

NCCHPP Internal Tool Health Impact Assessment (HIA) Process–Scoping Tool

July 2014 Version

Background:

The NCCHPP gives various training sessions on Health Impact Assessment for which it has developed some tools for the purpose of interactive exercises. These screening and scoping tools can be useful for HIA practitioners and those gathering more information on how to perform these steps. The screening grid and the process-scoping tool are inspired by international best-practices standards recognized within this field (amongst others, Quigley et al., 2006, and Bhatia, Branscomb, Farhang, Lee, Ornstein & Richardson, 2010).

If you wish to become more familiar with the five steps of HIA, please consult the NCCHPP's introduction to HIA, available here: http://www.ncchpp.ca/133/Publications.ccnpps?id_article=302

1 Questions to look at before starting the screening step

- **Do we have a common understanding of what screening is?**
- **Do we agree on these five quality criteria for the screening step?**
 1. Holistic approach to health (looking at all determinants of health).
 2. Multidisciplinary and multisectoral contributions to screening.
 3. Use of a screening tool.
 4. Concern for health inequalities.
 5. Transparency.
- **What screening tools do we want to use?**
 - How to make sure our screening tool takes impacts on health inequalities into account?
- **Who should take part in the screening?**
 - The working group? The advisory committee?
 - The local population?
 - Other stakeholders: other sectors of the municipality?
 - Other stakeholders: other government levels?
 - Other stakeholders: NGOs?
 - Others?
- **What kind of format of meeting for the screening step?**
 - Number of meetings?
- **What timeframes and resources do we have for screening?**
 - Half a day.
 - One day.
 - More than that.



- **How will the priorities be decided for which determinants will need to be looked at in the next steps?**
 - Public health priority?
 - City priority?
 - Citizen and stakeholder concerns?
- **Deliverable: do we want to write a screening report?**
 - Who will do so, under what “name”?
 - Will this be made public? Is there a knowledge transfer strategy?

2 Questions to look at before starting the scoping step

- **Do we have a common understanding of what scoping is?**
- **Do we agree with the following three quality criteria for the scoping step?**
 1. Development of a logic model.
 2. A clear definition of the scope of the analysis.
 3. Establishment of terms of reference (who will do what, how, and when).

2.1 SCOPING OF ISSUES: THE LOGIC MODEL

- **Who will take part in drawing up the logic model?**
 - See groups involved in screening. Will it be the same people?
- **How will this be done? In the same meeting as the screening step?**
- **Who will validate the logic model?**
 - Various experts in each theme?
 - Also the population?
- **What are the timeframes and the resources to draw up this logic model?**

2.2 SCOPING OF THE PROCESS: LOGISTICS PLANNING

- **Who are the different teams involved in the HIA?**
 - Working group? Do we need a Terms of Reference agreement?
 - Advisory committee? Do we need a Terms of Reference agreement?
- **Who will fulfil these roles? (Roles may of course overlap and are not mutually exclusive.)**
 - Project management.
 - Scientific role.
 - Knowledge brokering role.
- **How will we go about in actually giving answers to all these questions in this process-scoping tool? Who will be responsible for process-scoping?**

- **What are the parameters of the HIA?**
 - Temporal scope.
 - Geographic scope.
 - Financial resources.
- **What is the type of HIA to be undertaken?**
 - Rapid, intermediate or comprehensive?

3 Questions to look at before starting the appraisal step

- **Do we have a common understanding of what appraisal is?**
- **Do we agree with the following quality criteria for the appraisal step?**
 1. Use of rigorous research methods.
 2. Balance among data types: quantitative, qualitative, scientific and experiential data.
 3. Objective is the characterization of impacts.
- **What data will be needed for drawing the community profile?**
- **What type of data should be collected on the various health impacts?**
 - Scientific data from existing literature reviews.
 - Primary data collection.
 - Data from the field.
- **What methods will be used for data collection?**
- **Do we want to include citizen participation in the data collection, and how?**
- **What are the resources and timeframes:**
 - For data collection?
 - For characterization of impacts and further data analysis?

