

Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Leadership Team Roster
March 1, 2015

State Health Officer: Donald E. Williamson, MD
Deputy Director of Program Operations: Michele Jones
Accreditation Coordinator: Carol Heier

PHAB Accreditation Team (12 Domain Leads):

Domain 1 Leads – Conduct Assessment Activities	Michele Jones Dale Quinney
Domain 2 Leads – Investigate Health Problems	Sherry Bradley Mary McIntyre, MD
Domain 3 Leads – Inform and Educate about Public Health	Jim McVay, DrPA Sally Palmer
Domain 4 Leads – Engage with the Public to Solve Public Health Problems	Chris Haag Bob Hinds Jim McVay, DrPA
Domain 5 Leads – Develop Public Health Policies and Plans	Carolyn Bern Valerie Cochran Michele Jones Andy Mullins
Domain 6 Leads – Enforce Public Health Laws and Regulations	Walter Geary, MD Brian Hale
Domain 7 Leads – Promote Strategies to Improve Access	Viki Brant Cathy Caldwell Jamey Durham
Domain 8 Leads – Maintain a Competent Workforce	Jamey Durham Brent Hatcher
Domain 9 Leads – Evaluate and Continuously Improve	Carol Heier Nancy Wright
Domain 10 Leads – Contribute to and Apply the Evidence Base for Public Health	Valerie Cochran Carol Mysinger
Domain 11 Lead – Governance	Jeffrey Wright
Domain 12 Lead – Administration	Michele Jones

Document Review Panel Leads: Thomas M. Miller, MD
Debra Thrash

Accreditation Champion Lead: Carol Heier

Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Workgroup Roster
Updated March 1, 2015

State Health Officer: Donald E. Williamson, MD
Deputy Director of Program Operations: Michele Jones
Accreditation Coordinator: Carol Heier

PHAB Accreditation Workgroups

Domain 1 – Conduct Assessment Activities

Leads: Dale Quinney
Michele Jones

Workgroup:

Albert Woolbright	Janice Cook	Sondra Reese
Allison Smith	Jim McVay	Stacey Adams
Carrie Shepherd	Justin T George	Tammie Yeldell
Chris Haag	Krishona Lee	Thomas Lee
Chris Sellers	Renae Carpenter	William Duncan
Crystal Franklin	Ricky Elliott	

Domain 2 Leads – Investigate Health Problems

Leads: Mary McIntyre, MD
Sherry Bradley

Workgroup:

Charlene Thomas	Teresa Porter
Dennis Blair	Tim Hatch
John Guarisco	Tina Pippin
Leigh Salter	Ron Dawsey

Domain 3 Leads – Inform and Educate about Public Health

Leads: Jim McVay, DrPA
Sally Palmer

Workgroup:

Arrol Sheehan	Michael Smith
Blu Gilliland	Richard Burleson
Jennifer Sumner	Takenya Taylor
Jonathan Edwards	

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

Leads: Chris Haag
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 Michele Jones
Carolyn Bern Valerie Cochran

Workgroup: Carolyn Miller Jamey Durham
(from Medicaid) Jane Reeves
Cindy Ashley Molly Killman
Denise Pope Stacey Adams
Diane Beeson Teela Carmack
Glenda Harris

Domain 6 Leads – Enforce Public Health Laws and Regulations

Leads: Brian Hale
Walter Geary, MD

Workgroup: Charlie Thomas Mark Sestak
James (Nate) Horsley Mia Sadler
Karen Landers, MD Phyllis Mardis

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 Charlene Thomas
Albert Woolbright Chris Sellers
Annie Voxel Ron Dawsey
Bernard Linzy Stacey Neumann

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

Leads: Carol Mysinger
Valerie Cochran

Workgroup: Agnes Oberkor
Debra Hodges
John Hankins
Laurie Stout
Marilyn Knight
Melanie Rightmyer
Renae Carpenter
Sondra Reese
Tracey England

