

Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Leadership Team Roster
June 6, 2014

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	Stacey Adams 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	Stacey Adams 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 Leads – Governance	Jeffrey Wright
Domain 12 Leads – Administration	Michele Jones Pat Ivie

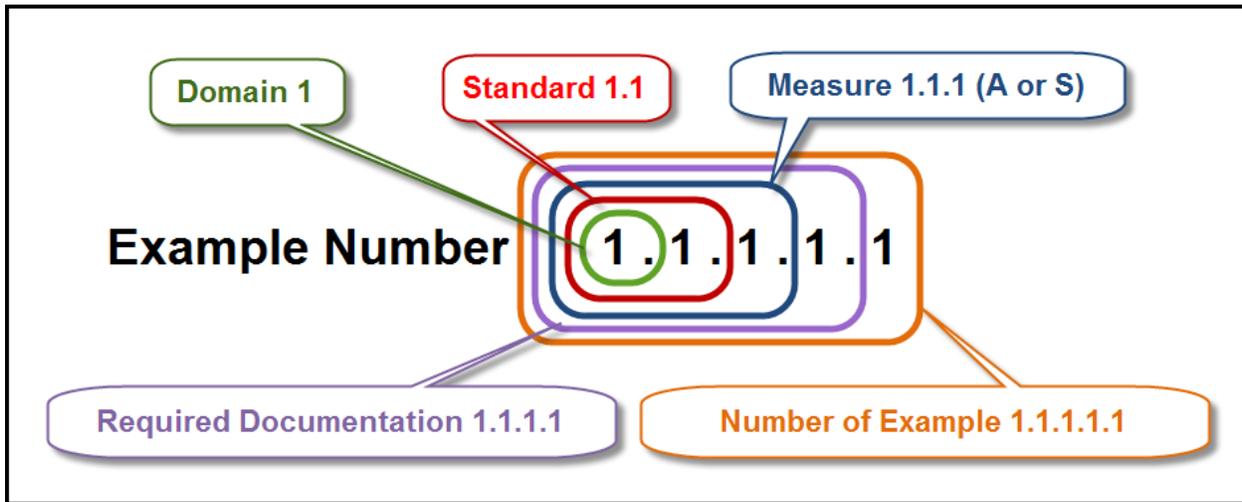
Document Review Panel Leads: Thomas M. Miller, MD
Debra Thrash

Accreditation Champion Lead: Carol Heier

Office of Performance Management Staff: Patronya Sanks

Alabama Department of Public Health
**DOCUMENTATION EXAMPLE NUMBERS (CATEGORIES) USED IN THE
 DOCUMENTATION MANAGEMENT SYSTEM (DMS)**
 PHAB STANDARDS AND MEASURES, VERSION 1.5
 May 15, 2014

Reference: Below is a graphic to explain the components of a complete documentation example number. Example numbers are listed as a “category” in the Document Management System.



Below is the list of documentation example numbers (categories) in the Document Management System.

Domain 1	1.2.1.4.1	1.2.4.2.1	1.4.2.2.2
1.1.1.1.1	1.2.1.4.2	1.2.4.2.2	
1.1.1.2.1			1.4.3.1.1
1.1.1.2.2	1.2.2.1.1	1.3.1.1.1	1.4.3.1.2
1.1.1.3.1	1.2.2.2.1	1.3.1.1.2	1.4.3.2.1
	1.2.2.2.2	1.3.1.2.1	1.4.3.2.2
1.1.2.1.1	1.2.2.3.1	1.3.1.2.2	1.4.3.3.1
1.1.2.2.1	1.2.2.3.2	1.3.1.3.1	1.4.3.3.2
1.1.2.2.2	1.2.2.4.1	1.3.1.4.1	1.4.3.4.1
1.1.2.3.1	1.2.2.4.2	1.3.1.4.2	1.4.3.4.2
1.1.2.3.2			
	1.2.3.1.1	1.3.2.1.1	Domain 2
1.1.3.1.1	1.2.3.1.2	1.3.2.1.2	2.1.1.1.1
1.1.3.1.2	1.2.3.2.1		
1.1.3.2.1	1.2.3.2.2	1.4.1.1.1	2.1.2.1.1
1.1.3.2.2	1.2.3.3.1	1.4.1.1.2	2.1.2.1.2
	1.2.3.3.2		2.1.2.2.1
1.2.1.1.1		1.4.2.1.1	2.1.2.2.2
1.2.1.2.1	1.2.4.1.1	1.4.2.1.2	
1.2.1.3.1	1.2.4.1.2	1.4.2.2.1	

