

# OHHP-Taking Action for Healthy Living Cheat Sheet for New Coordinators

## The Who's Who and What's What of the OHHP-Taking Action for Healthy Living

### The "Cheat Sheet"

This Cheat 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 Heart Health 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 contact 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 Heart Health 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 a Heart Health Coordinator, and a description of HHRC's services here.

### HHRC Coaching Service

This professional service is available for new as well as experienced Heart Health 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. 246.

### 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 heart health 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. 246.

## 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. The program is funded to December 2007.

## 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 heart health programming. The Network facilitates partnerships between practitioners in the field, the funders (Ministry of Health Promotion), the researchers (Canadian Heart Health Initiative – Ontario Project CHHIOP), and the support agencies (HHRC).

The OHHN spans the province of Ontario and is comprised of six geographic regions – North West, North East, Central East, Central West, Eastern, South West and the corresponding thirty-seven Community Partnerships.

The OHHN holds two provincial in-person meetings each year. Meetings are held, usually in the Spring and Fall.

### Mission

The mission of the OHHN is to provide advocacy for chronic disease prevention efforts on behalf of the membership and to support the membership through opportunities to learn, share and network.

### Vision: Aspirations - The OHHN in 2007

- ♥ Adequate and stable funding for chronic disease prevention based on successful advocacy efforts;
- ♥ A larger, more inclusive and developed network with clearly defined communication with appropriate alliances;
- ♥ Successful community outcomes in chronic disease prevention.

### The OHHN Executive Committee

The OHHN Executive consists of representatives from each of the 6 geographic regions, two co-chairs, past chair, ad hoc members, and representatives from the Ministry of Health Promotion and the HHRC. The Executive Committee plans bi-annual in-person meetings, held at various locations throughout the province. The Executive Committee also has several sub-committees who work on various projects such as funding continuation and communications. Additional committees are formed on an ad-hoc basis.

### Co-Chairs:

Alicia Tyson, Co-chair OHHN, Take Heart (Simcoe Muskoka District Health Unit)

Anne Ostrom, Co-chair OHHN, Take Heart Thunder Bay (Thunder Bay District Health Unit)

### OHHN Regional Representatives:

Alexis Green, Regional Representative Eastern Region

Alison Dutkewicz, Treasurer, Regional Representative Northeast Region

Nicky Rauzon-Wright, Regional Representative Central East Region

Heather Keam, Regional Representative Central West Region

Helen Risteen, Regional Representative South West

Barb Eles, Past-Chair, OHHN

### Ministry of Health Promotion Representative:

Dave Sit, Health Promotion Coordinator, Chronic Disease Prevention and Health Promotion Branch

### Heart Health Resource Centre Representatives:

Anne Lessio, Manager Heart Health Resource Centre

Andrea Bodkin, Program Coordinator, Heart Health Resource Centre

### Ad-hoc Members:

Laura King-Hahn, Heart and Stroke Foundation of Ontario

Kerry Robinson, Canadian Heart Health Dissemination Project, McMaster University

# Regional Specific Cheat Sheet

(to be filled out by Regional Representative. Include the chair, Terms of Reference, date/time/location of next meeting etc)

## 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 cardiovascular disease 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 secretariat 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

Anne Lessio, Manager  
416.367.3313 or 1.800.267.6817 ext. 229  
[alessio@opha.on.ca](mailto:alessio@opha.on.ca)

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416.367.3313 or 1.800.267.6817 ext. 242  
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Andrea Bodkin, Program Coordinator of Coaching, Consultation and OHHN Support  
416.367.3313 or 1.800.267.6817 ext. 246  
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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 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 guideline 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)

Laura Belfie, Manager  
(416) 314-5503  
[laura.belfie@ontario.ca](mailto:laura.belfie@ontario.ca)

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

## Acronyms

Click on the acronym to be directed to the organizations' website.

ACPH	Advisory Committee on Population Health
BMI	Body Mass Index
<a href="#">CAMH</a>	Center for Addiction and Mental Health
<a href="#">CCO</a>	Cancer Care Ontario
<a href="#">CCS</a>	Canadian Cancer Society
<a href="#">CDA</a>	Canadian Diabetes Association
<a href="#">CDC</a>	Centers for Disease Control and Prevention
CDP	Chronic Disease Prevention
<a href="#">CDPAC</a>	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
<a href="#">HHRC</a>	Heart Health Resource Centre
HP&W	Health Promotion and Wellness
HRWG	Human Resource Work Group
<a href="#">HSFO</a>	Heart and Stroke Foundation of Ontario
<a href="#">LA</a>	The Lung Association
MHPSG	Mandatory Health Programs and Services Guidelines
<a href="#">MHP</a>	Ministry of Health Promotion

MOH	Medical Officer of Health
<a href="#">MOHLTC</a>	Ministry of Health and Long-term Care
MPIQ	Mandatory Program Indicator Questionnaire
<a href="#">MTR</a>	Ministry of Tourism
NGO	Non Government Organization
<a href="#">OCDPA</a>	Ontario Chronic Disease Prevention Alliance
<a href="#">OHHN</a>	Ontario Heart Health Network
OHHP-TAFHL	OHHP-Taking Action for Healthy Living
<a href="#">OHPRS</a>	Ontario Health Promotion Resource System
OHS	Ontario Health Survey
<a href="#">OPC</a>	Ontario Prevention Clearinghouse
<a href="#">OPHA</a>	Ontario Public Health Association
<a href="#">OSC</a>	Osteoporosis Society of Canada
<a href="#">PARC</a>	Physical Activity Resource Centre
PHB	Public Health Branch
<a href="#">PHRED</a>	Public Health Research and Education Departments
PREWG	Planning, Reporting & Evaluation Work Group
<a href="#">TEIP</a>	Towards Evidence Informed Practice
<a href="#">THCU</a>	The Health Communications Unit