

**Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Workgroup Roster**
Updated 12/28/15

<u>Acting State Health Officer:</u>	Thomas M. Miller, M.D.
<u>Deputy Director of Program Operations:</u>	Michele Jones
<u>Accreditation Coordinator:</u>	Carol Heier

PHAB Accreditation Workgroups

Domain 1 – Conduct Assessment Activities

Leads:	Carrie Allison	Michele Jones
	Dale Quinney	
Workgroup:	Chris Sellers	Sarah Khalidi
	Jim McVay	Sondra Reese
	Justin T George	Stacey Adams
	Renae Carpenter	Tammie Yeldell
	Richard “Chuck” Rogers	William Duncan

Domain 2 Leads – Investigate Health Problems

Leads:	Mary McIntyre, MD	
	Sherry Bradley	
Workgroup:	Charlene Thomas	Teresa Porter
	Dennis Blair	Tim Hatch
	John Guarisco	Ron Dawsey
	Leigh Salter	

Domain 3 Leads – Inform and Educate about Public Health

Leads:	Jim McVay, DrPA	
	Karl Bryant	
Workgroup:	Arrol Sheehan	Richard Burleson
	Blu Gilliland	Sally Palmer
	Jennifer Sumner	Takenya Taylor
	Michael Smith	

Domain 4 Leads – Engage with the Public to Solve Public Health Problems

Leads:	Chris Haag	Jim McVay, DrPA
	Bob Hinds	
Workgroup:	Dena Donovan	Molly Killman
	Gloria Boyd	Pam Williams
	Ken Reid	Tim Hatch
	Mary Gomillion	Viki Brant

Domain 5 Leads – Develop Public Health Policies and Plans

Leads: Andy Mullins John Hankins
Carolyn Bern Michele Jones

Workgroup: Denise Pope Jane Reeves
Diane Beeson Molly Killman
Glenda Harris Stacey Adams
Jamey Durham Teela Carmack

Domain 6 Leads – Enforce Public Health Laws and Regulations

Leads: Brian Hale
Walter Geary, MD

Workgroup: Karen Landers, MD Phyllis Mardis
Mark Sestak

Domain 7 Leads – Promote Strategies to Improve Access

Leads: Cathy Caldwell Viki Brant
Jamey Durham

Workgroup: Carolyn Bern Renae Carpenter
Chris Sellers Ricky Elliot
Dana Driscoll Walter Geary, MD
Julia Sosa

Domain 8 Leads – Maintain a Competent Workforce

Leads: Brent Hatcher
Jamey Durham

Workgroup: Alice Floyd Linda Hines
Ann Brantley Renae Carpenter
John Hankins Trina Parker
Jora White

Domain 9 Leads – Evaluate and Continuously Improve

Leads: Carol Heier
Nancy Wright

Workgroup: Agnes Oberkor Chris Sellers
Bernard Linzy Ron Dawsey
Charlene Thomas Stacey Neumann

Domain 10 Leads – Contribute to and Apply the Evidence Base for Public Health

Leads: John Hankins
Brandi Pouncey

Workgroup: Agnes Oberkor
Debra Hodges
Marilyn Knight

Renae Carpenter
Sondra Reese
Tracey England

Domain 11 Leads – Governance

Lead: Jeffrey Wright

Workgroup: Joseph Osenton
Julia Sosa
Linda Hines Hornsby

Lisa Jones
Samarria Dunson
Victor Hunt

Domain 12 Leads – Administration

Lead: Michele Jones

Workgroup: Arrol Sheehan
Brian Hale
Chris Haag
Grover Wedgeworth

Jim McVay
Pam Moody
Teela Carmack

Document Review Panel:

Lead: Michele Jones

Panel: Janice Cook
Phyllis Mardis
Rachel Parrish

Sherry Bradley
Teela Carmack
Valerie Cochran

Accreditation Champions:

Lead: Carol Heier

Workgroup: Arrol Sheehan
Blu Gilliland

Chris Hall
Michael Smith

1. PUBLIC HEALTH ACCREDITATION BOARD (PHAB) ACCREDITATION LEADERSHIP TEAM CHARTER

2. Team Name: PHAB Accreditation Leadership Team (ALT)	3. Version: Version 1.3 (December 28, 2015)	4. Subject: PHAB Accreditation
5. Problem / Opportunity Statement: An opportunity exists for the Alabama Department of Public Health (ADPH) to achieve national accreditation through PHAB. The reorganized ALT began work on October 1, 2013. The membership and mission will be reevaluated once state level accreditation is awarded. The accreditation process will help lay the foundation for defining and strengthening the role of public health in a changing health care system. Accreditation provides a means for a department to identify performance improvement opportunities, improve management, develop leadership, and improve relationships with the community. ADPH is qualified and well positioned to attain national public health accreditation. It is important to work on achieving accreditation now to remain competitive and maximize the benefits of funding and technical assistance opportunities.		
6. Strategic Alignment: <i>PHAB Standards and Measures, Version 1.5</i> <i>Domain 5, Standard 5.3</i> <i>Domain 9, Standards 9.1 and 9.2</i>		7. Team Leader: Michele B. Jones, MS <i>Deputy Director for Program Operations</i>
8. Team Sponsor: Thomas M. Miller, M.D. <i>Acting State Health Officer</i>	9. Team Facilitator: Carol Heier, LCSW <i>Accreditation Coordinator</i>	
10. Team Members: Leads for 12 PHAB Domains, Document Review Panel, Accreditation Champions and Accreditation Coordinator (<i>Refer to Attachment 1: Structure of Accreditation Leadership and Reporting</i>)	Area of Expertise: <i>(Refer to Attachment 2: PHAB Accreditation Leadership Roster)</i>	
11. Performance Improvement AIM (Mission): The ALT helps guide the accreditation process and leads evaluation of the department’s readiness and the collection of documentation to apply for accreditation. The mission of the ALT is to submit the ADPH application and all supporting documentation for accreditation to PHAB by no later than August 24, 2016 and to fully participate in the Site Visit to achieve accreditation.		
12. Scope (Boundaries): <ul style="list-style-type: none"> • August 24, 2016 – Submit all documentation to PHAB • Date TBA – Prepare for and participate in PHAB Site Visit • Date TBA – Respond to the Site Visit report, as indicated 		
13. Objectives:- SMART - Specific, Measurable, Achievable, Realistic, Time Frame <ul style="list-style-type: none"> ✓ Submit 100% of potential accreditation documentation to the Document Review Panel (DRP) by March 1, 2016. ✓ Have all accreditation documentation approved by the DRP by May 1, 2016. ✓ Fully participate as required in the Accreditation Site Visit when scheduled by PHAB and follow-up as indicated. 		

14. Considerations (Assumptions / Constraints / Obstacles / Risks):	
Assumptions: The ALT will fulfill their roles and responsibilities with regards to the accreditation process (Refer to Attachment 3: Accreditation Leadership Roles and Responsibilities)	
Constraints: Work on the accreditation process will be completed along with job responsibilities	
Obstacles: Opportunities for improvement related to the PHAB Standards and Measures – Version 1.5 will be addressed through procedure changes and/or quality improvement initiatives	
Risks: Financial investment. Resistance to change.	
15. Available Resources:	
Bureau of Professional and Support Services, Office of Performance Management – Coordination, Funding, Training, Technical Assistance	
Public Health Accreditation Board – Standards and Measures, Training, Reference Materials	
Public Health Foundation, Association of State and Territorial Health Officials (ASTHO), National Association of County and City Health Officials (NACCHO), National Network of Public Health Institutes (NNPHI) – Accreditation Reference Materials	
Other health departments who achieve PHAB Accreditation	
16. Communication Plan (Who, How, and When):	
ALT meetings will be held during the morning of the fourth Thursday of each month. An alternate meeting day is the afternoon of the following Monday. The Office of Performance Management (OPM) will issue meeting agendas, sign-in sheets, handouts, and minutes and will post them in the Employee Documentation Application (EDA). OPM will post meeting minutes, agendas, and handouts on the ADPH Accreditation website.	
17. Key Stakeholders:	Area of Concern (as it relates to the Charter):
Governance	Leadership and Accountability
ADPH Employees	Workforce Development, Opportunity, Information and Involvement
Alabama Residents	Opportunities for Health and Quality Public Health Programs and Services
Partners, Stakeholders, and Funders	Accountability, Performance Management and Quality Improvement

Attachment 1: Structure of Accreditation Leadership and Reporting-Updated 12-28-15

