

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

<b>2. Team Name:</b> <b>PHAB Accreditation Leadership Team</b>	<b>3. Version:</b> Version 1.2 (September 25, 2014)	<b>4. Subject:</b> <b>PHAB Accreditation</b>
<b>5. Problem / Opportunity Statement:</b> An opportunity exists for the Alabama Department of Public Health (ADPH) to achieve national accreditation through PHAB. The reorganized Accreditation Leadership Team began work on October 1, 2013 and will end 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.		
<b>6. Strategic Alignment:</b> <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>		<b>7. Team Leader:</b> Michele B. Jones, MS <i>Deputy Director for Program Operations</i>
<b>8. Team Sponsor:</b> Donald E. Williamson, MD <i>State Health Officer</i>	<b>9. Team Facilitator:</b> Carol Heier, LCSW <i>Accreditation Coordinator</i>	
<b>10. Team Members:</b> Leads for 12 PHAB Domains, Document Review Panel, and Accreditation Champions ( <i>Refer to Attachment 1: Structure of Accreditation Leadership Team and Reporting- Adopted July 18, 2013</i> )	<b>Area of Expertise:</b> <i>(Refer to Attachment 2: PHAB Accreditation Leadership Team Roster – updated as needed)</i>	
<b>11. Performance Improvement AIM (Mission):</b> The Accreditation Leadership Team will help guide the accreditation process and will lead evaluation of the department’s readiness and the collection of documentation to apply for accreditation. The mission of the Accreditation Leadership Team is to submit the ADPH application and all supporting documentation for accreditation to PHAB by September 30, 2015 and to fully participate in the Site Visit to achieve accreditation.		
<b>12. Scope (Boundaries):</b> <ul style="list-style-type: none"> <li>• October 1, 2014 – Domain Workgroups submit 75% (an additional 25%) of potential documentation to Document Review Panel</li> <li>• December 31, 2014 – Finalize Community Health Assessment (CHA)</li> <li>• January 1, 2015 – Domain Workgroups submit 100% (an additional 25%) of potential documentation to Document Review Panel</li> <li>• February 28, 2015 – Finalize Community Health Improvement Plan (CHIP)</li> <li>• March 31, 2015 – Finalize department Strategic Plan</li> </ul>		

- April 30, 2015 – Submit Accreditation application and fee to PHAB
- September 30, 2015 – Submit all documentation to PHAB
- Date TBA – Participate in PHAB Site Visit

**13. Objectives:- SMART - Specific, Measurable, Achievable, Realistic, Time Frame**

- ✓ Submit 100% of potential documentation to Document Review Panel by January 1, 2015
- ✓ Complete the ADPH application process for state level accreditation from PHAB by September 30, 2015
- ✓ Participate in the Accreditation Site Visit when scheduled by PHAB

**14. Considerations (Assumptions / Constraints / Obstacles / Risks):**

Assumptions: The Accreditation Leadership Team will fulfill their roles and responsibilities with regards to the accreditation process (*Refer to Attachment 3: Accreditation Leadership Team 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):**

Accreditation Leadership Team meetings will be held during the morning of the fourth Thursday of each month. An alternate meeting day is the afternoon of the first Monday, the following month. 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. Leads will produce work plans, agendas, sign-in sheets, handouts, and minutes for workgroup meetings and will post them in the designated location of the EDA.

