.net)**

### **The Ontario Heart Health Network Executive Committee**

The Ontario Heart Health Network Executive currently consists of representatives from each of the 6 geographic regions, a chair, a vice-chair, past chair(s) and representatives from the Ministry of Health Promotion, the Heart Health Resource Centre and the Heart and Stroke Foundation.

**Chair:** Shelley Bolden (Waterloo)

**Vice Chair:** Vacant

**Treasurer:** Vacant

#### **Regional Representatives:**

Brian Brohart – Eastern Region

Barb Eles – Northeast Region

Anne Ostrom – Northwest Region

Iva McCausland – Southwest Region

Shelley Bolden – Central West Region

Nicky Rauzon-Wright – Central East Region

#### **Past Chairs:**

Anne Ostrom (Thunder Bay)

Alicia Tyson (Take Heart Muskoka)

#### **Ad Hoc Members:**

Dave Sit – Ministry of Health Promotion

Andrea Bodkin – Heart Health Resource Centre

Karen Donaldson-Howden – Heart and Stroke Foundation of Ontario

## Heart Health Resource Centre (HHRC)

The Heart Health Resource Centre (HHRC) anticipates and meets the needs of public health agencies and their communities in chronic disease prevention. The HHRC was established in 1993 to support five demonstration projects in Ontario. It currently works with 37 community partnerships of the OHHP – Taking Action for Healthy Living. These community partnerships work locally to prevent healthy living and other chronic diseases, such as Type-2 diabetes, stroke and some forms of cancer.

The HHRC is a project of the Ontario Public Health Association (OPHA) and is funded through the Ministry of Health Promotion. It is a member of the Ontario Health Promotion Resource System (OHPRS).

### HHRC Services

The HHRC responds to the learning and consultative needs of OHHP-Taking Action for Healthy Living partnerships while keeping abreast of new developments in chronic disease prevention and health promotion in the field. It offers a comprehensive mix of supports designed to enhance the skills, knowledge and abilities of those engaged in planning and implementing community-based chronic disease prevention programs. These include:

- ♥ On-site consultation specific to the needs of OHHP-Taking Action for Healthy Living community partnerships;
- ♥ Individualized coaching for Heart Health coordinators;
- ♥ Reference manuals, facilitator's guides, online learning modules and bi-annual @ heart newsletters to support community partnerships in their work;
- ♥ Website [www.hhrc.net](http://www.hhrc.net), and heart-links listserv; and
- ♥ In-person and web-based educational events on a variety of topics in chronic disease prevention and skills enhancement.

The HHRC also provides support to the OHHN and its committees by providing \$10,000 a year in funding and coordination support.

### Contact Information

Ontario Public Health Association (OPHA) 700 Lawrence Avenue W Suite 310  
Toronto, ON M6A 3B4  
1.416. 367.3313 or 1.800.267.6817  
[www.hhrc.net](http://www.hhrc.net)

### HHRC Staff

Andrea Bodkin, Manager  
416.367.3313 or 1.800.267.6817 ext. 229  
[abodkin@opha.on.ca](mailto:abodkin@opha.on.ca)

Pam Kinzie Program Coordinator for Training and Development  
Direct: 519-922-3455  
[pkinzie@opha.on.ca](mailto:pkinzie@opha.on.ca)

Laura King-Hahn, Program Coordinator - Coaching, Consultation and OHHN Support  
416.367.3313 or 1.800.267.6817 ext. 254  
[lkinghahn@opha.on.ca](mailto:lkinghahn@opha.on.ca)

Angella Kalloo, Administrative Assistant  
1.416. 367.3313 or 1.800.267.6817 ext. 232  
[heart@opha.on.ca](mailto:heart@opha.on.ca)

## Ministry of Health Promotion (MHP)

Established in June 2005, the Ministry of Health Promotion (MHP) integrates chronic disease prevention, health promotion, and sport and recreation programs to promote the improved long-term health for all Ontarians through programs and policies that support healthy, active living and wellness. The Ministry's mandate is to champion health promotion, build on and enhance the foundation of provincial initiatives that promote health, and improve, coordinate and deliver programs designed to contribute to healthy living and long-term wellness.