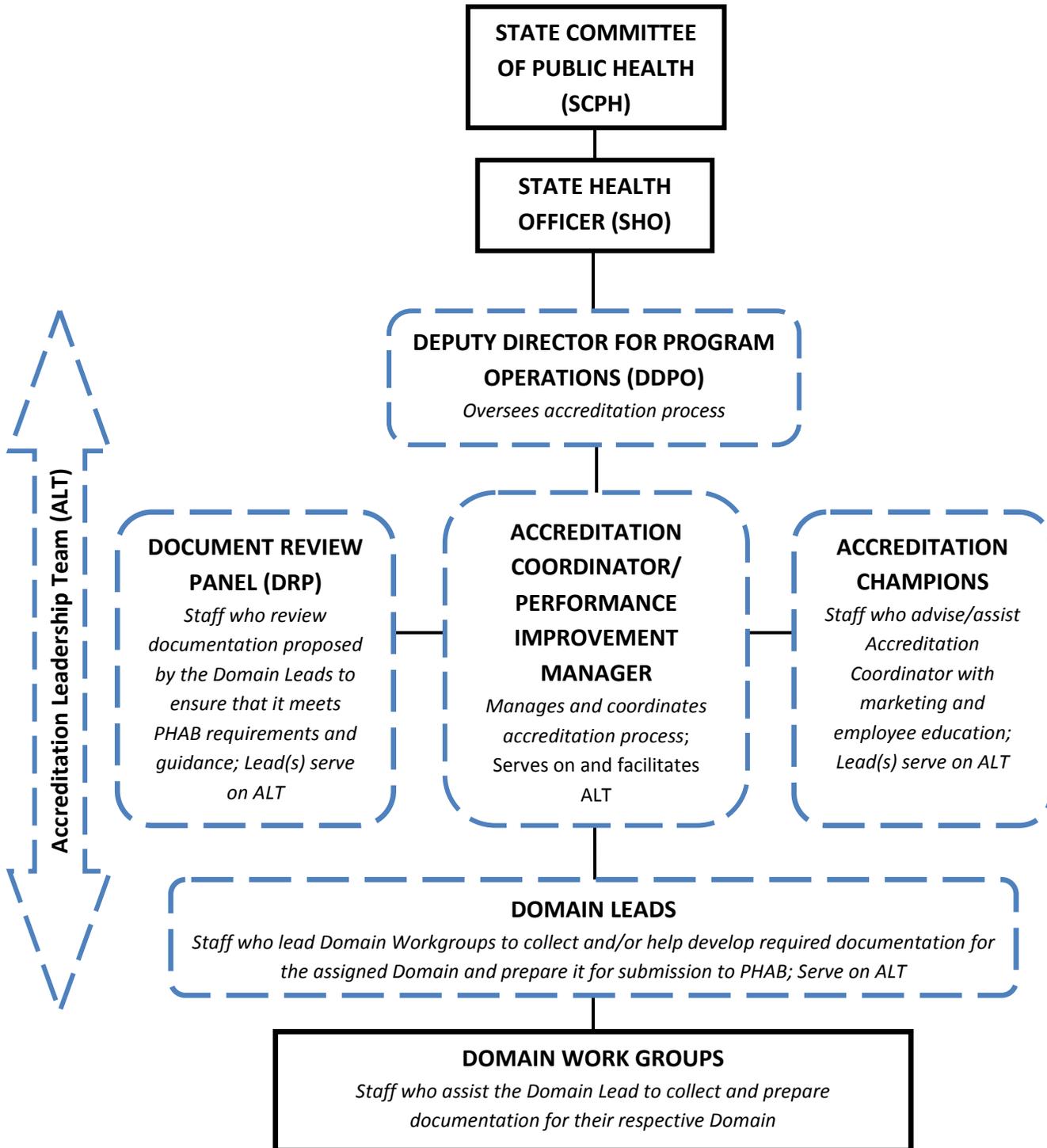
Attachment 2: PHAB Accreditation Leadership Roster – Latest update

Attachment 3: Accreditation Leadership Roles and Responsibilities – Updated 12-28-15

ALABAMA DEPARTMENT OF PUBLIC HEALTH

Structure of Accreditation Leadership and Reporting

Adopted July 18, 2013; Reviewed September 25, 2014; Revised December 28, 2015



REPORTING: The SHO engages and updates the SCPH regarding accreditation efforts and progress. The DDPO updates the SHO regarding accreditation efforts and progress and provides direction for the ALT. The Accreditation Coordinator monitors work of the ALT to meet agency target dates. Leads update their respective work groups/panel on accreditation efforts and progress.

Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Leadership Roster
December 28, 2015

Acting State Health Officer: Thomas M. Miller, M.D.