**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

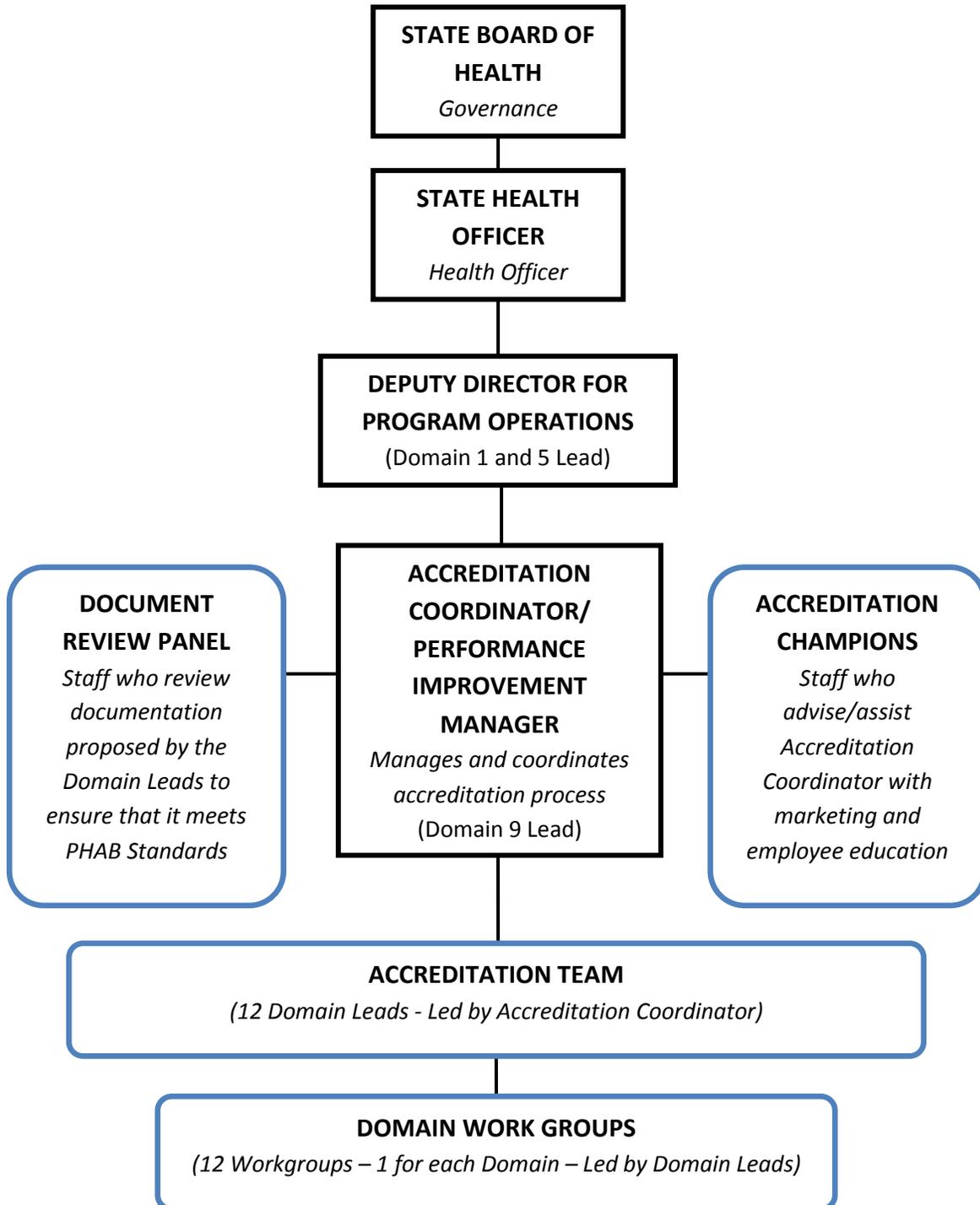
*Attachment 1: Structure of Accreditation Leadership Team and Reporting - Adopted July 18, 2013*

*Attachment 2: PHAB Accreditation Leadership Team Roster – latest update*

*Attachment 3: Accreditation Leadership Team Roles and Responsibilities – Updated September 25, 2014*

**ALABAMA DEPARTMENT OF PUBLIC HEALTH**  
**Structure of Accreditation Leadership Team and Reporting**

*Adopted July 18, 2013; Reviewed September 25, 2014*



**REPORTING:** The Accreditation Coordinator tracks work of the Accreditation Team/Domain Workgroups, Document Review Panel, and Accreditation Champions to meet agency target dates and shares information with Deputy Director for Program Operations who informs the State Health Officer and State Board of Health regarding progress.

