



**Public Health Accreditation Board (PHAB)
Accreditation Leadership Team Meeting Agenda**

Meeting Arrangements

Date: Thursday, January 22, 2015
Scheduled Time: 10-11:30 AM
Meeting Location: The RSA Tower, Conference Room 1770, 17th Floor
Minutes of Last Meeting Refer to Handout #2 – Draft Meeting Minutes of December 1, 2014

Welcome and Review of Agenda – Carol Heier

Documents

- Handout #1 - Meeting Agenda

Agenda Item 1: Approval of the Minutes from Last Meeting – Carol Heier

Review/Approval of Minutes of December 1, 2014 Meeting

- Draft distributed by email and posted in the PHAB Documents section of the Employee Documentation Application (EDA) on January 8, 2015.
- Approval

Documents

- Handout #2: Draft Meeting Minutes of December 1, 2014

Agenda Item 2: Old Business – Carol Heier

Accreditation Leadership Team Charter/Roles and Responsibilities

- General Updates

Documents

- None

Agenda Item 3: Old Business – Carol Heier

Workgroup/Panel Member Updates

- Review of PHAB Accreditation Documentation Tracker
- Domain Workgroup Updates - Domain Leads
 - Special Status Reports from Domain 2, 6, 11 and 12 Leads- Documentation Examples Needed
 - Which documentation examples have you been unable to find and what is the reason?
 - Is the reason related to the department's capacity (ability to do the required activity), activity (actual execution of the required activity), and/or documentation (production of the required proof)?

- Has the Domain Workgroup identified a documentation example that partially demonstrates compliance with the measure, but needs improvement to fully meet it?
- What is actively being done to identify, develop, or update the required documentation and what is the status of that action?
- What assistance do you need from others?
- Document Review Panel
- Accreditation Champions

Documents

- Handout #3 – PHAB Accreditation Documentation Tracker – 1-9-15

Agenda Item 4: Next Meeting

Date and Time: Thursday, February 26, 2015, 10-11:30 AM

Meeting Location: Training Room 980, 9th Floor, the RSA Tower

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports
 - Updates on specific documentation that is pending submission to the DRP