

APPENDICES

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RRFSS Representatives

Analysis Group

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Epidemiologists and Program Evaluators

APPENDIX A

Core and Optional Modules at the Time of the Evaluation

Module Name	Number of Questions in Module	2005
Access to Clinical Services	5	O
Alcohol – Drinking & Driving	2	O
Alcohol - Host Liability	1	O
Alcohol Use	4	O
Animal Immunization – Cats & Dogs	8	O
Artificial Tanning Equipment	23	O
Attitudes Towards Mothers	4	O
Awareness and Use of Parenting Programs	24	O
Beach Safety	1	O
Bike Helmet	2	O
Body Mass Index (BMI)	2	C
Booster Seat	5	Cr
Breastfeeding	4	O
Breastfeeding Policy & Awareness	8	O
Cancer Lifetime Risk	1	O
Car Seat Safety	5	O
Care Giver	1	O
Childhood Injuries- Mechanism of Childhood Injuries	6	O
Childhood Injury Prevention - Awareness campaign	6	O
Childhood Injury Prevention Beliefs & Perception	4	O
Chronic Diseases	6	C*
Colorectal Screening	5	O
CPR	12	O
Dental II	8	O
Diabetes Campaign	3	O
Diabetes Risk Factors	3	O
Driving Status	2	O
Early detection of Cancer – HPV	3	O
Eat Smart	13	O
Falls	2	O
Falls Prevention –Awareness	3	O
Falls Prevention –Fear of Falling	6	O
Falls Prevention –Medication Use	7	O

Module Name	Number of Questions in Module	2005
Falls Prevention –Restriction of Activities	3	O
Falls Prevention –Use of Strategies	8	O
Familiarity with Health Unit	7	O
Family Violence	7	O
Fetal Alcohol Syndrome (FAS)	8	O
Flu Immunization- Children	6	O*
Flu Immunization- Chronic Diseases/ 65+	2	C*
Flu Immunization- HCW (Awareness)	5	O
Flu Immunization- Location/Reasons	6	O*
Flu Immunization- Workplace	2	O*
Food Access & Security	6	O
Food Safety	2	O
Food Safety Disclosure	2	O
Fruits & Vegetables	6	O
General Health	1	C
Halton's Dinewise Program	4	O
Health Connection	4	O
Health Information	6	O
Health Report Distribution	9	O
Heart Disease & Cancer Risk Factors	7	O
Hours of Work	1	O
Immunization I – Flu	2	C*
Immunization II – Pneumonia	1	O
Immunization III- Tetanus	1	O
IPAQ- Physical Activity	11	Cr
Larvicides and Adulticides	6	O
Mammography I	1	O
Mammography II	4	O
Media Patterns	6	O
Nutrition	4	O
Pap Smears	6	O
Parenting Consistency	10	O
Personal Services Setting	6	O
Pesticide Campaigns- Halton (Naturally Green)	2	O
Pesticides and Gardens	3	O
Pesticides and Hard Surfaces	3	O
Pesticides and Lawns	10	O

Module Name	Number of Questions in Module	2005
Pesticides and the West Nile Virus	1	O
Pesticides By-law	3	O
Pesticides- Health & Environment	5	O
Physical Activity Media Campaign	4	O
Postpartum Mood Disorders (PPMD)	8	O
Recreational Facilities 1- Trails	2	O
Recreational Facilities 2- Other Facilities	1	O
Reproductive Health I	2	C
Reproductive Health II	5	O
Safe Water	3	O
SARS 1 – Impact of the SARS Outbreak	9	O
SARS 2– Awareness of the SARS Outbreak	2	O
SARS 3– Perception of Risk of SARS	2	O
SARS 4– Knowledge about SARS	14	O
SARS 5– Emotional Response to the SARS Outbreak	2	O
SARS 6– Behavioural Response to the SARS Outbreak	6	O
Seat Belt Use	2	O
Sex ID- Sexual Orientation	1	O
Sexual Education I- Children	8	O
Sexual Education II- Youth	8	O
Shade	3	O
Smoking By-Law 1: Awareness of change	2	O
Smoking By-Law 2: Identifying Places	9	O
Smoking By-Law 3: First Support Section	7	O
Smoking By-Law 4: First Frequency of Use with Law	4	O
Smoking By-Law 5: Second Frequency of Use Section	4	O
Smoking By-Law 6: Second Section on Support	1	O
Smoking By-Law 7: Smoke-free Workplace	2	O
Sociodemographics – Children	3	C
Sociodemographics – Marital Status	1	O
Sociodemographics- Ethnicity	5	O
Sociodemographics I – Age	2	C
Sociodemographics II – Gender	1	C
Sociodemographics III – Employment Status	1	C
Sociodemographics IV – Education/Home Language	2	C
Sociodemographics- Mother Tongue	1	O
Sociodemographics V – Income	1	C

Module Name	Number of Questions in Module	2005
Sun Safety	5	O
Tobacco – Cessation	14	O
Tobacco – Dependence	3	O
Tobacco – Designated Smoking Rooms (DSR)	2	O
Tobacco – Exposure to Environ. Tobacco Smoke (ETS)	6	O
Tobacco – Minor’s Access to Tobacco	6	O
Tobacco- Advertising	3	O
Tobacco- Attitudes towards Smoke-free Ontario	2	O
Tobacco- Enforcement	2	O
Tobacco- Home	2	C
Tobacco Policy	2	O
Tobacco- Support for Provincial Legislation (general)	2	O
Tobacco- Thinking about Quitting Smoking	1	O
Tobacco- Use by Respondent	2	C
Tobacco- Vehicle	1	O
Violence Against Women	5	O
Web Site	3	O
West Nile Virus (Awareness)	5	O
West Nile Virus - Bird Surveillance	*deleted	O
West Nile Virus - Mosquito Protection - Household	8	O
West Nile Virus - Mosquito Protection- Personal	9	O
Women Abuse and RUCS	4	O
Workplace Resources Module	3	O

APPENDIX B

Terms of Reference: RRFSS Evaluation Group

The RRFSS Evaluation Group is an ad hoc advisory committee that represents the RRFSS regional Working Group in the planning, organization, implementation and dissemination of the 2005 RRFSS Evaluation.

Purpose of the RRFSS Evaluation Group

- Define the scope of the 2005 RRFSS evaluation
- Develop a 2005 RRFSS evaluation plan, establish the timelines for implementation of the evaluation and the reporting of the recommendations
- Co-ordinate the collection of data and the preparation of a final report
- Facilitate implementation of the 2005 RRFSS Evaluation recommendations
- Liaise with the RRFSS Steering Group and the PHRED Operations Committee

Membership

- At least one RRFSS Representative
- At least one PHRED Representative
- RRFSS Coordinator
- Membership is open to any person from a RRFSS-participating health unit
- It is beneficial to have at least one member from each of the RRFSS regional Working Groups

Chair of the RRFSS Evaluation Group

- Evaluation Group Chair must be a RRFSS representative
- The Chair is elected by the RRFSS Evaluation Group Members. Term of Service is one (1) year. There is no limit to re-election.

