



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

Meeting Arrangements:

Date: Thursday, March 24, 2016
Scheduled Time: 10:00 – 11:30 AM
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL
Attendance in Person:
Carrie Allison
Sherry Bradley
Viki Brant
Cathy Caldwell
Jamey Durham
Walter Geary
Chris Haag
Bob Hinds
Michele Jones
Jim McVay
Andy Mullins
Nancy Wright
Guests:
Teela Carmack
Valerie Cochran
Janice Cook
Phyllis Mardis
Meeting Chair: Carrie Allison
Call to Order: 10:03 AM
Adjournment: 10:25 AM

Agenda Item 1: Approval of the Minutes of December 28, 2015 Meeting

On February 24, 2016, Carrie Allison distributed the draft version of the ALT meeting minutes of January 28, 2016, via email and posted them in the PHAB Documents section of the Employee Documentation Application (EDA) under PHAB Accreditation Leadership Team Meetings. They were made available as a Handout #2, also. Carrie asked if there were any additions or corrections needed. No changes were noted. Jim McVay made a motion to approve the minutes as written and Chris Haag seconded the motion. By vote, the motion carried and the minutes were approved unanimously by the ALT members present.

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

Conclusions:

- Meeting Minutes were approved

Agenda Item 2: Old Business – Carrie Allison

Preparing for the Site Visit

Handout #2 – Accreditation Leadership Team Meeting – April 28, 2016

- Update on ADAMS – As a reminder this was the software system we were planning to use to track the status of documentation between accreditation cycles. Houston County (TX) Health Department is the owner of this system and has not released this for use by other health departments. This tracking mechanism may not be necessary due to the PHAB Reaccreditation Process.
- Reaccreditation process – PHAB recently appointed a team that is looking at the process for reaccreditation to determine what will be required. It is expected to be much less intense than initial accreditation process.
- A newly projected documentation submission date should be available at the next ALT meeting.

Documents

- None

Conclusions

- No action needed at this time.

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. Jamey Durham mentioned that the documents should be updated to reflect Dr. Tom Miller as the State Health Officer as he is no longer “Acting” as the State Health Officer.
- Domain 1 and Domain 10 are in the process of establishing new co-leads. Domain 1 has confirmed that Debra Hodges will be the new Domain Co-Lead. This was need to support the documentation selection efforts since one of the co-leads (Carrie Allison) has taken additional co-lead responsibilities and will also be leading the documentation submission process. Domain 10 needs to replace John Hankins as the co-lead since he retired in January 2016. Brandi Pouncey has a potential candidate for this domain. Recommendations are welcome in the event that the potential candidate does not accept the role. Please email those suggestions to Brandi or Carrie.
- 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 (DRP) Update
 - Michele Jones congratulated Bob Hinds, co-lead of Domain 4, for obtaining DRP approval for all of his documents.
 - Michele briefly explained the Documentation Consultant Review process and how this may result in previously approved documentation being returned.
 - Michele explained that Carrie is leading two groups of ADPH employees who have agreed to assist in getting the selected documentation ready for entry into ePHAB and submission. This includes combining documents, writing final document descriptions, writing measure narratives, etc.
 - As this process continues, the ALT meetings will be increasingly important because we are in the last six months of the documentation submission deadline.
- Domain Workgroup Questions Regarding Documentation
 - Andy Mullins asked about evolving document (documentation that are continuously updated and will likely be updated before the final submission), specifically how that should be handled. Carrie noted that the specific document

Andy is referring to and similar documents are added to the DRP watch list. The DRP needs those documents to be submitted so they can be reviewed and prepared for final submission. The goal is to have someone review all of those documents on the watch list to ensure they are ready for submission. Some of those may need to be updated at the last minute.

- Viki Brant asked about those documents that have several pdfs that will need to be compiled. Should the Domain Leads retract those documents and combine the pdf files? No, they should not. Carrie clarified that the DRP needs those documents submitted separately because there are many times when documents need to be removed. In those situations, it is much easier to remove a whole pdf rather than specific pages.
- Michele reminded the ALT that when we are looking at the standards and measures, be sure to look at the purpose and significance in addition to the guidance. Many of us have focused on the guidance section and disregarded the purpose and significance, which leads to returned documentation.
- Bob asked if Ricky Elliott would continue to be the tribal contact. Michele said that was likely to change but it is not official at this time. Michele will provide additional information later. Carrie added that we have not had this situation arise yet but we will handle that when it does arise.

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 3: Next Meeting

Date: April 28, 2016
Scheduled Time: 10:00 - 11:30 AM
Meeting Location: Training Room 980, 9th Floor, the RSA Tower

Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Leadership Team Roster
April 14, 2016

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

PHAB Accreditation Team (12 Domain Leads):

Domain 1 Leads – Conduct Assessment Activities	Carrie Allison Debra Hodges 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
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 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	Carrie Allison Nancy Wright
Domain 10 Leads – Contribute to and Apply the Evidence Base for Public Health	Betsy Cagle Brandi Pouncey
Domain 11 Lead – Governance	Jeffrey Wright
Domain 12 Lead – Administration	Michele Jones

<u>Document Review Panel Leads:</u>	Michele Jones
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<u>Accreditation Champion Lead:</u>	Carrie Allison
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Domain Status Report 4/22/16

<u>Domains</u>	<u>Approved</u>	<u>In Process</u>	<u>Returned</u>	<u>No Submission</u>	<u>Total</u>
Domain 1	42	0	4	12	58
Domain 2	50	0	1	0	51
Domain 3	28	0	6	0	34
Domain 4	16	0	0	0	16
Domain 5	14	3	5	6	28
Domain 6	10	16	6	0	32
Domain 7	6	0	11	0	17
Domain 8	16	0	8	2	26
Domain 9	12	0	8	8	28
Domain 10	10	0	2	0	12
Domain 11	40	0	6	0	46
Domain 12	11	0	4	0	15
Totals	255	19	61	28	363

Meeting Materials Guidance from DRP

When the SVT reviews documentation of a meeting, they usually review three to four documents:

1. Agenda
2. Sign-in sheet
3. Minutes
4. Handouts (as applicable)

Most of us have uploaded these types of documentation, at least in part. The DRP needs everyone to go back to the measures where this was used and locate the other documents (if any are missing). If one of the documents cannot be located, enter a statement in the Team Room that says something like, "The minutes for this meeting are not available per Alabama Hospital Association who hosted this meeting."

Taking these steps now will prevent questions from the SVT, assist us in answering questions when they arise, and let us know that you have researched this event and do not have the full set of documents available.

Note: If you are referring to an event that was too large to have meeting minutes, such as a conference, a "meeting report" will serve the same purpose.

Please do not create this documentation for meetings that happened more than one quarter ago.