Domain 11 Leads – Governance

Lead: Jeffrey Wright

Workgroup: Joseph Osenton
Julia Sosa
Lisa Jones
Samarria Dunson
Victor Hunt

Domain 12 Leads – Administration

Lead: Michele Jones

Workgroup: Arrol Sheehan
Brian Hale
Chris Haag
Grover Wedgeworth
James Martin
Jim McVay
Pam Moody
Teela Carmack

Document Review Panel:

Leads: Debra Thrash
Thomas M. Miller, MD

Panel: Becky Leavins
Janice Cook
Phyllis Mardis
Rachel Parrish
Sherry Bradley
Teela Carmack
Valerie Cochran

Accreditation Champions:

Lead: Carol Heier

Workgroup: Arrol Sheehan
Blu Gilliland
Charles Crawford
Chris Hall
Michael Smith

DRAFT REVISED READINESS CHECKLISTS

OVERVIEW

The Readiness Checklists are lists of expectations for any health department that is preparing to apply for public health department accreditation. The Checklists itemize various capacities, documents, and activities that the health department should complete before they apply for accreditation. The Checklists assist the department in charting a course of action to prepare for public health department accreditation. PHAB recommends that health departments complete all of the tasks listed in the Checklists before registering on e-PHAB, PHAB's electronic information system.

The Checklists do not assist the health department in developing documentation. The Checklists do not assist the department in determining if it is in conformity with or meets any of the PHAB standards and measures.

The tasks in these readiness checklists are divided into four sections:

1. Initial Accreditation Preparation Checklist	Determines eligibility and support for seeking public health department accreditation.
2. Foundational Plans and Processes Checklist	Determines if foundational plans and processes are in place at the time of application.
3. Infrastructure Checklist	Determines if the health department has the public health capacity and processes that are essential for being prepared for accreditation.
4. Accreditation Process Checklist	Determines if the health department has begun the accreditation related tasks that will help them assess if they are prepared to seek public health department accreditation.

How to Complete the Checklists

- These checklists can be used to document progress made in preparing to participate in the national public health department accreditation process. The health department may choose to review these checklists on a regular basis.
- In completing the checklists for the first time, review each task and indicate the initial status.
- In subsequent reviews, the "X" mark for the task may move into other columns until the task is complete or established. The date of completion may be entered in the last column.
- These readiness checklists are for a health department's internal use only. The completed checklists are not to be submitted to PHAB.

1. INITIAL ACCREDITATION PREPRATION CHECKLIST

Question	No	Yes
Is the health department eligible for PHAB accreditation? <i>(See definitions of eligible health departments in The Guide to Accreditation.)</i>		
Does the director of the health department support the health department's seeking PHAB accreditation?		
Does the appointing authority for the health department director (the person with the power to hire the director of the health department) support the health department's seeking PHAB accreditation?		
If there is a Board of Health or other governing entity, does it support the health department's seeking PHAB accreditation?		
Have appropriate parts of the Online Orientation been provided to members of the governing entity?		
Has the director of the health department considered the costs of applying for PHAB accreditation and the implications for the department's budget?		
Has the director of the health department completed PHAB's Online Orientation?		
Has the director of the health department read the Guide to Accreditation?		
TOTAL		
<p><i>All items in this Initial Accreditation Preparation Checklist of readiness should be answered "yes" before the health department moves forward.</i></p>		

2. FOUNDATIONAL PLANS AND PROCESSES CHECKLIST

Task	Responsible Staff	Not Yet Started	Underway	Complete	Date Completed or Determined to be Complete
The health department has a community health assessment (Standard 1.1).					
The health department has a community health improvement plan (Standard 5.2).					
The health department has a department strategic plan (Standard 5.3).					
The health department has a department workforce development plan (Standard 8.2).					
The health department has a department emergency operations plan (Standard 5.4),					
The health department has an organizational branding strategy. (Measure 3.2.2, Version 1.5)					
The health department has a department quality improvement plan (Standard 9.2).					
The health department has a performance management system (Standard 9.1)					
TOTAL COMPLETED AND CURRENT					
<p><i>It is recommended that all items in this checklist should be complete or close to completion prior to submitting an application for PHAB accreditation. For descriptions of these documents and the elements that they should include, see the PHAB Standards and Measures Version 1.5.</i></p>					