Responsibility of RRFSS-Participating Health Unit Members

- Represent the RRFSS Regional Working Group to the best of their ability when making decisions related to the 2005 RRFSS evaluation
- Bring the knowledge and expertise of the RRFSS Working Group to the task of the 2005 RRFSS evaluation
- Attend RRFSS Evaluation Group meetings
- Clarify and bring to the RRFSS Evaluation Group evaluation issues identified by the RRFSS Steering Group
- Provide feedback to the RRFSS Working Group and RRFSS Steering Group
- Accept the responsibility of the Evaluation Group Chair, if the opportunity arises

Responsibility of PHRED Members

- Represent the PHRED Operations Committee and PHRED Program to the best of their ability when making decisions related to the 2005 RRFSS evaluation
- Bring the knowledge and expertise of PHRED to the task of the 2005 RRFSS evaluation
- Attend RRFSS Evaluation Group meetings
- Clarify and bring to the Evaluation Group evaluation issues identified by the PHRED Operations Committee
- Provide feedback to the PHRED Operations Committee

Responsibilities of the Evaluation Group Chair

- Schedule meetings
- Develop meeting agendas
- Give a report at the RRFSS Steering Group meeting on activities and progress of the RRFSS Evaluation Group as needed

Responsibilities of the RRFSS Coordinator

- Work with the Evaluation Group Chair to schedule meetings and develop meeting agendas
- Document meetings through minute taking and distribute to the RRFSS Evaluation Group

Responsibilities of the PHRED Representatives

- Assume a leadership role in the development, implementation and reporting of the 2005 RRFSS evaluation

Frequency of Meetings

- To be determined by the committee

Decision Making

All decisions are based on consensus of the RRFSS Evaluation Group. Consensus is reached when all members at the meeting approve the discussion of the issues and all members approve or “can live with” the decision. Once the Evaluation Group has reached consensus on an evaluation plan and related activities, the Evaluation Group Chair will inform the RRFSS Steering Group of the Committee’s decision.

The Terms of Reference for the RRFSS Evaluation Group will be reviewed annually.

APPENDIX C

Evaluation Framework for RRFSS Evaluation: April, 2005 FINAL

Issue	Evaluation Questions	Expectations of the Project	Tool	Source of Data
1. Local Resources	1.1 Do HUs have adequate staff and resources for regional ¹ and local ² administrative tasks of RRFSS	<ul style="list-style-type: none"> ✓ Describe current demands on HU staff and resources for regional and local administrative tasks for RRFSS ✓ Describe resources available in your HU; classify as dedicated/not dedicated to RRFSS (# epi's, # analysts, etc. — denominator data for 1.1, 1.2) ✓ Describe regional and local administrative tasks, how and by whom they are accomplished ✓ Quantify the resources that are needed for regional and local administrative tasks for RRFSS 	Questionnaire	RRFSS reps ³ MOH of part. HU

¹ Includes sitting on regional Steering Committee

² Includes adjusting the length of the interview, selecting and changing modules

³ RRFSS reps will be asked to specify whether or not they sit as a regional representative on the Steering Committee

Issue	Evaluation Questions	Expectations of the Project	Tool	Source of Data
1. Local Resources	1.2 Do HUs have adequate staff and resources locally for data analysis and making data useable?	<ul style="list-style-type: none"> ✓ Describe current demands on HU staff and resources for (a) data analysis and (b) making data useable in your HU ✓ Describe who is meeting demand; describe models that have evolved in different health units for dealing with RRFSS demands for these tasks ✓ Describe what health unit demands are/are not being met ✓ Quantify the resources that are needed locally for these tasks 	Questionnaire	RRFSS reps MOH of part. HU
1. Local Resources	1.3a Are local RRFSS reps able to meet the local work demand of RRFSS for module development?	<ul style="list-style-type: none"> ✓ Describe satisfaction with the current system and perceived need for changes ✓ Describe demands, met and unmet needs, and local resources necessary to meet needs 	Questionnaire	RRFSS reps ⁴ MOH of part. HU ⁴ Program and research staff ^{4,5} RRFSS Coordinator RRFSS Analysis Group ISR
1. Local Resources	1.3b Are local RRFSS reps able to meet the local work demand of RRFSS for module review?	<ul style="list-style-type: none"> ✓ Describe satisfaction with the current system and perceived need for changes ✓ Describe demands, met and unmet needs, and local resources necessary to meet needs 	Questionnaire	RRFSS reps ⁴ MOH of part. HU ⁴ Program and research staff ^{4,5} RRFSS Coordinator RRFSS Analysis Group ISR

⁴ ask if they have been involved in module development and/or review

⁵ ask RRFSS reps to specify who has been involved; also, Lynne has document giving names of those who have been involved

Issue	Evaluation Questions	Expectations of the Project	Tool	Source of Data
2. Centralization Issues: Provincial Implications	2.1 What resources are needed currently to support and to ensure the stability of the provincial and administrative work of the RRFSS partnership?	<ul style="list-style-type: none"> ✓ Describe how decisions are currently made, evaluate the effectiveness of the process and make suggestions for improvements ✓ Describe the resources needed to ensure smooth operation of the partnership, including administration, co-ordination and central analysis 	Questionnaire	RRFSS reps MOH of part. HU ISR RRFSS Co-ordinator
2. Centralization Issues: Provincial Implications	2.2 What funds are required to enable continued participation of HUs that currently participate in RRFSS, and to allow those HUs that do not participate to join?	<ul style="list-style-type: none"> ✓ Describe different funding models and discuss pros and cons of each ✓ Discuss advantages and disadvantages of provincial funding for RRFSS ✓ Obtain feedback on HU preferences for funding (from all HU) 	Key informant interviews [also Strategic Planning document]	RRFSS reps MOH of all HU ISR MOHLTC
2. Centralization Issues: Provincial Implications	2.3 Is provincial representation of data a desired product of RRFSS?	<ul style="list-style-type: none"> ✓ Determine whether there are partners who want or need provincial data ✓ Describe and evaluate the uses for provincial data ✓ Identify and evaluate alternate sources of provincial data (e.g. CCHS) ✓ Determine who would use provincial data ✓ Determine whether partners are willing and/or able to pay (contribute to RRFSS costs) in return for provincial data 	Key informant interviews	RRFSS reps MOH of all HU PHRED MOHLTC: PHB Chief MOH MOHLTC: Health Information Products and Health Planning Branch (Carol Paul ⁶) External Partners such as CCO, OTRU, CMH, ICES, Doug Ramsey

