



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

**Meeting Arrangements**

Date: Thursday, March 24, 2016  
Scheduled Time: 10:00 – 11:30 AM  
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL  
Minutes of Last Meeting Refer to Handout #2 – Draft Meeting Minutes of January 28, 2016

**Welcome and Review of Agenda – Carrie Allison**

Documents

- Handout #1 – ALT Meeting Agenda

**Agenda Item 1: Approval of the Minutes from Last Meeting – Carrie Allison**

Review/Approval of Minutes of January 28, 2016 Meeting

- Draft was distributed by email and posted in the PHAB Documents section of the Employee Documentation Application (EDA) on February 24, 2016
- The presentation from the January meeting along with the guidance on appropriate documentation examples as referenced during the presentation are provided today.

Documents

- Handout #2 – Draft Meeting Minutes of January 28, 2016
- Handout #3 – JCDH Presentation File from January 2016 ALT Meeting
- Handout #4 – Guidance on Appropriate Examples

**Agenda Item 2: Old Business – Carrie Allison**

Preparing for the Site Visit

- Update on ADAMS
- Reaccreditation process
- A newly projected documentation submission date should be available at the next ALT meeting.

Documents

- None

**Agenda Item 3: Old Business – ALT Members**

Workgroup/Panel Member Updates/Documentation

- The ALT Charter and attachments were updated. The primary change was the change in Accreditation Coordinator and other roles previously filled by Carol Heier who retired February 29, 2016, and others who have retired since the last update.
- Domain 1 and Domain 10 need to establish one new co-lead each. Suggestions are welcomed – please email them to Carrie Allison.
- Accreditation Champions Update
  - The Accreditation website continues to be reviewed and updated monthly. The most recent update was for the release of the new QI Plan, which is now available online.
- Document Review Panel Update

- Domain Workgroup Questions Regarding Documentation Documents
- Handout #5 – ALT Charter and Attachments
- Handout #6 – Domain Status Report as of March 18, 2016
- Handout #7 – Guidance from DRP on Unattainable Documentation

**Agenda Item 4: Next Meeting**

Date and Time: **Thursday, April 28, 2016, 10-11:30 AM**  
Meeting Location: Training Room 980, 9th Floor, the RSA Tower  
Proposed Agenda Items:

- Update on ADPH Accreditation Application and Process
- Accreditation Leadership Team Reports