



# Data and Information Management for Public Health Units

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A Self-Assessment Tool from  
the PHRED Program

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**Public Health  
Data and Information  
Management Capacity  
Survey Tool**

**June 2007  
Revised October 2008**



**Public Health  
Data and Information  
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Survey Tool  
User's Guide**

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## Purpose of the Survey Tool

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- A self-administered survey tool designed for use by Ontario health units to assess their current and potential data and information management processes and capacities
- Developed in 2007 before OPHS release
- Adapted for 2008 and current public health context



# Data and Information Management

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**Data:** A set of facts or items of information.

**Information:** Data that have been arranged to provide the basis for analysis and interpretation, and transformation into knowledge.

**Data and Information Management:** The process of understanding the data and information needs of an organization and making that data and information available to support the operations of the organization.



# Assumptions

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- Health units manage data and information:
  - in varying ways
  - for diverse purposes
  - that suit the local context
- Health units could benefit from considering other methods, purposes or approaches to data and information management

# Relevance to Foundations

## Program Standards and Protocols

### Chronic Diseases and Injuries

- Chronic Disease Prevention
- Prevention of Injury and Substance Misuse
- 2 Protocols

### Family Health

- Reproductive Health
- Child Health
- 5 Protocols

### Emergency Preparedness

- Public Health Emergency Preparedness
- 1 Protocol

### Infectious Diseases

- Infectious Diseases Prevention and Control
- Rabies Prevention and Control
- Sexual Health, Sexually Transmitted Infections, and Blood-borne Infections
- Tuberculosis Prevention and Control
- Vaccine Preventable Diseases
- 11 Protocols

### Environmental Health

- Food Safety
- Safe Water
- Health Hazard Prevention and Management
- 6 Protocols

## Foundational Standard and Protocol

Population Health Assessment  
Surveillance  
Research and Knowledge Exchange  
Program Evaluation  
1 Protocol

## Principles

Need

Impact

Capacity

Partnership and  
Collaboration



## Structure of the Tool

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- Self-administered Survey
- User's Guide
  
- **Part A:** Assessing Current Data and Information Management Capacity
- **Part B:** Planning for Improvement
- **Part C:** Identifying Priority Areas



## Part A: Assessing Current Data and Information Management Capacity

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1. Data and Information Processes
2. From Data and Information to Knowledge (Data Usage and Application)
3. Human Resource Capacity
4. Information Technology
5. Satisfaction with Current Practice

<b>Response Options</b>	<b>Response Explanations</b>	<b>Points</b>
No activity	We do not perform this activity	1
No routine processes	We perform this activity but in an ad hoc/as needed manner	2
Initial stages	We are starting to develop standardized/routine processes	3
Basic processes in place	Routine processes are in place but not standardized	4
Processes are routine and practiced by all	The Board of Health has standard processes that are followed across the organization (may be outlined in policies and procedures)	5
Don't know		0

<b>Program Area</b>	<b>Data Access &amp; Collection</b>	<b>Data Entry</b>	<b>Data Validation</b>	<b>Data Storage &amp; Security</b>	<b>Data Extraction, Analysis &amp; Interpretation</b>	<b>Data Reporting &amp; Dissemination</b>
Chronic Disease Prevention						
Prevention of Injury & Substance Misuse						
Reproductive Health						
Child Health						



## Part B: Planning for Improvement

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- Training, supports and enhancements

## Part C: Identifying Priority Areas

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- Choosing priorities from Parts A and B

# Assessing Local Public Health Data and Information Management Capacity Survey Tool and User's Guide

Available as an electronic form  
(with self-calculating totals)

[www.phred-redsp.on.ca](http://www.phred-redsp.on.ca)  
under Reports and Resources

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