⁶ Carol should be asked whether there are gaps in CCHS that RRFSS can fill

Issue	Evaluation Questions	Expectations of the Project	Tool	Source of Data
2. Centralization Issues: Provincial Implications	2.4 What would it take to extend RRFSS to all Ontario HU?	<ul style="list-style-type: none"> ✓ Describe the resources, financial and human, that would be required in order for RRFSS to be a provincial system ✓ Describe the most promising provincial model ✓ Describe the strengths and limitations of a provincial system 	Key informant interview	RRFSS reps Epidemiologists in non-part. HU ⁷ MOHLTC ISR Chief MOH MOH of all HU
3. Process Considerations	3.1 To what extent are RRFSS data being used in PP&E in the health units?	<ul style="list-style-type: none"> ✓ Describe what RRFSS data are being used for PP&E in the health units, and by whom ✓ Describe other uses of RRFSS data ✓ Evaluate how RRFSS data perform for purposes of PP&E ✓ Make suggestions for enhancing the use of RRFSS data for PP&E 	Questionnaire Case examples	RRFSS Reps Program and research staff
3. Process Considerations	3.2a To what extent are provincial RRFSS data ⁸ being shared among agencies and organizations?	<ul style="list-style-type: none"> ✓ Describe what provincial RRFSS data are being shared, by whom and for what purposes ✓ Describe and evaluate present data-sharing agreements ✓ Describe barriers to data sharing and make suggestions for improving the process 	Questionnaire (RC, RR) Interview (ISR) Records (at level of consortium)	RRFSS Coordinator ISR (Exp. 1 and 2) RRFSS reps (Exp. 3)

⁷These epidemiologists should be asked whether their HU has ever participated in RRFSS

⁸ The total dataset from participating health units

Issue	Evaluation Questions	Expectations of the Project	Tool	Source of Data
3. Process Considerations	3.2b To what extent are health unit specific RRFSS data being shared among agencies and organizations?	<ul style="list-style-type: none"> ✓ Describe what health unit specific RRFSS data are being shared, by whom and for what purposes ✓ Describe and evaluate present data-sharing agreements ✓ Describe barriers to data sharing with agencies and make suggestions for improving the process ✓ Describe barriers to data sharing with other health units and make suggestions for improving the process 	Questionnaire	RRFSS Reps
3. Process Considerations	3.3 What Success Stories can be identified for RRFSS	<ul style="list-style-type: none"> ✓ In narrative form, describe Success Stories in a specific area such as: analysis, dissemination or co-ordination of responsibilities 	Workshop at RRFSS Meeting in June Questionnaire	RRFSS reps Program and research staff
3. Process Considerations	3.4 Data Quality (Parked Issue)	<ul style="list-style-type: none"> ✓ Describe the quality of RRFSS data ✓ If poor quality data are identified, make suggestions for improvement 	Questionnaire?	RRFSS Reps ISR Partners: e.g. CCO
FOR DOCUMENTATION ONLY				
3. Process Considerations	3.1 What is the status of the current questionnaire with respect to new questions/module capacity	<ul style="list-style-type: none"> ✓ Describe the capacity for adding new questions/modules 	Module Inventory	RRFSS Evaluation Committee ⁹
3. Process Considerations	3.2 Is there a process for revising old modules and developing new modules?	<ul style="list-style-type: none"> ✓ Describe the module review and module development process 	Manual of Operations	RRFSS Evaluation Committee RRFSS Coordinator

⁹ With feedback from regional working groups

Issue	Evaluation Questions	Expectations of the Project	Tool	Source of Data
3. Process Considerations	3.3 What is the status of the RRFSS Website?	✓ Describe the new RRFSS website - compare to previous evaluation	Inventory of Website Content	RRFSS Evaluation Committee Website Group
4. Centralization Issues: Impl. For ISR	4.1 Can health units adjust their sample sizes for RRFSS?	✓ Describe current choices for sample size, and compare with previous evaluation	Questionnaire	RRFSS Evaluation Committee ISR
Centralization Issues: Impl. For ISR	4.2 Are data received from ISR within a reasonable period of time?	✓ Describe current schedules for data release to health units and compare with previous evaluation	Questionnaire	RRFSS Evaluation Committee ISR
Centralization Issues: Impl. For ISR	4.3 Do health units have equal access to ISR, decision-making, workload and resources	✓ Describe current access, decision making, workload and resources, and compare with previous evaluation.	Questionnaire	RRFSS Evaluation Committee ISR
Centralization Issues: Impl. For ISR	4.4 Is ISR able to handle increased HU participation, up to all 36 HUs	✓ Describe current ability of ISR to increase number of HUs served, and compare with previous evaluation.	Questionnaire	RRFSS Evaluation Committee ISR
Local Resources	DOCUMENTATION ONLY	<ul style="list-style-type: none"> ✓ Describe how module development and review is accomplished, for local and provincial modules ✓ Compare to previous evaluation 	Key informant interview	RRFSS Coordinator, MOO RRFSS Evaluation Committee ISR

APPENDIX D: QUESTIONNAIRES

**2005 RRFSS Evaluation
Medical Officers of Health and Associate Medical Officers of Health
in RRFSS Participating Health Units**

Name of the Health Unit: _____

1. What proportion of your time is spent on activities related to RRFSS?

None **OR** _____ % of my time

The first section of this questionnaire refers to centralization issues of RRFSS, such as the relationship of RRFSS to provincial health bodies and funding.

2. Do you feel that it is important for all health units to participate in RRFSS?

- Yes
- No
- Don't know

Please give the reasons for your response:

3. What role do you see for the Ministry of Health and Long-Term Care (MOHLTC) in RRFSS?

4. What role do you see for other ministries, such as the Ministry of Health Promotion or the Ontario Health Promotion and Protection Agency, in RRFSS? **Please specify both the agency and its role.**

Agency	Role
_____	_____
_____	_____
_____	_____

5. Have you any suggestions as to how RRFSS participation can be strengthened among health units and other public health stakeholders in Ontario?

6. With respect to the contract cost of RRFSS with ISR, what type of funding model do you think would work best to ensure participation of all health units?

- 100% funded by MOHLTC
- Funding proportion to match that of other mandated public health program (currently 55% MOHLTC, 45% municipal, moving to 75%/25%)
- 100% funding of core modules by MOHLTC; optional modules covered by individual health units
- Other (please specify) _____

7. Are there items, other than the contract costs of the survey, that you think should be funded by the MOHLTC to enable all health units to participate in RRFSS?

- No ⇒ *Please skip to Question 9*
- Yes ⇒ Tables are provided for **Centralized**, **Regional** and **Local Personnel and Services** respectively. Please specify additional items that you think should be funded, either by checking the box (in the first table) or by entering the item under “Personnel or Service”. Please indicate the extent to which you think the costs of the item should be covered by the MOHLTC by checking the appropriate box. Examples are given in the shaded boxes.

Centralized Personnel and Services

Personnel or Service	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
RRFSS coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
RRFSS website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Annual RRFSS workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
RRFSS analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Other; please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Provincial sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Provincial analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Research/Validation studies				

⇒ Where should *centralized personnel and services* be located?

Regional Personnel and Services

Personnel or Service (Please specify, including type and FTE of personnel)	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
<i>1 FTE data analyst</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

⇒ Where should *regional personnel and services* be located?

