



Preserving and Protecting the Public's Health

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

**Meeting Arrangements:**

Date: Thursday, February 26, 2015  
Scheduled Time: 10:00 – 11:30 AM  
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

Attendance in Person:

**ADPH:**

Bob Hinds	Jim McVay
Brian Hale	Michele Jones
Carol Heier	Nancy Wright
Carol Mysinger	Sherry Bradley
Debra Thrash	Viki Brant
Jeffrey Wright	Walter Geary

Absent:

**ADPH:**

Andy Mullins	Mary McIntyre
Brent Hatcher	Pat Ivie
Carolyn Bern	Sally Palmer
Cathy Caldwell	Stacey Adams
Chris Haag	Thomas Miller
Dale Quinney	Valerie Cochran
Jamey Durham	

Attendance via Conference Call:

None

Meeting Chair: Carol Heier  
Call to Order: 10:05 AM  
Adjournment: 11:40 AM  
Approved: March 26, 2015

**Welcome and Review of Agenda - Carol Heier**

Carol Heier welcomed members of the ALT, thanked them for their attendance, and referred them to Handout 1, the meeting agenda. The ALT will continue the documentation gap analysis to enlist help from ALT members to identify, develop, or update documentation examples that Domain Workgroups have been unable to submit to the Document Review Panel (DRP) for some reason. Leads from Domains 7, 9, and 12 planned to provide special reports at this meeting.

Carol welcomed Arrol Sheehan to the meeting. She was attending to take some photographs of the ALT meeting for future use with accreditation articles in *Alabama's Health*. Carol also welcomed three Student Nurse Interns from Auburn University at Montgomery who were attending to observe the meeting.

Documents:

- Handout #1 - Meeting Agenda

Conclusions:

- No questions, objections or assignments for this discussion.

**Agenda Item 1: Review/ Approval of the Minutes of January 22, 2015**

On January 28, 2015, Carol Heier distributed the draft version of the ALT meeting minutes of January 22, 2015 by email and posted them in the PHAB Documents section of the Employee Documentation Application (EDA) under PHAB Accreditation Leadership Team Meetings. She also distributed them as meeting Handout #2. Carol asked if there were any additions or corrections needed. None were noted. Jim McVay made a motion to approve the minutes as amended and Brian Hale 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 22, 2015

Conclusions:

- Carol Heier will post the approved meeting minutes of January 22, 2015 in the EDA and on the ADPH Accreditation website with handouts from that meeting.

**Agenda Item 2: Old Business – Carol Heier**

Accreditation Leadership Team Charter/Roles and Responsibilities - General Updates:

Carol reported that PHAB issued a new documentation guidance tip sheet in January that may help the department meet some documentation requirements. She distributed the tip sheet to the ALT by email on January 22, 2015 and posted the guidance in the EDA under PHAB Workgroup Resources, Documentation Guidance/Examples/Resources. She referred ALT members to Handout #3, a copy of the tip sheet. The sheet focuses on the appropriateness of activities from which accreditation documentation may be generated and provides interpretation, guidance, and examples. It explains a change in PHAB interpretation of appropriate examples and further clarifies PHAB policy. The focus of the PHAB Standards and Measures remains population-based disease prevention, health protection, and health promotion.

Carol shared information about an environmental service and two events that had been brought to her attention as potential sources of accreditation documentation. They were as follows:

- **Collaboration between Environmental Services and the Poarch Band of Creek Indians (PCI)** related to their plans to build 60+ new homes in the next few months in Escambia, Baldwin, Monroe, and Mobile counties. Sherry Bradley explained that the tribal organization does not have the capacity to conduct site evaluations, so ADPH will do them. ADPH will send environmentalists to determine if the soil is suitable or not suitable for building and to conduct septic tank evaluations. The contact person for more information is *Ricky Elliott, Area 9 Administrator*.
- **The 4<sup>th</sup> Environmental Health Symposium** was held on February 2-5, 2015. Representatives of the state and local county health departments and the PCI were in

attendance. A speaker from Indian Health Services was on the conference faculty along with ADPH staff and stakeholders. The conference may be a good example of training and technical assistance provided by the state health department. The contact person for more information is Sherry Bradley, Director, Environmental Services.