Whether preventing chronic diseases -- such as heart disease, stroke, osteoporosis, diabetes, and some types of cancer – or preventing injuries and addictions to gambling or substances, MHP works with Public Health Units, health and education agencies, voluntary associations, charitable and community-based organizations, stakeholders, and with other ministries and levels of government for a healthier Ontario.

The Ministry's current priorities are: Healthy Eating and Active Living, a Smoke-Free Ontario, Injury Prevention, and Mental Health Promotion. Key MHP activity highlights include: Smoke Free Ontario Legislation and Regulations, Ontario's Action Plan for Healthy Eating and Active Living, Active 2010, and the Ontario Heart Health Program (OHHP).

### How does the OHHP-Taking Action for Healthy Living fit within the Ministry?

The OHHP is grounded in the three MHP principles of empowerment, engagement and education. The OHHP also addresses two key priorities for MHP, Healthy Eating & Active Living, and a Smoke Free Ontario.

### Key Reporting Documents & Dates

OHHP Coordinators are responsible for submitting Interim Reports (August) and Final Reports (February). Each year OHHP Coordinators are also responsible for preparing or updating Program Plans (October/November). Refer to guidelines document for more details. All current OHHP guidelines documents can be found within the OHHP Online Reporting System housed within the Public health Ontario website [http://apps.publichealthontario.ca/OHHP/Home/OHHP\\_login.asp](http://apps.publichealthontario.ca/OHHP/Home/OHHP_login.asp).

### What is the Role of MHP Program Coordinators?

MHP Program Coordinators administer the OHHP ensuring that accountability requirements are met. The Program Coordinators link with and responds to local Community partnerships.

### Contact Information [www.mhp.gov.on.ca](http://www.mhp.gov.on.ca)

Dave Sit, Health Promotion Coordinator  
 (416) 314-5479  
[dave.sit@ontario.ca](mailto:dave.sit@ontario.ca)

Jocelyn Kelley, Program Coordinator  
 (416) 326-2011  
[Jocelyn.kelley@ontario.ca](mailto:Jocelyn.kelley@ontario.ca)

## Acronyms

ACPH	Advisory Committee on Population Health
BMI	Body Mass Index
<u>CAMH</u>	Center for Addiction and Mental Health
<u>CCO</u>	Cancer Care Ontario

<u>CCS</u>	Canadian Cancer Society
<u>CDA</u>	Canadian Diabetes Association
<u>CDC</u>	Centers for Disease Control and Prevention
CDP	Chronic Disease Prevention
<u>CDPAC</u>	Chronic Disease Prevention Alliance of Canada
CHC	Community Health Centre
CHHI	Canadian Heart Health Program
CHHIOP	Canadian Heart Health Initiative– Ontario Project
CP	Community Partnership
CVD	Cardiovascular Disease
CWG	Continuation Working Group
FTE	Full Time Equivalent
GWG	Governance Work Group
HHAP	Heart Health Action Program
HHPPC	Heart Health Provincial Partners Committee
<u>HHRC</u>	Heart Health Resource Centre
HP&W	Health Promotion and Wellness
<u>HSFO</u>	Heart and Stroke Foundation of Ontario
<u>LA</u>	The Lung Association
MHPSG	Mandatory Health Programs and Services Guidelines
<u>MHP</u>	Ministry of Health Promotion
MOH	Medical Officer of Health
<u>MOHLTC</u>	Ministry of Health and Long-term Care
<u>MTR</u>	Ministry of Tourism
NGO	Non Government Organization

<u>OCDPA</u>	Ontario Chronic Disease Prevention Alliance
<u>OHHN</u>	Ontario Heart Health Network
<u>OHHP-TAFHL</u>	OHHP-Taking Action for Healthy Living
<u>OHPRS</u>	Ontario Health Promotion Resource System
<u>OHS</u>	Ontario Health Survey
<u>OPC</u>	Ontario Prevention Clearinghouse
<u>OPHA</u>	Ontario Public Health Association
<u>OSC</u>	Osteoporosis Society of Canada
<u>PARC</u>	Physical Activity Resource Centre
<u>PHB</u>	Public Health Branch
<u>PHRED</u>	Public Health Research and Education Departments
<u>TEIP</u>	Towards Evidence Informed Practice
<u>THCU</u>	The Health Communications Unit