Local Personnel and Services

Personnel or Service (Please specify, including type and FTE of personnel)	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
<i>1 FTE epidemiologist</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

8. If there are items that you feel should be funded by the MOHLTC, please identify and rank the three most important, with “1” being the most important.

1. _____
2. _____
3. _____

9. Do you see any advantages to a RRFSS funded by the MOHLTC?

10. Do you see any disadvantages of a RRFSS funded by the MOHLTC?

We would like your opinion about using RRFSS to provide provincial estimates.

11. Do you think that RRFSS should provide provincial estimates of health indicators?

No ⇒ Why not?

Yes ⇒ How should those provincial estimates be obtained?

Keep sampling structure as it is (100 per month per health unit), but expand to include all health units

Sample in proportion to population size (e.g. City of Toronto would have a much larger sample than other areas)

Sample the same number of respondents per month in each health unit, but less than 100 (this would provide just a provincial estimate, but not estimates at the health unit level)

Other, please specify: _____

Now, a few questions about external agencies accessing RRFSS data.

12. In general, do you think external agencies should have access to RRFSS datasets in order to do analysis at the provincial level?

Yes

No

Please explain your answer:

13. In general, do you think external agencies should have access to RRFSS datasets in order to do analysis at the health unit level?

Yes

No

Please explain your answer:

14. In general, do you think external agencies should have to pay for access to RRFSS datasets?

Yes

No

Please explain your answer:

15. In general, do you think external agencies should be allowed to pay for a set of questions to be put on the RRFSS questionnaire?

Yes

No

Please explain your answer:

16. In general, do you think external agencies should have a place at the table as a RRFSS partner (in determining content, methodology, etc.)?

Yes

No

Please explain your answer:

And finally,

17. Does your health unit plan to continue participating in RRFSS?

Yes

No, or Don't know

⇒ Why not? *Please check all that apply.*

Cost

Not enough staff

Other resource limitation: _____

Other, please specify: _____

Not sure

18. Are there any other comments that you would like to make about RRFSS?

Thank you for taking time to complete this questionnaire.

**2005 RRFSS Evaluation
Questionnaire for RRFSS Representatives**

Name of the Health Unit: _____

1. Which best describes your role at the health unit? Please check one.

- Planner/evaluator
- Epidemiologist
- Analyst
- Other, please specify: _____

2. Has your health unit formalized your position as RRFSS representative (e.g. RRFSS appears as part of the assigned duties in your job description or work assignment)?

- Yes ⇒ How much of your time is dedicated to RRFSS in your job description?
_____ % of my time **OR** not specified
- No
- Don't know

The first section of this questionnaire considers the work demands of RRFSS.

3. What proportion of your time is actually spent on activities related to RRFSS?

- None
OR
_____ % of my time
⇒ Does this allow you to complete, to your satisfaction, all RRFSS-related activities assigned to you?
 - Yes
 - No⇒ What proportion of your time would be required to complete all activities to your satisfaction?
_____ % of my time

4. We are interested in activities required for regional and provincial administration of RRFSS. Please indicate the activities in which your health unit is involved and estimate the hours per month, on average, required to accomplish them. In the estimate of time, please include all associated tasks (such as preparation for a meeting). Please include the time spent by you, as the RRFSS representative, as well as time spent by an alternate representative, or others such as a data analyst or epidemiologist. Exclude program staff. If no one in your health unit is involved in a task, please check “Not Involved”.

Steering Group meetings	_____ hours per month or	<input type="checkbox"/> Not Involved
Regional Working Group meetings	_____ hours per month or	<input type="checkbox"/> Not Involved
RRFSS Analysis Group meetings	_____ hours per month or	<input type="checkbox"/> Not Involved
Special Request Review Committee	_____ hours per month or	<input type="checkbox"/> Not Involved
Website Working Group meetings	_____ hours per month or	<input type="checkbox"/> Not Involved
Other ad-hoc working group meetings	_____ hours per month or	<input type="checkbox"/> Not Involved
Core Module Selection	_____ hours per month or	<input type="checkbox"/> Not Involved
Module development (from content selection to producing a data dictionary)	_____ hours per month or	<input type="checkbox"/> Not Involved
Module review (includes Module Review Meeting and follow-up work)	_____ hours per month or	<input type="checkbox"/> Not Involved
General administrative tasks	_____ hours per month or	<input type="checkbox"/> Not Involved
Analyses of regional data (two or more health units)	_____ hours per month or	<input type="checkbox"/> Not Involved
Other, please specify: _____	_____ hours per month	
Other, please specify: _____	_____ hours per month	

5. Overall, what proportion of your time is spent in each of the following local activities for RRFSS?

Determining the content of your RRFSS interview _____ %
 Data management and analysis _____ %
 Dissemination _____ %
 Administrative tasks _____ %

6. The following tables present tasks required for local participation in RRFSS. Please indicate the tasks in which your health unit is involved and estimate the hours per month, on average, required to accomplish the task. Please include the time spent by you, as the RRFSS representative, as well as time spent by an alternate representative, or others such as a data analyst or epidemiologist. Exclude program staff. If no one in your health unit is involved in a task, please check “Not Involved”.

Determining the Content of Your RRFSS Interview

Annual selection of modules	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Changing the selection of modules	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Adjusting interview length (to meet time limits established by ISR)	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Developing modules for local use	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved

Data Management and Analysis

Data management	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Analysis of data	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Making results useable (converting output to easily understood format such as tables or graphs)	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved

Dissemination

Interpretation of results	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Dissemination of results within the health unit	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Report writing for the health unit	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Assisting program staff to use results	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Review of materials which use RRFSS results	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Presentations about RRFSS to health unit staff or local Board of Health	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Presentation about RRFSS or RRFSS results externally (including conferences)	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved

Administrative Tasks

Local RRFSS Advisory Committee	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Administrative tasks (organizing meetings, etc.)	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved
Attendance at RRFSS Workshops	_____ hours per month <u>or</u>	<input type="checkbox"/> Not Involved

Other Tasks and Activities

Please specify: _____	_____ hours per month
Please specify: _____	_____ hours per month
Please specify: _____	_____ hours per month
Please specify: _____	_____ hours per month

The following section focuses on local and regional activities required by RRFSS.

7. Does your health unit have sufficient resources for the administration and co-ordination of RRFSS, locally and regionally?

- Yes ⇒ Skip to Question 8
- No ⇒ What tasks are not being done or are being done less than adequately?

⇒ What further resources does your health unit need in order to accomplish these tasks?

Human Resources:	
Other:	

- Don't Know

8. Does your health unit have sufficient resources for the related costs of RRFSS? These include clerical, financial and legal costs, translation and human resources.

- Yes ⇒ Skip to Question 9
- No ⇒ What tasks are not being done or are being done less than adequately?

⇒ What further resources does your health unit need in order to meet these costs?