- On November 15, 2014, a **Health Fair was held in Perry County** that was made possible through extensive collaboration between the state and local county health department, two Bureaus, community businesses, law enforcement, government agencies and leaders, educational institutions, and health providers. A local organization called Sowing Seeds of Hope was very instrumental in making the health fair possible. The fair focused on a community with a challenging social history where 12 cases of active TB were identified in 2014 and the cases would not give contact names. TB testing was offered at the health fair as well as education about TB and the need for testing (population health). Forty-one local residents were tested with 5 positive results. Two of the five were “new” positives. The contact person is Pam Barrett, Director, Tuberculosis Control.

#### Documents

- Handout #3 - PHAB Documentation Guidance - January 2014
- Documents with further information about the environmental service, symposium, and health fair were available during the meeting.

#### Conclusions:

- No questions, objections or assignments for this discussion.

### **Agenda Item 3: Old Business – Carol Heier and Domain/Workgroup Leads**

#### Workgroup/Panel Member Updates

**Domain 12 – Administration:** Michele Jones reported that all of the Domain 12 documentation available has been submitted to the DRP. One more document is being finalized to submit. Michele met with the DRP and found the experience helpful. For her, the process brought to light that our department is doing many good things, but we are not documenting them sufficiently. For example, the orientation process for new State Board of Health members has occurred regularly, but it has not been well documented. The orientation process was completed recently and was thoroughly documented to meet PHAB requirements. Dr. Williamson has the documentation for review. Additional documents suggested by the DRP have been submitted for their review. No help is needed from the ALT at this time. Assistance may be needed later if the documents that have been resubmitted are not acceptable.

**Domain 11 – Governance:** Jeff Wright reported that Domain 11 has submitted 46 documents and 31 of them have been approved by the DRP. Three documents will be submitted once the applicable activities are completed. The Ethics policy is currently in the review process. The expected approval date is the end of March/early April. The 2014 Consolidated Annual Performance and Evaluation Report (CAPER) is expected in April. A letter from Dr. Williamson indicating that ADPH is not a high-risk grantee is pending. Michele suggested that Jeff draft the letter and forward it to her. She will follow-up with Dr. Williamson. Of the twelve remaining documents, 8 are awaiting review by the DRP and 4 are awaiting information from 2 Bureaus before they can be resubmitted.

**Domain 10 – Contribute to and Apply the Evidence Base for Public Health:** Debra Thrash reported on behalf of Domain 10. She noted that the DRP met with the Domain 10 Leads on January 16 and conducted a good review. The DRP response sheets about corrections are

pending. Two Domain 10 documents have not been submitted, from what she recalled. She understood and Brian Hale confirmed that work is in progress to update the department's Institutional Review Board (IRB) policy, a document required to meet a Domain 10 requirement.

**Domain 9 – Evaluate and Continuously Improve:** Carol Heier reported that no Domain 9 documents have been submitted to the DRP to date, but progress continues on the activities needed to generate the required documents. Measures 9.1.1.1.1 and 9.1.1.1.2 can be met by inclusion of performance management in the department's strategic plan and a presentation to the State Board of Health about the department's strategic plan and performance management system. Michele will forward the rough draft of the final strategic plan to Carol for review and input. The December 2014 Quality Improvement (QI) Council minutes and the performance management/QI training that the QI Council will develop as part of the QI Plan will meet documentation requirements for measures 9.1.1.2.1, 9.1.1.2.2, and 9.1.3.1.1.

For measures 9.1.3.2.1 – 9.1.3.5.2, the Workgroup needs to identify a programmatic and administrative example of the department's performance management system in action. Michele suggested that Cathy Molchan may be able to provide an administrative example as a result of the work done in the Center for Health Statistics related to electronic death records. Other suggestions mentioned by Nancy were the HIPAA training process, implementation of the Kronos time and attendance system, or E-cats cost accounting system, if sufficient documentation of those processes exists. Bob noted that the Quitline might be a programmatic example. Nancy Wright suggested work related to decreasing infant mortality (Child Death Review and the perinatal Program) might have programmatic documentation, as well. The Pregnancy Risk Assessment Monitoring System (PRAMS) was also mentioned.