**Alabama Department of Public Health**  
**Public Health Accreditation Board (PHAB)**  
**Accreditation Leadership Team Roster**  
October 1, 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



## Alabama Department of Public Health Accreditation Leadership Team Roles and Responsibilities

### State Health Officer

- Complete PHAB orientation
- Be knowledgeable regarding the steps and timeline to attain accreditation for ADPH
- Interact with the Governor's Office, State Board 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
- 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, Accreditation Leadership Team, 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
- Facilitate the Accreditation Leadership Team 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, UAB Project Team, and other 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 Accreditation Leadership Team
- Participate in the development and completion of a timeline to attain accreditation for ADPH
- Enlist members of the respective Domain Workgroup
- Plan and direct activities of the respective Domain Workgroup
- Develop, facilitate, and monitor the work plan 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
- Generate and maintain respective Domain Workgroup meeting agendas, sign-in sheets, and minutes following standard format and post them in the EDA
- Help spread awareness of ADPH accreditation efforts

### ***Domain Workgroup Members (One Workgroup for each Domain)***

- Participate in the development and completion of the respective Domain work plan
- 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 Leads**

- Complete PHAB orientation
- Attend Accreditation Leadership Team meetings and periodically report on progress of the Document Review Panel
- Enlist Document Review Panel members
- Plan, direct, monitor, and maintain documentation regarding the activities of the Document Review Panel
- Serve as PHAB documentation expert for the accreditation process

- Function as a Document Review Panel 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 Document Review Panel 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 Accreditation Leadership Team progress regarding documentation selection and adherence to the timeline to attain accreditation for ADPH
- Help spread awareness of ADPH accreditation efforts

#### ***Document Review Panel Members***

- Be well-informed regarding PHAB documentation guidance and requirements
- Review and rate potential documentation submitted to the Document Review Panel 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
- 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 plans and stay updated on documentation status
- To collaborate with Team/group/panel members

##### ***Attendance***

- Domain Leads are expected to attend Accreditation Leadership Team meetings. Document Review Panel Leads are encouraged to attend Accreditation Leadership Team 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. Leads may not send a substitute to fulfill this requirement.
- 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.

##### ***Decision-making***

- Majority rules for decision making
- Member 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 and collect or will 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 for review by way of the documentation management system.
- The Accreditation Coordinator will carry out an initial completeness review of the submitted documentation to confirm that basic elements are met: all required elements complete, legible, properly labeled, correct page numbers, appropriate file type for ePHAB system
- The Document Review Panel Leads and members will read submitted documentation for content to ensure the document clearly satisfies the PHAB standard and measure. The Document Review Panel Leads and will work with Domain Leads to resolve any weaknesses or deficiencies identified.
- 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 Accreditation Leadership Team, Domain Workgroups, and Document Review Panel 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
- 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
- Domain Workgroups should have back-up examples, if applicable to measure, in case they are needed
- Domain Workgroups will rank their documents and submit the best choice to the documentation management system accordingly