- Don't Know

9. What analyses of RRFSS data is done in your health unit? Please check all that apply.

- No analysis of RRFSS data is done in our health unit ⇒ Skip to Question 10
- Frequencies (univariate analyses)
- Crosstabs (bivariate analyses)
- Graphs
- GIS mapping
- Multivariate analyses within years
- Time trend analysis
- Other, please specify: _____

⇒ Please specify who does these analyses in your health unit.

When RRFSS data are analyzed in your health unit, for what proportion of the analysis do you:

- use your own syntax _____%
- use common syntax available on ISR server? _____%

10. Do you feel that your health unit has adequate resources¹⁰ for data analysis?

- Yes ⇒ Skip to Question 11
- No ⇒ What needs for analysis are not being met?

⇒ What would be required in order to meet the needs for data analysis?

Human Resources:	
Other:	

11. How are results made useable in your health unit? Please check all that apply.

- Results are not made more useable in this health unit
- Output is converted from analysis package (e.g. SPSS) to word processing package (e.g. WORD)
- Output is converted to tables
- Output is converted to graphs, maps and other pictorial representations
- Other, please specify: _____

Who makes results useable? _____

¹⁰ resources include staff, computing facilities, software, etc.

12. Do you feel that your health unit has adequate resources¹ for making results useable?

- Yes ⇒ Skip to Question 13
- No ⇒ What needs for making results useable are not being met?

⇒ What would be required in order to meet the needs for making results useable?

Human Resources:	
Other:	

13. What interpretation of RRFSS results is done in your health unit? Please check all that apply.

- No interpretation of RRFSS results is done in this health unit ⇒ Skip to Question 14
- Verbal explanation, of results only
- Written explanation, of results only
- Verbal explanation of results in light of other information (e.g. program description or health unit demographic data)
- Written explanation of results in light of other information (e.g. program description or health unit demographic data)
- Other; please specify: _____

⇒ Who does this interpretation? _____

14. Do you feel that your health unit has adequate resources¹¹ for the interpretation of results?

- Yes ⇒ Skip to Question 15
- No ⇒ What needs for interpretation are not being met?

⇒ What resources would be required in order to meet the need for interpretation of results?

Human Resources:	
Other:	

¹¹ resources include staff, computing facilities, software, etc.

15. In your health unit, please describe what is working well...

...in the area of data analysis:

...in the area of making results useable:

...in the area of interpretation of results:

...in the area of dissemination:

The next few questions ask about module development and review.

16. Has your health unit ever initiated the development of RRFSS modules?

Yes ⇒ Skip to Question 17

No ⇒ Why not?

17. Has your health unit ever *participated* in the development of RRFSS modules?

Yes ⇒ Skip to Question 18

No ⇒ Why not?

⇒ What resources would be required in order for your health unit to participate in module development?

Human Resources:	
Other:	

⇒ Please estimate the time required (hours/year) to meet the demand for module development:

_____ hours/year

18. How satisfied are you with the overall process of module development?

- Very Satisfied Somewhat Satisfied Somewhat Dissatisfied Very Dissatisfied

OR

I'm not involved in this

19. What suggestions do you have to improve the overall process of module development?

20. How satisfied are you with the process of Annual Module Review?

- Very Satisfied Somewhat Satisfied Somewhat Dissatisfied Very Dissatisfied

OR

I have not been involved in this

21. What suggestions do you have to improve the process of module review?

The next section asks about the quality of RRFSS data, and the dissemination and use of RRFSS results.

22. On a scale of 1-5, please rate the overall quality of RRFSS data.

- 1 2 3 4 5
Very poor quality Very high quality

23. If you rated the quality of RRFSS data as less than "4", please indicate reasons for your assessment, and provide suggestions for improvement.

Reason	Can be improved by...

24. How are RRFSS results disseminated in your health unit, and how frequently? Please check “Not Done” if the method of dissemination is not used.

Method of Dissemination	Frequency					
	Annually	Quarterly	Monthly	Weekly	On request	Other (please specify)
SPSS output	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written reports for internal audiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Results presented to managers/staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Results presented to Board of Health/Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written reports for external audiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posted on intranet or other internal information system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posted on external website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posted on Extranet (restricted external website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, please specify:						
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OR

No RRFSS results are disseminated ⇒ Skip to Question 27.

25. Please list the three most useful strategies for disseminating RRFSS results.

1. _____

2. _____

3. _____

26. Does your health unit translate RRFSS reports into another language?

Yes ⇒ What language(s)?

French

Other; please specify: _____

No

27. Do you feel that your health unit has adequate resources¹² for dissemination of results?
- Yes ⇒ Skip to Question 28
 - No ⇒ Why doesn't your health unit disseminate results?

⇒ What resources would be required in order to meet the needs for dissemination?

Human Resources:	
Other:	

28. How many RRFSS requests do you receive from managers and staff, *on average*, per month?
- 10 or more
 - 5-9
 - 1-4
 - Less than 1
 - None

29. How have RRFSS results been used at your health unit? Please check all that apply.

Use of RRFSS	Please check if RRFSS results are used for this purpose	Please provide one example, if possible.
Program planning	<input type="checkbox"/>	
Program evaluation	<input type="checkbox"/>	
Media campaign	<input type="checkbox"/>	
Reporting program results to management	<input type="checkbox"/>	
Reporting program results to Board of Health/Council	<input type="checkbox"/>	
Policy development	<input type="checkbox"/>	
Advocacy work	<input type="checkbox"/>	
Development of a communications product	<input type="checkbox"/>	
Press release	<input type="checkbox"/>	
Presentation	<input type="checkbox"/>	
Funding proposal	<input type="checkbox"/>	
Informing a decision	<input type="checkbox"/>	
Educational initiative	<input type="checkbox"/>	
Other, please specify:	<input type="checkbox"/>	

OR

- RRFSS results are not used in this health unit. Skip to Question 33.

¹² resources include staff, computing facilities, software, etc.

30. What strategies have you used at your health unit to promote the use of RRFSS for policy development, program planning and/or evaluation? Please rank how well they have worked, with 1 being the most successful.

1. _____
2. _____
3. _____
4. _____
5. _____

OR

Don't Know

31. Who has used RRFSS results at your health unit? Please check all that apply.

- Medical Officer of Health/Associate Medical Officer of Health
- Senior Managers/Directors
- Program managers
- Planners/evaluators
- Program staff
- Epidemiologists
- Researchers
- Health Unit Media staff
- Other, please specify: _____

32. In your health unit, which mandatory program areas have used RRFSS results within the past three years? Please check all that apply.

- Equal Access
- Health Hazard Investigation
- Chronic Disease Prevention
- Early Detection of Cancer
- Injury Prevention including Substance Abuse Prevention
- Sexual Health
- Reproductive Health
- Child Health
- Control of Infectious Diseases
- Food Safety
- Infection Control
- Rabies Control
- Safe Water
- Sexually Transmitted Diseases (STDs), including HIV/AIDS
- Tuberculosis (TB) Control
- Vaccine Preventable Diseases
- Other (i.e. non-mandatory programs), please specify: _____

33. What do you feel are the major impediments and barriers to the use of RRFSS results in your health unit? How can these be overcome?