For measures 9.1.4.1.1 and 9.1.4.2.1, documentation about changes made to Scale Back Alabama is expected to meet requirements for one example. The report is being drafted. One more example is needed to document the collection and use of customer satisfaction data to make improvements. The documentation must reflect that special effort was made to address those who have a language barrier, are disabled, or are otherwise disenfranchised. Bob suggested that Aretha Bracy (Child Death Review) be contacted about changes made in their biannual conference and Julie Hare be contacted about changes in the Alabama Tobacco Quitline. Michele suggested that Elana Merriweather (Emergency Preparedness) be contacted for suggestions. She does a lot of work with special populations.

For the remainder of measures in Domain 9, Carol reported that the required documentation has either been identified recently or is being developed with the exception of Measures 9.2.2.1.1 and 9.2.2.1.2 that will require completion of a programmatic and administrative QI project after the QI Plan is finalized.

The QI Council had a special called work session on February 25 and they have another one scheduled following today's ALT meeting to finalize the department's QI Plan. Carol met with Melissa Hornsby, Information Technology, on February 10<sup>th</sup> and with Nancy Wright and Melissa on February 24<sup>th</sup> to make plans for the first meeting of the Performance Dashboard Design Team.

**Domain 8 – Maintain a Competent Workforce:** No report.

**Domain 7 – Promote Strategies to Improve Access:** Viki Brant reported that the Domain 7 Workgroup has submitted 12 of the 17 required documents. There are concerns about whether the Community Assessment for Public Health Emergency Response (CASPER) study in Baldwin County will fully meet the 3 documentation requirements for which it has been submitted, so the Workgroup is continuing to look for another example. The Perry County Health Fair mentioned earlier in the meeting might meet one of their requirements about underserved populations who lack access to care. Documentation in the CHIP may meet the requirement, as well. Carol

suggested Melanie Rightmyer (Million Hearts campaign) as another source of this type information. Documentation to support sharing data about access to care may be met by the county health indicator reports on the Primary Care and Rural Health website and the CHIP. Examples are needed to show actions taken to improve access to care. The Coalition of a Healthier Escambia County has done a lot of work to improve access, but documentation is lacking. Nancy mentioned a potential contract related to prostate screening that might produce some of the documentation needed.

**Domain 6 – Enforce Public Health Laws and Regulations:** Brian Hale reported that the status of Domain 6 documentation has not changed since the last ALT meeting. Completion of the documentation for Measure 6.1.1.1 is still pending. Activities being done related to quarantine and Ebola are expected to generate the documentation needed for this measure.

**Domain 5 – Develop Public Health Policies and Plans:** Michele Jones reported that a rough draft of the final strategic plan is being reviewed and input sought. Carolyn Bern is working on finalizing the Community Health Improvement Plan (CHIP). Goals and objectives for the three priority areas are in final draft. As a final step, work is being done to ensure that the mental health and substance abuse goals and objectives focus on something that we can impact to make a difference.

**Domain 4 – Engage with the Public to Solve Public Health Problems:** Jim McVay reported that new and revised documents have been resubmitted to replace the ones returned by the DRP. Bob confirmed that with the assistance of Ricky Elliott, the department's representative to the PCI, he has received confirmation that the tribal organization received the information sent to them about methods of collaborative community engagement. As a result of this action, the Domain 4 Workgroup anticipates being able to meet the documentation requirement for Measure 4.1.2.1.2

**Domain 3 – Inform and Educate about Public Health:** Jim McVay reported that the Workgroup has made changes to all 34 of the Domain 3 documentation examples that were submitted to and returned by the DRP. One has been approved by the DRP. The other resubmitted documents are awaiting review by the DRP.

**Domain 2 – Investigate Health Problems:** Sherry Bradley reported that Domain 2 met with the DRP on January 30 to begin review of the documents they have submitted. More than one DRP meeting will be required to review the many documents required for Domain 2 measures. Five documents were approved. Several documents were returned, primarily due to .pdf highlights that disappeared when the file was saved and references to document pages rather than .pdf pages in the document descriptions. Two documents that had been revised by Epidemiology were returned for further review. The Domain 2 Workgroup has some additional documents ready to submit once the current documents are approved. Domain 2 will meet with the DRP again on March 13.