2.1.3.1.1	2.4.2.2.2	3.2.6.3.1	5.3.3.1.1
2.1.3.1.2		3.2.6.4.1	5.3.3.1.2
	2.4.3.1.1	3.2.6.4.2	
2.1.4.1.1	2.4.3.1.2		5.4.1.1.1
2.1.4.1.2	2.4.3.2.1	<u>Domain 4</u>	5.4.1.1.2
2.1.4.2.1	2.4.3.2.2	4.1.1.1.1	5.4.1.2.1
2.1.4.2.2		4.1.1.1.2	5.4.1.2.2
2.1.4.3.1	2.4.4.1.1	4.1.1.1.3	5.4.1.3.1
	2.4.4.1.2	4.1.1.1.4	
2.1.5.1.1	2.4.4.2.1	4.1.1.2.1	5.4.2.1.1
2.1.5.2.1		4.1.1.2.2	5.4.2.2.1
	<u>Domain 3</u>	4.1.1.2.3	5.4.2.2.2
2.1.6.1.1	3.1.1.1.1	4.1.1.2.4	5.4.2.3.1
2.1.6.1.2	3.1.1.1.2	4.1.1.3.1	
	3.1.1.2.1	4.1.1.3.2	5.4.3.1.1
2.2.1.1.1	3.1.1.2.2		5.4.3.1.2
	3.1.1.3.1	4.1.2.1.1	
2.2.2.1.1	3.1.1.3.2	4.1.2.1.2	<u>Domain 6</u>
2.2.2.2.1			6.1.1.1.1
2.2.2.3.1	3.1.2.1.1	4.2.1.1.1	6.1.1.1.2
	3.1.2.2.1	4.2.1.1.2	6.1.1.2.1
2.2.3.1.1	3.1.2.2.2		
2.2.3.2.1	3.1.2.3.1	4.2.2.1.1	6.1.2.1.1
2.2.3.3.1	3.1.2.3.2	4.2.2.1.2	6.1.2.1.2
2.2.3.3.2	3.1.2.4.1		
	3.1.2.4.2	<u>Domain 5</u>	6.2.1.1.1
2.3.1.1.1		5.1.1.1.1	6.2.1.1.2
2.3.1.2.1	3.1.3.1.1	5.1.1.1.2	6.2.1.2.1
2.3.1.3.1	3.1.3.1.2		6.2.1.2.2
		5.1.2.1.1	
2.3.2.1.1	3.2.1.1.1	5.1.2.1.2	6.2.2.1.1
2.3.2.2.1	3.2.1.1.2		
2.3.2.3.1	3.2.1.2.1	5.1.3.1.1	6.2.3.1.1
	3.2.1.2.2	5.1.3.1.2	
2.3.3.1.1			6.3.1.1.1
2.3.3.2.1	3.2.2.1.1	5.2.1.1.1	6.3.1.1.2
2.3.3.3.1	3.2.2.2.1		6.3.1.2.1
2.3.3.4.1	3.2.2.2.2	5.2.2.1.1	6.3.1.2.2
2.3.3.5.1			
	3.2.3.1.1	5.2.3.1.1	6.3.2.1.1
2.3.4.1.1	3.2.3.2.1	5.2.3.2.1	6.3.2.1.2
2.3.4.1.2	3.2.3.2.2	5.2.3.2.2	
2.3.4.2.1			6.3.2.2.1
2.3.4.2.2	3.2.4.1.1	5.2.4.1.1	6.3.2.2.2
		5.2.4.2.1	
2.4.1.1.1	3.2.5.1.1		6.3.3.1.1
2.4.1.2.1	3.2.5.2.1	5.3.1.1.1	6.3.3.1.2
2.4.1.3.1	3.2.5.2.2		6.3.3.2.1
		5.3.2.1.1	6.3.3.2.2
2.4.2.1.1	3.2.6.1.1		
2.4.2.2.1	3.2.6.2.1		