Barriers/Impediments	Can be overcome by...

OR

There are no impediments or barriers

34. Does your health unit plan to continue to participate in RRFSS?

Yes ⇒ Skip to Question 35

No **OR** Don't know

⇒ What issues limit your participation? Check all that apply.

Cost

Not enough staff

Other resource limitation: _____

Other, please specify: _____

Not sure of the issues

We ask now about the sharing of local (health unit-specific) RRFSS datasets. Please exclude requests that go through the provincial RRFSS coordinator.

35. Other than requests that go through the provincial coordinator, have you shared the RRFSS dataset for your health unit with local community agencies and organizations, provincial agencies and organizations, branches within the Ministry of Health and Long Term Care (MOHLTC) or other health units?

- No ⇒ Skip to Question 36
- Yes ⇒ Please list those with whom have you shared data, and for what purpose.

Who	Purpose
<i>Local community agencies/organizations</i>	
<i>Provincial agencies/organizations</i>	
<i>Ministry of Health and Long Term Care</i>	
<i>Other health units</i>	
<i>Other, please specify:</i>	

36. What do you feel are the major impediments and barriers to the sharing of health unit-specific RRFSS datasets with local community agencies and organizations, branches within the MOHLTC, or other health units? How can these be overcome?

Barriers/Impediments	Can be overcome by...

37. In general, do you think external agencies should have access to RRFSS datasets in order to do analysis at the provincial level?

Yes

No

Please explain your answer:

38. In general, do you think external agencies should have access to RRFSS datasets in order to do analysis at the health unit level?

Yes

No

Please explain your answer:

39. In general, do you think external agencies should have to pay for access to RRFSS datasets?

Yes

No

Please explain your answer:

40. In general, do you think external agencies should be allowed to pay for a set of questions to be put on the RRFSS questionnaire?

Yes

No

Please explain your answer:

41. In general do you think external agencies should have a place at the table as a RRFSS partner (in determining content, methodology, etc.)?

Yes

No

Please explain your answer:

The last section refers to centralization issues of RRFSS, such as decision-making, funding, and the relationship of RRFSS to provincial health bodies.

42. Please evaluate the effectiveness of the decision-making processes of the following groups:

	Effective most of the time	Effective some of the time	Ineffective	Don't Know
RRFSS Steering Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Regional Working Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Special Request Review Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Website Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

43. How could the decision-making process be improved in each of the following groups?

RRFSS Steering Group _____

RRFSS Regional Working Group _____

RRFSS Analysis Group _____

RRFSS Special Request Review Committee _____

RRFSS Website Group _____

44. What suggestions would you have to improve decision-making processes of RRFSS overall?

45. Do you feel that it is important for all health units to participate in RRFSS?

- Yes
- No
- Don't Know

Please give the reasons for your response:

46. What role do you see for the Ministry of Health and Long-Term Care (MOHLTC) in RRFSS?

47. What role do you see for other ministries such as the Ministry of Health Promotion or the Ontario Health Promotion and Protection Agency in RRFSS? *Please specify both the agency and its role.*

Agency	Role
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

48. Centralization of some functions might increase the efficiency of RRFSS. For each function, please indicate the proportion of the work that you feel should be carried out locally and centrally.

Function	Local (%)	Centralized (%)
Determining the core modules of the RRFSS questionnaire		
Determining the optional modules of the RRFSS questionnaire		
Module development		
Data management		
Data analysis		
Making results useable		
Interpretation of results		
Dissemination of results within the health unit		
Report writing for the health unit		
Assisting program staff to use results		
Review of materials which use RRFSS results		
Presentation of RRFSS results within the health unit		
Presentation of RRFSS results to external audiences		
Other; please specify: _____		
Other; please specify: _____		

49. What suggestions do you have to strengthen RRFSS participation among health units and other public health stakeholders in Ontario?

50. With respect to the contract costs of RRFSS with ISR, what type of funding model do you think would work the best to ensure participation of all health units?

- 100% funded by the MOHLTC
- Same funding proportion as other mandated public health programs (currently 55% MOHLTC, 45% municipal, moving to 75%/25%)
- 100% out of individual health unit base budgets
- 100% funding of core modules by the MOHLTC; optional modules covered by individual health units
- Other, please specify: _____

51. Do you see any advantages to RRFSS funded by the MOHLTC?

52. Do you see any disadvantages to RRFSS funded by the MOHLTC?

53. Are there items, other than the ISR contract, that you think should be funded by the MOHLTC to enable all health units to participate in RRFSS?

- No
- Yes ⇒ Tables are provided for **Centralized, Regional** and **Local Personnel and Services** respectively. Please specify additional items that you think should be funded, either by checking the box (in the first table) or by entering the item under “Personnel or Service”. Please indicate the extent to which you think the costs of the item should be covered by the MOHLTC by checking the appropriate box in the table below, together with the extent to which their costs should be covered by the MOHLTC. An example is given in the shaded area of the table.

Cost	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
Centralized Personnel and Services				
RRFSS coordinator				
RRFSS website				
Annual RRFSS workshop				
RRFSS analysis				
Other, please specify:				
⇒ Where should centralized personnel and services be located?				
Regional personnel: please specify type, duties and FTE				
<i>0.5 Data Analyst to do regional analysis and reporting</i>			✓	
⇒ Where should regional personnel be located?				
Regional resources: please specify type				
⇒ Where should regional resources be located?				
Local health unit personnel: please specify type, duties and FTE				
Local resources: please specify type				

54. If there are items that you feel should be funded by the MOHLTC, please identify and rank the three most important, with “1” being the most important.

1. _____
2. _____
3. _____

55. What changes to RRFSS do you feel are needed in order to increase buy-in from the MOHLTC and all health units?

- Better validated modules
- More standardized data analysis
- Use of time trend analysis
- Use of other, more sophisticated data analysis
- Larger sample size
- Improved co-ordination with CCHS (e.g. complementary timing and module selection)
- More centralized staff
- More modules
- Change in sampling design
- Other, please specify: _____

Now we would like your opinions about using RRFSS to provide provincial estimates.

56. Do you think that RRFSS should provide provincial estimates of health indicators?

- No ⇒ Why not?

- Yes ⇒ How should those provincial estimates be obtained?
 - Keep sampling structure as it is (100 per month per health unit), but expand to include all health units
 - Sample in proportion to population size (e.g. City of Toronto would have a much larger sample than other areas)
 - Sample the same number of respondents per month in each health unit, but less than 100 (this would provide just a provincial estimate, but not estimates at the health unit level)
 - Other, please specify: _____

57. What advantages do you think there are to having a provincial sample?

58. Are there any other comments that you would like to make about RRFSS?

Thank you for taking the time to complete this questionnaire.

**2005 RRFSS Evaluation
Questionnaire for RRFSS Analysis Group**

Name of the Health Unit: _____

1. Which best describes your role at the health unit?

- Planner/evaluator
- Epidemiologist
- Analyst
- Other: please specify: _____

The first few questions relate to RRFSS module development and review.