**Domain 1 – Conduct Assessment Activities:** No report was available from a Domain 1 Lead. Carol reported that she is aware of work being done to finalize the CHA. The Workgroup is doing their best to have the CHA completed by April 1.

Carol reminded the ALT that the completed CHA, CHIP, and Strategic Plan have to be submitted with our department's accreditation application in April 2015. If the department is unable to meet the April deadline for some reason, the accreditation timeline will not be delayed significantly as long as the application is submitted in May or June. Accreditation Coordinator

(AC) training for April, May, and June applicants is scheduled in August. The upload of documentation cannot begin until after the AC training is completed.

Carol will begin asking Domain Leads to complete Measure Narratives in the near future. Measure Narratives summarize how all of the examples for each measure demonstrate conformity to the measure requirements. This cannot be done until all of the examples for the measure have been approved by the DRP.

**Document Review Panel (DRP):** Debra Thrash reported that DRP meetings continue to be scheduled regularly, usually at bi-weekly intervals. The next meeting date is tomorrow, February 27th, followed by March 13th, March 27th, April 10th, and April 24th. On February 27, the DRP will review documents from Domain 12 and on March 13, the DRP will complete the review of Domain 2 documents. The agenda for April 10 and 24 is to be determined.

Domain 11 has been in the review process for the longest. There are 46 measures in the domain and 31 have been approved (67%). Ten are in process (22%). “In process” means the documents have been returned for corrections or the DRP is reviewing corrected documents. Five (11%) have not been submitted. The Domain Lead may have added additional documents to the Document Management System (DMS), but those documents have not been picked up by the Panel for review at this point.

Domain 2 met with the DRP on January 30, 2015. There are 51 documents required for Domain 2. Response sheets have not been issued to the Domain Leads since the January meeting, but it is expected that 5 approval responses will be issued (10%). Thirty-six documents are in process (71%) and 10 (20%) have not been submitted. Domain 2 Leads are scheduled to complete discussion of their documents with the DRP on March 13, 2015.

There are 16 documents required for Domain 4. The panel met on February 13, 2015 to review and discuss twelve documents that had been resubmitted by the Domain 4 Workgroup. Response sheets have not been issued to the Domain Leads at this point. It is expected that some of these documents will be approved. All Domain 4 documents have been released to the DRP for review.

There are 12 documents required for Domain 10. The DRP met on January 16, 2015 to review and discuss these documents. Response sheets have not been issued to the Domain Leads at this point. Following the DRP meeting on January 16, 2015, it is expected that one approval response will be issued (8%). Nine documents are in process (75%) and 2 (17%) have not been submitted.

Debra offered the following tips to Domain Leads to help achieve document approval by the DRP.

- Make sure documents are dated.
- Make sure documents are signed, if needed.
- Make sure the Cover Sheet points the reviewer to the page number of the .pdf document.
- Make sure document represents linkage with ADPH.
- Add highlights to the document to the relevant content of the document. Be neat.

**Accreditation Champions:** Carol reported that she has been working with Arrol Sheehan to finalize an article for *Alabama's Health* about the department's organizational structure for accreditation. Arrol met with DRP members and Domain 2 Leads to take a photograph to accompany the article. The article is set for publication in the next issue.

At the request of Jeff Arrington, Carol worked with Arrol and Carolyn Bern to craft an article about the CHIP that will appear in the Alabama Academy of Family Physicians newsletter, *The Scope of Family Medicine*, as well as *Alabama's Health*. Mr. Arrington is the Scope Managing Editor and a member of the CHIP stakeholders group. The exact publication dates for the article in *The Scope* and *Alabama's Health* are unknown.

#### Documents

- None

#### Conclusions:

- Domain Leads and the DRP will continue activities to select accreditation documentation.

#### **Agenda Item 4: Next Meeting**

Date and Time: Thursday, March 26, 2015, 10-11:30 AM

Meeting Location: Training Room 980, 9th Floor, the RSA Tower

#### Proposed Agenda Items:

- General updates on ADPH accreditation process
- Domain, DRP, and Accreditation Champion workgroup reports
  - Updates on specific documentation that is pending submission to the DRP
  - Status of plan to submit the department's accreditation application in April 2015