6.3.4.1.1	8.2.2.6.2	9.2.2.2.2	11.1.6.4.1
6.3.4.1.2			11.1.6.5.1
6.3.4.2.1	8.2.3.1.1	Domain 10	
6.3.4.2.2	8.2.3.1.2	10.1.1.1.1	11.1.7.1.1
	8.2.3.2.1	10.1.1.1.2	11.1.7.2.1
6.3.5.1.1	8.2.3.2.2		11.1.7.2.2
6.3.5.2.1	8.2.3.3.1	10.1.2.1.1	11.1.7.3.1
6.3.5.3.1	8.2.3.3.2	10.1.2.1.2	
6.3.5.3.2		10.1.2.2.1	11.2.1.1.1
	8.2.4.1.1	10.1.2.2.2	11.2.1.1.2
Domain 7	8.2.4.2.1		11.2.1.2.1
7.1.1.1.1	8.2.4.3.1	10.2.1.1.1	11.2.1.2.2
7.1.1.1.2		10.2.2.1.1	11.2.1.3.1
7.1.1.2.2	8.2.5.1.1	10.2.2.1.2	
7.1.1.3.1	8.2.5.1.2	10.2.3.1.1	11.2.2.1.1
7.1.1.3.2		10.2.3.1.2	11.2.2.1.2
	Domain 9	10.2.4.1.1	
7.1.2.1.1	9.1.1.1.1	10.2.4.1.2	11.2.3.1.1
7.1.2.2.1	9.1.1.1.2		11.2.3.2.1
	9.1.1.2.1	Domain 11	11.2.3.2.2
7.1.3.1.1	9.1.1.2.2	11.1.1.1.1	
7.1.3.2.1		11.1.1.1.2	11.2.4.1.1
7.1.3.2.2	9.1.2.1.1	11.1.1.2.1	11.2.4.1.2
		11.1.1.3.1	11.2.4.2.1
7.2.1.1.1	9.1.3.1.1	11.1.1.3.2	11.2.4.2.2
7.2.1.2.1	9.1.3.2.1	11.1.1.4.1	
7.2.1.2.2	9.1.3.2.2		Domain 12
	9.1.3.3.1	11.1.2.1.1	12.1.1.1.1
7.2.2.1.1	9.1.3.3.2	11.1.2.2.1	12.1.1.2.1
7.2.2.1.2	9.1.3.4.1		
7.2.3.1.1	9.1.3.4.2	11.1.3.1.1	12.1.2.1.1
	9.1.3.5.1	11.1.3.2.1	12.1.2.2.1
7.2.3.1.2	9.1.3.5.2	11.1.3.2.2	
	9.1.3.6.1	11.1.3.3.1	12.2.1.1.1
			12.2.1.1.2
Domain 8			12.2.1.1.3
8.1.1.1.1	9.1.4.1.1	11.1.4.1.1	
8.2.1.1.1	9.1.4.1.2	11.1.4.2.1	
8.2.1.2.1	9.1.4.2.1	11.1.4.2.2	12.3.1.1.1
8.2.1.2.2	9.1.4.2.2	11.1.4.3.1	12.3.1.1.2
		11.1.4.4.1	
8.2.2.1.1	9.1.5.1.1		12.3.2.1.1
8.2.2.1.2	9.1.5.1.2	11.1.5.1.1	12.3.2.1.2
8.2.2.2.1		11.1.5.2.1	
8.2.2.2.2	9.1.6.1.1	11.1.5.3.1	12.3.3.1.1
8.2.2.3.1	9.1.6.1.2	11.1.5.4.1	12.3.3.1.2
8.2.2.3.2		11.1.5.4.2	12.3.3.2.1
8.2.2.4.1	9.2.1.1.1		12.3.3.2.2
8.2.2.4.2		11.1.6.1.1	
8.2.2.5.1	9.2.2.1.1	11.1.6.1.2	
8.2.2.6.1	9.2.2.1.2	11.1.6.2.1	
	9.2.2.2.1	11.1.6.3.1	