2. Has your health unit ever *initiated* the development of RRFSS modules?

- Yes ⇒ Skip to Question 3.
- No ⇒ Why not? _____

3. Has your health unit ever *participated* in the development of RRFSS modules?

- Yes ⇒ Skip to Question 4.
- No ⇒ Why not? _____

⇒ What resources would be required in order for your health unit to participate in module development?

Human Resources:	
Other:	

⇒ Please estimate the time required (hours/year) to meet the demand for module development:

_____ hours/year

4. How satisfied are you with the process of module development?

- Very
Satisfied
- Somewhat
Satisfied
- Somewhat
Dissatisfied
- Very
Dissatisfied

OR I'm not involved in this

5. What suggestions do you have to improve the overall process of module development?

6. How satisfied are you with the process of Annual Module Review?

Very Satisfied
 Somewhat Satisfied
 Somewhat Dissatisfied
 Very Dissatisfied

OR I have not been involved in this

7. What suggestions do you have to improve the process of module review?

8. On a scale of 1-5, please rate the overall quality of RRFSS data.

1 2 3 4 5
 Very poor quality Very high quality

If you rated the quality of RRFSS data as less than “4”, please indicate reasons for your assessment, and provide suggestions for improvement.

Reason	Can be improved by...

The following section refers to decision-making processes within RRFSS.

9. Please evaluate the effectiveness of the decision-making processes of the following groups:

	Effective Most of the Time	Effective Some of the Time	Ineffective	Don't Know
RRFSS Steering Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Regional Working Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Analysis Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Special Request Review Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RRFSS Website Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. How could the decision-making process be improved in each of the following groups?

RRFSS Steering Group _____

RRFSS Regional Working Group _____

RRFSS Analysis Group _____

RRFSS Special Request Review
Committee _____

RRFSS Website Group _____

11. What suggestions would you have to improve decision-making processes of RRFSS?

12. Are there any other comments that you would like to make about RRFSS?

Thank you for taking the time to answer these questions about RRFSS.

**2005 RRFSS Evaluation
Questionnaire for Program and Research Staff
in Health Units Participating in RRFSS**

Name of the Health Unit: _____

1. Which best describes your role at the health unit?

- Planner/evaluator
- Epidemiologist
- Researcher
- Senior Manager, please specify programs: _____
- Program manager, please specify program: _____
- Program staff, please specify program: _____
- Media staff
- Other, please specify: _____

The first section of the questionnaire concerns dissemination of RRFSS results.

2. How are RRFSS results disseminated in your health unit? **Please check all that apply.**

- Responses to ad hoc requests from health unit staff
- Responses to ad hoc requests from other agencies or community members
- SPSS output
- Tables
- Internal written reports quarterly, or more frequently than quarterly
- Internal annual written report
- Written report(s) to Board of Health or Council
- Written report(s) to the community
- Media reports
- Presentations to health unit managers or staff
- Presentations to Board or Council
- Presentations to other agencies or community members
- Postings on the Intranet
- Postings on external website
- Postings on Extranet (restricted external website)
- Other, please specify: _____

3. Do you feel that RRFSS results are disseminated adequately in your health unit?

Yes ⇒ Skip to Question 4.

No ⇒ What needs for dissemination are not being met? _____

The next few questions ask about your use of RRFSS results for program planning and evaluation.

4. Do you use RRFSS results for *program planning*?

Yes ⇒ How do RRFSS results perform for purposes of program planning?

Poorly

Moderately well

Very well

Please explain your answer: _____

No ⇒ Why do you not use RRFSS results for program planning? **Please check all that apply.**

The questions I need are not on the questionnaire

The sample size is too small for the populations for which I need data

I do not have confidence in the results

The results I need are not available to me

I've never considered RRFSS as a source of data

I don't understand RRFSS results as they are presented

Other, please specify: _____

Other, please specify: _____

5. Do you use RRFSS results for *program evaluation*?

- Yes ⇒ How do RRFSS results perform for purposes of program evaluation?
- Poorly
 - Moderately well
 - Very well

Please explain your answer: _____

- No ⇒ Why do you not use RRFSS results for program evaluation? **Please check all that apply.**

- The questions I need are not on the questionnaire
- The sample size is too small for the populations for which I need data
- I do not have confidence in the results
- The results I need are not available to me
- I've never considered RRFSS as a source of data
- I don't understand RRFSS results as they are presented
- Other, please specify: _____
- Other, please specify: _____

6. What do you feel are the major impediments/barriers to your use of RRFSS results for program planning and evaluation? How can these be overcome?

Barriers/Impediments	Can be overcome by...

7. In what other ways have you used RRFSS results? Please check all that apply.

RRFSS Use	<input type="checkbox"/>	Please provide an example, if possible.
Media campaign	<input type="checkbox"/>	
Reporting program results to management	<input type="checkbox"/>	
Reporting program results to Board of Health/Council	<input type="checkbox"/>	
Policy development	<input type="checkbox"/>	
Advocacy work	<input type="checkbox"/>	
Development of a communications product	<input type="checkbox"/>	
Press releases	<input type="checkbox"/>	
Presentation	<input type="checkbox"/>	
Funding proposal	<input type="checkbox"/>	
Informing a decision	<input type="checkbox"/>	
Educational initiative	<input type="checkbox"/>	
Other, please specify	<input type="checkbox"/>	

or

I have not used RRFSS results (other than for program planning or evaluation)

8. On a scale of 1-5, please rate the overall quality of RRFSS data.

 1 2 3 4 5
 Very poor quality Very high
 quality quality

9. If you rated the quality of RRFSS data as less than “4”, please indicate reasons for your assessment, and provide suggestions for improvement.

Reason	Can be improved by...

The last few questions relate to module development and review.

10. Has your health unit program ever *initiated* the development of RRFSS modules?

Yes ⇒ Skip to Question 12.

No ⇒ Why not: _____

Don't Know

11. Has your health unit program ever *participated* in the development of RRFSS modules?

Yes

No ⇒ Why doesn't your health unit participate in the module development?

⇒ What resources would be required in order for your health unit to participate in module development?

Human resources: _____

Other: _____

⇒ Please estimate the time required (hours/year) to meet the demand for module development: _____ hours/year ⇒ Skip to Question 13.

Don't Know ⇒ Skip to Question 13.

12. How satisfied are you with the process of module development?

Very
Satisfied

Somewhat
Satisfied

Somewhat
Dissatisfied

Very
Dissatisfied

or I'm not involved in this

13. What suggestions do you have to improve the overall process of module development?

14. How satisfied are you with the process of Annual Module Review?

Very
Satisfied

Somewhat
Satisfied

Somewhat
Dissatisfied

Very
Dissatisfied

or I have not been involved in this

15. What suggestions do you have to improve the process of module review?

16..Are there any other comments that you would like to make about RRFSS?

Thank you for taking the time to complete this questionnaire.