Accreditation Leadership Team

Deputy Director of Program Operations: Michele Jones

Accreditation Coordinator: Carol Heier

Domain Leads:

Domain 1 Leads – Conduct Assessment Activities	Carrie Allison Michele Jones Dale Quinney
Domain 2 Leads – Investigate Health Problems	Sherry Bradley Mary McIntyre, MD
Domain 3 Leads – Inform and Educate about Public Health	Karl Bryant Jim McVay, DrPA
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Domain 10 Leads – Contribute to and Apply the Evidence Base for Public Health	Brandi Pouncey John Hankins
Domain 11 Lead – Governance	Jeffrey Wright
Domain 12 Lead – Administration	Michele Jones

Document Review Panel Lead: Michele Jones

Accreditation Champion Lead: Carol Heier



Alabama Department of Public Health (ADPH) Accreditation Leadership Structure Roles and Responsibilities

State Health Officer

- Complete Public Health Accreditation Board (PHAB) orientation
- Be knowledgeable regarding the steps and timeline to attain accreditation for ADPH
- Interact with the Governor's Office, State Committee of Health, Deputy Directors, Bureau Directors, Area Administrators, and state level public health partners in support of the department's accreditation process
- Help ensure that department staff understand the importance of PHAB accreditation
- Ensure that essential personnel and financial resources are available to support accreditation efforts

Deputy Director for Program Operations

- Complete PHAB orientation
- Oversee membership and serve as an active member of the Accreditation Leadership Team (ALT)
- Be well versed regarding the steps, timeline, and progress made to attain accreditation for ADPH
- Interact with the State Health Officer, Bureau Directors, Area Administrators, ALT, Accreditation Coordinator and state level public health partners in support of the department's accreditation process
- Ensure that Bureau Directors are actively involved in the accreditation process, as needed
- Provide final approval of required documentation selected for submission to PHAB
- Help spread awareness of ADPH accreditation efforts when interacting routinely with staff, community partners, and governance

Accreditation Coordinator

- Complete PHAB orientation and related training regarding the accreditation requirements and process
- Conduct assessments of the health department's readiness to seek accreditation
- Coordinate the development and implementation of the department's internal plan to educate and engage staff in the accreditation process; lead the Accreditation Champions
- Help to engage partner organizations and community partners in the accreditation process
- Serve as an active member of the ALT
- Facilitate the ALT meetings and activities and monitor/report progress made to attain accreditation for ADPH
- Provide support and maintain status information regarding the work plans of the Domain Leads and Workgroups

- Manage the selection process for documentation for the PHAB measures
- Develop and maintain a document management process for proposed and selected documentation for the PHAB measures
- Complete/submit required applications, documents, and applicable fees to PHAB
- Schedule, prepare for, and manage the PHAB Site Visit
- Coordinate the department's review and response to the Site Visit Report
- Manage the development and submission of required annual reports and fees to PHAB
- Interact with PHAB, CDC, and other consultants/partners regarding accreditation activities
- Explore and help access educational and technical assistance resources in support of accreditation activities
- Help spread awareness of ADPH accreditation efforts

Domain Leads

- Complete PHAB orientation
- Serve as an active member of the ALT
- Participate in the development and completion of a timeline to attain accreditation for ADPH
- Manage membership of the respective Domain Workgroup
- Plan and direct activities of the respective Domain Workgroup
- Develop, facilitate, and monitor the work of the respective Domain Workgroup; periodically report progress
- Be well-informed regarding PHAB documentation guidance and requirements
- Serve as a subject matter expert for the respective Domain during the accreditation process and be knowledgeable regarding the related documentation
- Serve as the document provider for the respective Domain; collect documentation and/or develop and implement a creation strategy and submit the best potential documentation for review/selection per established procedure
- Identify opportunities for improvement within the respective Domain and participate in quality improvement initiatives to address them, when and as applicable
- Help spread awareness of ADPH accreditation efforts

Domain Workgroup Members (One Workgroup for each Domain)

- Participate in the planning and completion of the respective Domain responsibilities
- Be familiar with the PHAB accreditation process and PHAB documentation guidance and requirements
- Be well-versed in the required documentation for the respective Domain Standards and Measures
- Serve as the document finders for the respective Domain; determine the status of required documentation and help collect and/or develop the documentation for the respective Domain
- Participate in quality improvement initiatives to address opportunities for improvement within the respective Domain, when and as applicable
- Help spread awareness of ADPH accreditation efforts