3. INFRASTRUCTURE CHECKLIST

Task	Responsible Staff	Not Yet	Underway	Yes	Date Determined to be in Place
Does the health department have collaborative working relationship with community organizations and representatives of the community, including other sectors of the community (for example, the educational system, the faith community, parks and recreation)?					
Is the health department an active member of community partnership(s) to address community health?					
Is there a collaborative working relationship with other levels of public health departments (Tribal, state, and local)?					
Does the health department have data collection, management, and analysis capacity?					
Does the health department work to identify and address community populations that are at a higher risk for poorer health outcomes?					
Is there a regular process by which the governing entity is briefed on the health department's activities including progress in seeking accreditation? (See <i>PHAB Acronyms and Glossary of Terms</i> for a definition of governing entity.) (The governing entity may or may not be the same as the appointing authority.)					
Is there a regular process to ensure that all department documents are dated?					
Is there a regular process to ensure that all department documents have evidence that the document is authentic to the health department (e.g., signature, logo, participant list, etc.)?					
<p><i>It is recommended that all items in this checklist should be in place prior to submitting an application for PHAB accreditation. Please note that the items listed on this checklist are key processes but that this list is <u>not an all-inclusive list</u> for the preparation for accreditation. Each health department that is considering applying for national public health department accreditation needs to develop its own unique work plan to ensure that it is ready for national public health department accreditation.</i></p>					

4. ACCREDITATION PROCESS CHECKLIST

Task	Responsible Staff	Not Yet Started	Underway	Complete	Date Completed
Has the health department designated an Accreditation Coordinator?					
Has the Accreditation Coordinator completed the Online Orientation?					
Does the Accreditation Coordinator have the authority in the department to make assignments and set deadlines?					
Does the Accreditation Coordinator have access to the director of the health department?					
Does the Accreditation Coordinator have strong organizational and project management skills?					
Has the department designated an internal accreditation team?					
Have the members of the accreditation team completed the Online Orientation?					
Has the department accreditation team reviewed the Guide to National Public Health Department Accreditation?					
Has the department accreditation team reviewed the PHAB webpage (www.phaboard.org) to become familiar with the accreditation resources available there?					
Has the accreditation team developed a work plan with objectives, realistic timeframes, and assigned responsibilities?					
Has the department accreditation team discussed individual tasks and how to organize the work?					
Are all of the Domains of the Standards and Measures assigned to a team member?					
Has a process been developed to identify and select documentation that is the most relevant for each measure and the best example for the department?					
Has the department established an internal electronic filing system to be a repository for required documentation and a method to organize documentation by Measure and Required Documentation?					

Has the department developed a process to engage department staff and community member in the process to seek accreditation?					
Does the accreditation team have an internal communications plan to keep department staff and appropriate community partners informed of the department's progress in seeking accreditation?					
Has the department completed a "self-study" to review of the standards, measures, and required documentation to determine where documentation is present and where documentation needs to be developed?					
Does the department implement an ongoing process to systematically review department policies, procedures, plans, and other documents to ensure that they are up to date and revised as needed?					
Has the department reviewed the timeframes required for each piece of documentation and ensured that documents meets them? (Documents must be dated and may need to be reviewed and/or revised.)					
Has the department developed and begun implementation of plans to address gaps in documentation?					
Has the department considered where outside technical assistance is warranted in order to be in conformity with PHAB Standards and Measures?					
Has the department considered how and where that technical assistance might be accessed to assist the health department be in conformity with PHAB Standards and Measures?					
Has the department sought and secured technical assistance to assist the health department to be in conformity with PHAB Standards and Measures?					
<p><i>It is recommended that all items in this checklist should be in place prior to submitting an application for PHAB accreditation. Please note that the items listed on this checklist are key activities but that this list is <u>not an all-inclusive list of activities</u> for the preparation for accreditation. Each health department that is considering applying for national public health department accreditation needs to develop its own unique work plan to ensure that it is ready for national public health department accreditation.</i></p>					