2005 RRFSS Evaluation
Medical Officers of Health and Associate Medical Officers of Health
in Health Units not Participating in RRFSS

Name of the Health Unit: _____

The initial section contains questions about participation in RRFSS and the role of provincial ministries.

1. Has your health unit ever participated in RRFSS in the past?

- Yes
- No

2. Why does your health unit not currently participate in RRFSS? *Please check all that apply.*

- Cost
- Not enough staff
- Other resource limitation, please specify: _____
- No need for this kind of data
- Don't know enough about RRFSS
- Other, please specify: _____
- Not sure

3. Is your health unit considering participation in RRFSS in the next two years?

- Yes
- No
- Don't know

4. Do you feel that it is important for all health units to participate in RRFSS?

- Yes
- No
- Don't know

Please give the reasons for your response:

5. What role do you see for the Ministry of Health and Long-Term Care (MOHLTC) in RRFSS?

6. What role might you see for other ministries such as the Ministry of Health Promotion or the Ontario Health Promotion and Protection Agency in RRFSS? *Please specify both the agency and its role.*

Agency	Role
_____	_____
_____	_____
_____	_____

7. Have you any suggestions as to how RRFSS participation can be strengthened among health units and other public health stakeholders in Ontario?

The next few questions address funding for RRFSS.

8. With respect to the contract survey costs of RRFSS, what type of funding model do you think would work best to ensure participation of all health units?

- 100% funded by the MOHLTC
- Funding proportion to match that of other mandated public health program (currently 55% MOHLTC, 45% municipal, moving to 75%/25%)
- 100% funding of core modules by the MOHLTC; optional modules covered by individual health units
- Other, please specify: _____

9. Are there items, other than the contract costs of the survey, that you think should be funded by the MOHLTC to enable all health units to participate in RRFSS?

- No ⇒ Please skip to Question 11
- Yes ⇒ Tables are provided for **Centralized**, **Regional** and **Local Personnel and Services** respectively. Please specify additional items that you think should be funded, either by checking the box (in the first table) or by entering the item under “Personnel or Service”. Please indicate the extent to which you think the costs of the item should be covered by the MOHLTC by checking the appropriate box. Examples are given in the shaded boxes.

Centralized Personnel and Services

Personnel or Service	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
RRFSS coordinator <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
RRFSS website <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Annual RRFSS workshop <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
RRFSS analysis <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Other; please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Other; please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

⇒ Where should *centralized personnel and services* be located?

Regional Personnel and Services

Personnel or Service (Please specify, including type and FTE of personnel)	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
<i>1 FTE data analyst</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

⇒ Where should *regional personnel and services* be located?

Local Personnel and Services

Personnel or Service (Please specify, including type and FTE of personnel)	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
<i>0.5 FTE epidemiologist</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

10. If there are items that you feel should be funded by the MOHLTC, please identify and rank the three most important, with “1” being the most important.

1. _____
2. _____
3. _____

11. Do you see any *advantages* to a RRFSS funded by the MOHLTC?

12. Do you see any *disadvantages* to a RRFSS funded by the MOHLTC?

Now, we would like your opinions about using RRFSS to provide provincial estimates.

13. Do you think that RRFSS should provide provincial estimates of health indicators?

No ⇒ Why not?

Yes

14. What advantages do you think there are to having a provincial sample?

15. Are there any other comments that you would like to make about RRFSS?

Thank you for taking the time to answer these questions.

**2005 RRFSS Evaluation
Questionnaire for Epidemiologists and Program Evaluators
in Health Units not Participating in RRFSS**

Name of the Health Unit: _____

The initial section contains questions about health unit participation in RRFSS and the role of provincial ministries.

1. Do you feel that it is important for all health units to participate in RRFSS?

- Yes
- No
- Don't know

Please give the reasons for your response.

2. What role do you see for the Ministry of Health and Long-Term Care (MOHLTC) in RRFSS?

3. What role might you see for other ministries such as the Ministry of Health Promotion or the Ontario Health Promotion and Protection Agency in RRFSS? *Please specify both the agency and its role.*

Agency	Role
_____	_____
_____	_____
_____	_____

4. What suggestions do you have to strengthen RRFSS participation among health units and other public health stakeholders in Ontario?

The next few questions address funding for RRFSS.

5. With respect to the contract cost of RRFSS with ISR¹³, what type of funding model do you think would work best to ensure participation of all health units?

- 100% funded by the MOHLTC
- Same funding proportion as other mandated public health programs (currently 55% MOHLTC, 45% municipal, moving to 75%/25%)
- 100% funding of core modules by the MOHLTC; optional modules covered by individual health units
- Other, please specify: _____

6. Do you see any advantages to a RRFSS funded by the MOHLTC?

7. Do you see any disadvantages to a RRFSS funded by the MOHLTC?

¹³ (ISR) The Institute for Social Research conducts the telephone interviews for RRFSS.

8. Are there items, other than the ISR contract, that you think should be funded by the MOHLTC to enable all health units to participate in RRFSS?

- No ⇒ Skip to Question 9
- Yes ⇒ Tables are provided for *Centralized*, *Regional* and *Local Personnel and Services* respectively. Please specify additional items that you think should be funded, either by checking the box (in the first table) or by entering the item under “Personnel or Service”. Please indicate the extent to which you think the costs of the item should be covered by the MOHLTC by checking the appropriate box. Examples are given in the shaded boxes.

Centralized Personnel and Services

Personnel or Service	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
RRFSS coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
RRFSS website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Annual RRFSS workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
RRFSS analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Other; please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
Other; please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

⇒ Where should *centralized personnel and services* be located?

Regional Personnel and Services

Personnel or Service (Please specify, including type and FTE of personnel)	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
<i>1 FTE data analyst</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

⇒ Where should *regional personnel and services* be located?

Local Personnel and Services

Personnel or Service (Please specify, including type and FTE of personnel)	Funding Ratio (Please check one)			
	50% Local/ 50% MOHLTC	Same ratio as MPHSG	0% Local/ 100% MOHLTC	Other ratio: please specify
<i>0.5 FTE epidemiologist</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ % Local/ ____ % MOHLTC

9. If there are items that you feel should be funded by the MOHLTC, please identify and rank the three most important, with “1” being the most important.

4. _____

5. _____

6. _____

10. What changes to RRFSS do you feel are needed in order to increase buy-in from the MOHLTC and all health units?

- Better validated modules
- More standardized data analysis
- Use of time trend analysis
- Use of other, more sophisticated data analysis
- Larger sample size
- Improved co-ordination with CCHS (e.g. complementary timing and module selection)
- More centralized staff
- More modules
- Change in sampling design
- Other, please specify: _____

Now, we would like your opinions about using RRFSS to provide provincial estimates.

11. Do you think that RRFSS should provide provincial estimates of health indicators?

- No ⇒ Why not?

Yes

12. What advantages do you think there are to having a provincial sample?

13. Who do you think would use the provincial level estimates, and for what purposes?

14. Are there any other comments that you would like to make about RRFSS?

Thank you for taking the time to answer these questions.