Preserving and Protecting the Public's Health



Public Health Accreditation Board (PHAB) Accreditation Leadership Team Meeting Documentation Review Panel Update

Meeting Arrangements:

Date: Thursday, June 26, 2014
Scheduled Time: 10:00 am – 11:00
Meeting Location: RSA Tower, Training Room 980
Presenter: Debra Thrash, Document Review Panel Lead

Update of Document Review Panel Activities

- We have had 5 meetings with our most recent meeting on Friday, June 20, 2014.
- Panel meetings are scheduled as needed.
- During the two hour meeting time, the panel discusses on average ten (to fourteen) documents.
- Panel members have reviewed and commented on documents in the following Domains: 3, 5, 6, 8, 10, and 11.
- Thus far, the panel has provided Domains 6 and 11 with response sheets notifying them of corrective measures or approval status for the documents submitted.

Lessons Learned

- Domain Leads know their programs very well. They know where to find the documentation necessary to support their position. However, they do not sell it.
 - The documentation presented to the Document Review Panel often does not clearly link the document to the S/M.
 - The Cover Sheet lacks an appropriate document description.
 - The document lacks adequate highlights and/or comment bubbles.
 - On average the panel is spending 12 minutes per document; the site visitor will not do this.
 - **TIP:** Do not type in the “example” space provided on the Cover Sheet. Use the example to review your document description. Have you addressed the required elements of the S/M? Did you tell the site visitor where to find the required elements in the document?
 - **TIP:** Add highlights, comment bubbles, arrows, etc. to point the site visitor to the required elements in the document. Help the site visitor draw the correct conclusion about the documentation.

- **TIP:** Read the guidance closely and view it like an RFP for a grant application insofar as addressing the specifics in the guidance.
- Documents submitted to the panel for review are not always dated.
 - Refer to page 6 of the Standards and Measures (“All documents much include a date”)
 - Refer to page 8 of the Standards and Measures (“All documentation used to demonstrate conformity with measures must be dated. . . . The date indicates when the document was created, adopted, reviewed, revised, etc. Site visitors will look for the date on the document.”)
 - **TIP:** Since site visitors will look for the date on each document, highlight the date so they can find it.
 - **TIP:** When uploading sections of a manual, be sure to include the title page (usually the title page has the date of the manual), the table of contents, and the relevant section applicable to the S/M tested.
- Screen prints are not clear and lack sufficient information.
 - ** Use “cute pdf writer” to generate image of web pages. This will date the document and will ensure that the web page is visible.
 - From the web, select “file – print”
 - Select the “cutePDF writer” as the printer
 - Choose the desired file name and storage location.
 - ** For those users who have adobe professional, use the “convert to pdf” button available on the tool bar to convert the web page to a pdf document.
- Separate pdfs
 - To facilitate understanding of documents, keep pdf documents separate
 - List pdf documents on the Cover Sheet separately
 - Use an appropriate title for the pdf document

Do’s and Don’ts for Preparing Documentation

Review the PHAB document

Do's & Don'ts for Preparing Documentation

May 2014

PHAB would like to emphasize a few pointers for health departments when they submit their documentation to PHAB. As health departments prepare documentation for submission to PHAB, following a few suggestions will save the health department time and effort later in the process.

A PHAB Accreditation Specialist will conduct a Completeness Review of documentation to assure that a sufficient type and volume of documentation has been submitted. The health department will be asked to resubmit documentation that does not follow the PHAB requirements. This will require additional work for the health department.