Document Review Panel (DRP) Leads

- Complete PHAB orientation
- Serve as an active member of the ALT
- Manage membership of the DRP
- Plan, direct, monitor, and maintain documentation regarding the activities of the DRP

- Serve as PHAB documentation expert for the accreditation process
- Function as a DRP Member for purposes of reviewing and selecting documentation for submission to the Deputy Director for Program Operations for final approval
- Work with applicable Domain Leads to resolve questions or concerns regarding documentation routed to the DRP for review and selection
- Assist with staff training regarding PHAB documentation guidance and requirements and the departmental review and selection process, when needed
- Assist Accreditation Coordinator to monitor ALT progress regarding documentation selection and adherence to the timeline to attain accreditation for ADPH
- Help spread awareness of ADPH accreditation efforts

DRP Members

- Be well-informed regarding PHAB documentation guidance and requirements
- Review and rate potential documentation submitted to the DRP for content and completeness to ensure it satisfies the applicable PHAB standard/measure and complies with PHAB and departmental documentation requirements
- Help spread awareness of ADPH accreditation efforts

Accreditation Champions (Led by the Accreditation Coordinator)

- Be familiar with the PHAB accreditation process
- Serve as an active member of the ALT
- Assist the Accreditation Coordinator to develop and implement the Department's internal plan to educate and engage staff in the accreditation process
- Assist the Accreditation Coordinator to engage partner organizations and community partners in the accreditation process

Meeting Structure

Purpose of Meetings

- To move through and stay informed regarding the accreditation process
- To stay up-to-date regarding PHAB guidance
- To progress through work objectives and stay updated on documentation status
- To collaborate with and provide support to other ALT/Work Group/Panel members

Attendance

- ALT members are expected to attend ALT meetings. DRP Leads are encouraged to attend ALT meetings to provide updates, participate in discussions or accomplish related tasks.
- At least one Lead is required to be in attendance for each group meeting. When essential, Leads may designate someone to fulfill this requirement to avoid delaying the accreditation process.
- Meetings will be conducted and decisions will be made when a quorum is present. A quorum consists of at least fifty percent (50%) of the group members plus one (1) Lead/designee.

Decision-making

- Majority rules for decision making
- Members must be present to vote
- The vote of the Accreditation Coordinator will be the tie breaker

Documentation Submission

Submission and Approval Process

- The Domain Leads and Workgroups will identify, collect, and/or work with others to develop the documentation required to support each measure within the respective Domain. Domain Leads will format and submit the best documentation to the DRP by way of the Document Management System (DMS).
- Domain Leads are responsible to ensure that all the selected documentation clearly satisfies the applicable PHAB standard and measure, the required elements of the documentation are complete, and all documents are formatted properly to meet DRP and PHAB guidelines.
- The DRP Leads and members will read submitted documentation for content to ensure the document clearly satisfies the PHAB standard and measure and is properly formatted for submission to PHAB. The DRP Leads or designees will work with Domain Leads to resolve any weaknesses or deficiencies identified.
- The Accreditation Coordinator will provide support and technical assistance to Domain Leads and DRP members, as needed.
- The Deputy Director for Program Operations will issue final approval on documentation selected for upload to PHAB

Documentation Management System (TeamRoom Application)

- The Accreditation Coordinator will develop and maintain the system
- The ALT, Domain Workgroups, and DRP will be trained on use

Documents Structure

- Domain Leads should submit 2 examples per measure requirement unless otherwise stated in the PHAB Standards and Measures, Version 1.5 guidance.
- Documentation must be dated within last 5 years from date of submission to PHAB, unless otherwise stated in the PHAB Standards and Measures, Version 1.5 guidance.
- Domain Workgroups are encouraged to have back-up documentation examples, when possible, in case they are needed
- Domain Workgroups will rank their documents and submit the best choice to the DRP through the DMS.

Marketing and Promotion

- The Accreditation Coordinator and Accreditation Champions will lead efforts to spread awareness across ADPH staff, community partners, governance and residents regarding ADPH accreditation activities. Others involved in the process will also help with this effort.
- The vision of marketing is to have ADPH employees to understand the value of achieving accreditation and enthusiastically contribute to our department's successful application
- Marketing is done through means such as publications, one-on-one information exchanges, trainings, staff meetings, email alerts, and the department website and social media

Developed January 3, 2014. Updated September 25, 2014 and December 28, 2015.