## **Work Plan**

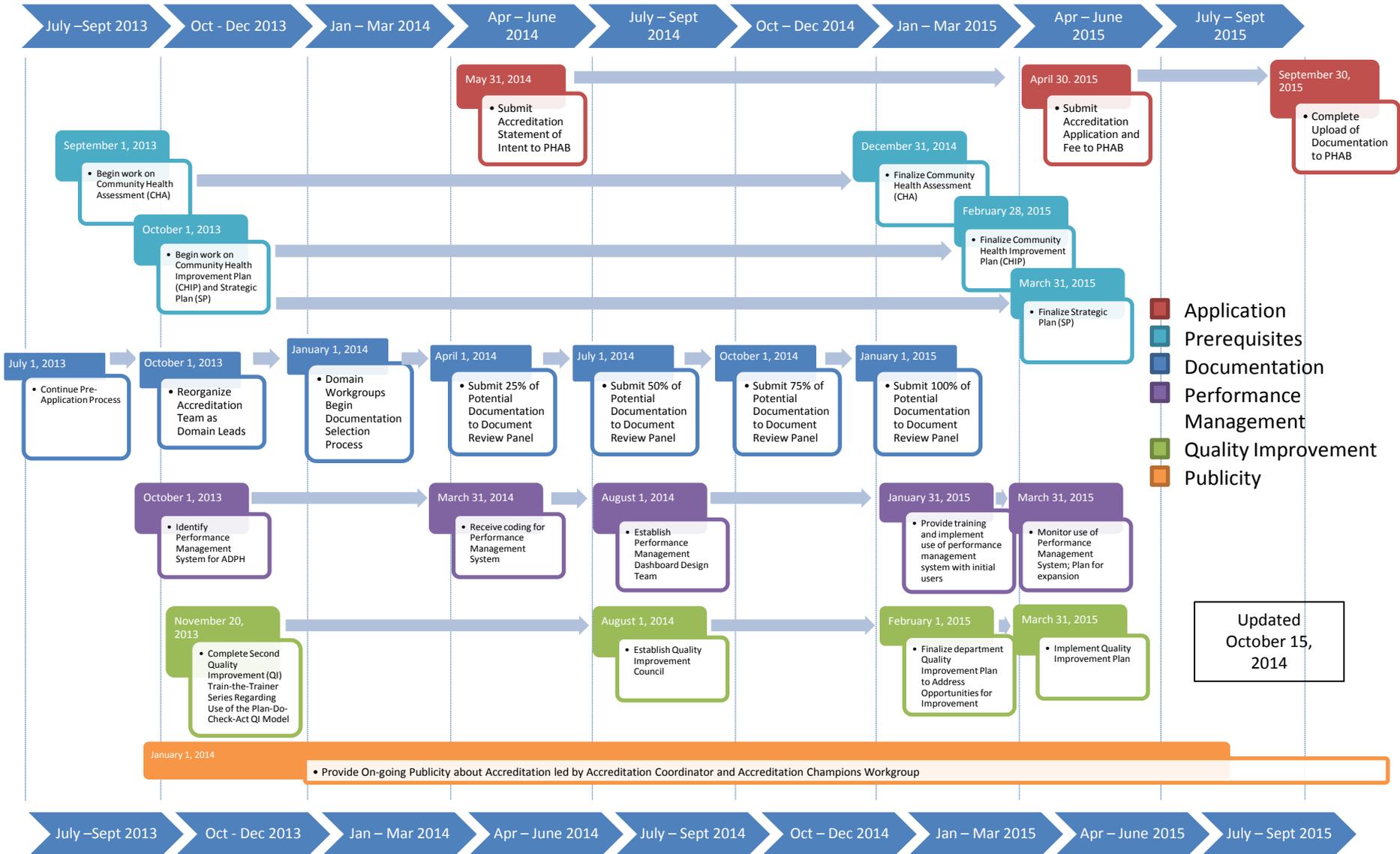
- Each Domain Workgroup will create and monitor a work plan to organize and track their responsibilities consistent with the Accreditation Detailed Timeline established by the Accreditation Leadership Team
- Domain Leads will provide updates regarding the work plan during the Accreditation Leadership Team meetings and upon request

## **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

Dated: January 3, 2014; Updated September 25, 2014

# Alabama Department of Public Health Public Health Accreditation Board (PHAB) Detailed Accreditation Timeline



Updated  
October 15,  
2014

**Alabama Department of Public Health**  
**Public Health Accreditation Board (PHAB)**  
**Accreditation Workgroup Roster**  
 Updated October 1, 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: Carolyn Miller Glenda Harris  
(from Medicaid) Jamey Durham  
Cindy Ashley Jane Reeves  
Denise Pope Molly Killman  
Diane Beeson Teela Carmack

**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 Vosei 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  
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  
Patronya Sanks