

Preserving and Protecting the Public's Health



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

Meeting Arrangements

Date: Friday, October 25, 2013

Scheduled Time: 9:00 AM – 11:00 AM

Meeting Location: The RSA Tower, Training Room 980
Montgomery, AL

Minutes of Last Meeting Refer to Handout #2 – Meeting Minutes of July 18, 2013

Welcome and Introductions

- Handout #1: Meeting Agenda

Agenda Item 1: Approval of the Minutes of July 18, 2013 Meeting

Review/Approval of Minutes of July 18, 2013 Meeting

- Draft distributed by email on July 23, 2013 and posted in the Document Library. Also, draft is attached to this agenda.
- Corrections: A correction was made to Agenda Item #2 on page 2. The date that references the effective date of the PHAB Standards and Measures – Vs. 1.5 was changed from July 2013 to July 2014. The correction is included in the current draft. No other changes have been made.
- Approval
- Posting on ADPH Workforce Web Page – PHAB Documents

Documents

- Handout #2: Draft Meeting Minutes of July 18, 2013
- Handout #3: ADPH Workforce Development Web Pages

Agenda Item 2: Old Business

Results of Domain and Panel/Committee Lead and Workgroup Nominations

- Review of Process and Outcome
- Use of “Accreditation Leadership Team” Terminology

Documents

- Handout #3: Structure of Accreditation Leadership and Reporting
- Handout #4: PHAB Accreditation Leadership Team Roster

Agenda Item 3: Old Business

Update on ADPH PHAB Accreditation Readiness

- 1. Initial Checklist
 - Update on Essential Services Scan
- 2. Prerequisite Checklist
 - (Will address during Domain Lead Orientation)
- 3. Process Checklist
 - Update on PHAB On-line Orientation by Accreditation Leadership Team
- 4. Organizational Checklist
 - (Will address after Domain Lead Orientation)

Documents

- Handout #5: Abbreviated ADPH Accreditation Checklists (10-25-13)
- Handout #6: Results of Essential Services Scan
- Handout #7: PHAB On-line Orientation

Agenda Item 4: Orientation of Domain Leads by University of Alabama at Birmingham Facilitators

- Overview of the Accreditation Process
- Overview of Community Health Assessment
- Overview of the Community Health Improvement Plan Process
- Overview of the Strategic Planning Process
- Domain Roles and Responsibilities
- Organization and Timelines

Documents

- Handout #8: Domain Roles and Responsibilities Presentation Slides

Agenda Item 5: New Business

Accreditation Leadership Team Charter

- Review of Draft Charter
 - Aim Statement and Members
 - Roles and Responsibilities
 - Meetings Structure
 - Work Plans
- Will post in Doodle for review and comments

Documents

- Handout #9: Accreditation Leadership Team Charter – Draft

Agenda Item 6: New Business

Workgroup/Panel Member Recruitment

- Review of Current Workgroups Members and Nominations
- Need and Process to Identify Additional Workgroup Members
- Timeline to Complete Recruitment

Documents

- Handout #10: Accreditation Leadership Team Nominations
- Handout #11: Accepted Program Areas for PHAB Documentation

Agenda Item 7: New Business

ADPH Accreditation Process Timeline

- Review and Comments on Draft

Documents

- Handout #12: ADPH Accreditation Process Timeline - Draft

Agenda Item 8: Next Steps

- Completion of PHAB On-line Orientation by Accreditation Leadership Team Members
- Review/comment on Accreditation Leadership Team Charter
- Recruitment of Remaining Domain Workgroups, Document Review Panel, and Accreditation Champions
- Other

Agenda Item 9: Next Meeting

Date and Time: To be determined

Meeting Location: The RSA Tower, Room to be determined

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Approval of Accreditation Leadership Team Charter as Amended
- Accreditation Leadership Team Reports
- PHAB Documentation Guidelines and Pointers
- Update on Document Management System and Process
- Domain Work Plans