Additionally, health departments want the site visitors to identify all of the required elements easily within your documentation. Not only will the site visitors have fewer questions and requests for additional documentation, but they will be able to focus more on assessing your department's documentation.

Questions?

Ask your assigned Accreditation Specialist.



DO'S

Make sure every document is dated. The specificity of the date depends on the document and is determined by the health department. The date on some documents need only be the year (i.e., brochures or flyers). Other documents will include the month and year (i.e., community health improvement plans). Agendas and meeting minutes, for example, will have the month, day, and year.

Make sure web links include dated screenshots. Include a dated screenshot and description of the website to allow site visitors to verify that the information found on the site was in place at the time of documentation submission.

Make sure every document includes evidence of authenticity. This could be your health department's name, logo, staff names, etc. There should be some indication or description provided that proves the document is indeed in use by your health department, even if the document was not created by your health department.

Make sure to provide two examples per Required Documentation. Unless the Measure or Requirement states otherwise, two examples are required. The number of examples should not be confused with the number of documents. It may take several documents to describe one example.

Make sure to "tell the story" using the upload title, upload description, and Measure Narrative. Utilize the upload title and description in e-PHAB to briefly explain the context of the document, how your health department uses it, and exactly where in the document the site visitors should focus their attention. If using PDF documents, please refer to the PDF page number rather than the document page number. Utilize the Measure Narrative to explain how all of the documentation provided as whole is intended to demonstrate the Measure.

Make sure to point the site visitors in the right direction within the document. Within the document itself, it's helpful if you can use bookmarks, arrows, and highlighted text that indicates where the required elements are located. Site visitors will not search the documentation to put the puzzle together, so this is particularly helpful for large documents.

DON'TS

Don't upload drafts. Site Visitors are trained not to review and consider draft documents.

Don't upload sideways documents. These are difficult to review, particularly when the document is lengthy.

Don't include links in upload description or Measure Narrative. Any links should be included within the documentation along with a dated screenshot and description.

Don't upload documents with blank signature lines. A signature line that is not signed implies that the document isn't final or approved and therefore can't be accepted.

Don't include examples from unaccepted programs or activities. Refer to PHAB's Accepted Programs tip sheet found on the PHAB website or obtained from your Accreditation Specialist.

Don't use unacceptable file formats. Refer to PHAB's Acceptable File Formats tip sheet found on the PHAB website or obtained from your Accreditation Specialist.

Alabama Department of Public Health
Public Health Accreditation Board (PHAB)
Accreditation Workgroup Roster
Updated June 23, 2014

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
Stacey Adams

Workgroup: Albert Woolbright Janice Cook Sondra Reese
Allison Smith Jim McVay Tammie Yeldell
Carrie Shepherd Justin T George Thomas Lee
Chris Haag Krishona Lee William Duncan
Chris Sellers Renae Carpenter
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
Jackie Holliday Tina Pippin
John Guarisco Ron Dawsey
Leigh Salter

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 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 Stacey Adams
Carolyn Bern Valerie Cochran
Michele Jones

Workgroup: Cindy Ashley Jane Reeves
Diane Beeson Teela Carmack
Jamey Durham

Domain 6 Leads – Enforce Public Health Laws and Regulations

Leads: Brian Hale
Walter Geary, MD

Workgroup: Charlie Thomas Mia Sadler
James (Nate) Horsley Pat Ivie
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
Albert Woolbright Nancy Wright
Annie Vosel Patronya Sanks
Bernard Linzy Ron Dawsey
Charlene Thomas 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

Leads: Michele Jones
Pat Ivie

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
Harrison Wallace
Janice Cook
Phyllis Mardis

Sherry Bradley
Teela Carmack
Valerie Cochran

Accreditation Champions:

Lead: Carol Heier

Workgroup:

Arrol Sheehan
Blu Gilliland
Charles Crawford

Chris Hall
Michael Smith
Patronya Sanks

Office of Performance Management Staff:

Patronya Sanks