

**Alabama Department of Public Health**  
**Public Health Accreditation Board (PHAB)**  
**Accreditation Leadership Team Roster**  
July 24, 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	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
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 John Hankins 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	Jonathan Edwards John Hankins
Domain 11 Lead – Governance	Jeffrey Wright
Domain 12 Lead – Administration	Michele Jones

**Document Review Panel Leads:** Michele Jones

**Accreditation Champion Lead:** Carol Heier

Alabama Department of Public Health  
**Accreditation Coordinator Training Notes**  
Public Health Accreditation Board – Alexandria, VA  
August 11-12, 2015

**DOCUMENTATION**

**General**

- Documentation examples need to represent a variety of programs; our application is a good reference to ensure that what our department does is well represented in our documentation examples.
- All documentation standards apply to all documents (date, evidence of authenticity, etc.).
- When selecting and preparing documents, ask these four questions to determine if the document is a good example:
  - What do I have?
  - How does it demonstrate conformity?
  - What do I want this to say to the Site Visit Team?
  - How would it be assessed?
- A state health department applicant can only use documentation about what the state health department has done. Documentation about activities at the area or county level that were not lead or facilitated by the state health department are not acceptable. (Need to explain in a separate document the role that Ricky Elliott plays for ADPH with the Poarch Band of Creek Indians.)
- A separate document may be written and added to the other documentation to more fully explain a process or explain assumptions that may be made. The document should include evidence of authenticity and a date.
- Documentation needs to be selected from on-going programs that are in effect when the documentation is submitted to PHAB.

**Document Dates/Timeline**

- Policy from other entities (e.g., legislature, governor’s office) that is dated outside the time line, but in use by the health department is acceptable if there is evidence that it has been reviewed by the health department within the timeframe and found to still be accurate.
- Contracts/agreements that have not been renewed are not acceptable unless there is an “evergreen” clause that automatically renews the length of the agreement after a predetermined period, unless notice for termination is given.
- MOUs with a clause stating “in effect until notified” type clause also require a “review date” within the time frame.
- The health department can add text to date a document if the date is known (e.g., “this brochure was used in \_\_\_\_”). The Site Visitors can and may ask to see other evidence such as reports, requisitions, or contracts to confirm when the document was created/used. The health department can note that future documents will be dated as part of an improvement plan.

**Signatures**

- No gray area here. If there is a signature line in a document, the document must be signed. If the signature is not relevant delete it from the document prior to submission to PHAB.

**Evidence of Authenticity/Branding**

- If different logos are used by the health department, submit a separate document to explain this. Include the cover document with the first documentation example that uses one of the logos or with the measure documentation related to branding.
- Health department program logos are acceptable as evidence of authenticity if we explain that the program is part of the health department.

## **Acceptable Programs**

- Documents that relate to clinical services will be returned during the completeness review.
- If an activity includes both clinical and population health components, highlight the population health aspects of the documentation. (Note: Some accredited health departments have advised ADPH to avoid using documentation from clinical programs entirely.)
- Documentation about planning to increase access to care is acceptable, but documentation about provision of the care is unacceptable.
- Documentation about any 1:1 patient experience is clinical and unacceptable. Documentation about chronic disease self-management programs and suicide hotline are clinical and are not acceptable.
- Documentation about disease investigations, prevention campaigns, and vector control to prevent human disease are not clinical and are acceptable

## **Document Titles and Descriptions**

- Document title should answer the question “What do I have?” and should not include special characters
- Document description should provide a link between the measure and the document; no fluff-succinct-don’t state the obvious
- If a measure requires numerous (more than 5) references, such as the QI Plan, the Site Visitor prefers that the health department submit a separate document of the references.
- The use of bookmarks in Adobe is an excellent tool to direct Site Visitors to parts of the document that they need to review. Site Visitors highly prefer this method.

## **Measure Narratives**

- Typically a couple of paragraphs – do not use full 10,000 characters (6 pages)
- Show how the combination of examples shows that the health department meets the measure.
- Use a measure narrative when it adds value.

## **SITE VISIT**

- Site Visitors will meet with the governing board; can meet with representatives, but prefer the full board; PHAB will work with ADPH on scheduling; board should support Domain 12 documentation
- Media – can be involved in a meeting as a community partner, but they cannot use the information shared for reporting; need to factor this in if Site Visitors meet with board during a regular open meeting that media would attend; PHAB does not want media present for reporting purposes
- Site Visitors are our peers with experience working in health departments of similar size and structure who have no conflict of interest
- Site Visit Team Lead will chair the entrance conference; the health department decides who will attend in addition to Accreditation Coordinator and State Health Officer.
- Governing board and stakeholder meetings are each an hour long.
- Site Visit Team questions during the sessions will be mostly about the process and progress since submission of the documentation.
- Any additional documentation requested and submitted in response to the completeness review, compliance review or during the Site Visit must be dated on or before the documentation submission date.

**Alabama Department of Public Health**  
**Public Health Accreditation Board (PHAB)**  
**Accreditation Workgroup Roster**  
Updated July 24, 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: Carrie Allison Michele Jones  
Dale Quinney

Workgroup:  
Allison Smith Justin T George Tammie Yeldell  
Chris Sellers Renae Carpenter William Duncan  
Crystal Franklin Sondra Reese  
Jim McVay Stacey Adams

**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  
Karl Bryant

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 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: James (Nate) Horsley Mark Sestak  
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 Chris Sellers  
Annie Voxel Ron Dawsey  
Bernard Linzy Stacey Neumann  
Charlene Thomas

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

Leads: Jonathan Edwards  
John Hankins

Workgroup: Agnes Oberkor  
Debra Hodges  
Laurie Stout  
Marilyn Knight  
Melanie Rightmyer  
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  
James Martin  
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  
Charles Crawford  
Chris Hall  
Michael Smith