4 Questions to look at before starting the recommendations step

- **Do we have a common understanding of what the recommendations step entails?**
- **Do we agree with the following two kinds of quality criteria for the recommendations step?**
 1. Those relating to content: recommendations are based on results as well as on various criteria, including, in particular, feasibility.
 2. Those relating to form: reports, and their communication, must be well-adapted to the various audiences who will receive them.
- **How will we go about negotiating what the final recommendations will be?**
- **Will the citizens be involved in setting priorities?**
- **What is our knowledge transfer strategy?**
- **What form will the report take?**

- **Who will write the report? In whose name?**
- **To whom will this report be addressed?**
 - Decision makers only?
 - The population?
- **What are the resources and timeframes for making recommendations and writing the report?**

5 Questions to look at before starting the evaluation and monitoring step

- **Do we have a common understanding of what the evaluation step entails?**
- **Do we agree with the following quality criteria for the evaluation step?**
 1. Process evaluation allows lessons to be learned from the HIA process.
 2. Impact evaluation allows one to identify changes made to final decisions for the project or policy in response to the HIA, and to identify changes to practices for all stakeholders involved.
- **What will be the type of evaluation to be undertaken? What evaluation methodology will be followed?**
- **Who would be the actors involved?**
 - Would an external evaluator be asked to write a report? Who would commission it?
 - Would this person be active in the HIA from the start in order to gather information along the way?
- **What are the resources and the timeframes for evaluating this HIA?**

REFERENCES

Bhatia, R., Branscomb, J., Farhang, L., Lee, M., Ornstein, M. & Richardson, M. (2010). *Minimum elements and practice standards for health impact assessment (HIA)*. (Version 2). Oakland, USA : North American HIA Practice Standards Working Group. Retrieved from: <http://www.humanimpact.org/downloads/hia-practice-standards-nov-2010/>

Quigley, R., den Broeder, L., Furu, P., Bond, A., Cave, B. & Bos, R. (2006) Health impact assessment international best practice principles. *Special Publication Series No. 5*. Fargo, USA: International Association for Impact Assessment. Retrieved from: <http://www.iaia.org/publicdocuments/special-publications/SP5.pdf>

St-Pierre, L. (2009). *Introduction to HIA. HIA Series*. Montréal, Québec: National Collaborating Centre for Healthy Public Policy. Retrieved from: http://www.ncchpp.ca/133/Publications.ccnpps?id_article=302

July 2014

Authors: Julie Castonguay and Louise St-Pierre, National Collaborating Centre for Healthy Public Policy

SUGGESTED CITATION

Castonguay, J. & St-Pierre, L. (2014). *Health Impact Assessment (HIA) Process-scoping Tool*. Montréal, QC: National Collaborating Centre for Healthy Public Policy.

The National Collaborating Centre for Healthy Public Policy (NCCHPP) seeks to increase the expertise of public health actors across Canada in healthy public policy through the development, sharing and use of knowledge. The NCCHPP is one of six centres financed by the Public Health Agency of Canada. The six centres form a network across Canada, each hosted by a different institution and each focusing on a specific topic linked to public health. In addition to the Centres' individual contributions, the network of Collaborating Centres provides focal points for the exchange and common production of knowledge relating to these topics. The National Collaborating Centre for Healthy Public Policy is hosted by the Institut national de santé publique du Québec (INSPQ), a leading centre in public health in Canada.

Production of this document has been made possible through a financial contribution from the Public Health Agency of Canada through funding for the National Collaborating Centre for Healthy Public Policy (NCCHPP). The views expressed herein do not necessarily represent the views of the Public Health Agency of Canada.

All images in this document have been reproduced with permission or in accordance with licences authorizing their reproduction. Should you discover any errors or omissions, please advise us at ncchpp@inspq.qc.ca.

This document is available in its entirety in electronic format (PDF) on the National Collaborating Centre for Healthy Public Policy website at: www.ncchpp.ca.

La version française est également disponible au : www.ccnpps.ca.

Information contained in the document may be cited provided that the source is mentioned.

