



Preserving and Protecting the Public's Health

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

Meeting Arrangements:

Date: Thursday, March 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	
Brian Hale	Jeffrey Wright
Carol Heier	Jim McVay
Carolyn Bern	Mary McIntyre
Cathy Caldwell	Nancy Wright
Carrie Allison (for Dale Quinney)	Sherry Bradley
Debra Thrash	Viki Brant
Jamey Durham	

Absent:

ADPH:

Andy Mullins	Sally Palmer
Brent Hatcher	Thomas Miller
Carol Mysinger	Valerie Cochran
Chris Haag	Walter Geary
Michele Jones	

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 10:07 AM
Adjournment: 11:35 AM
Approved: April 23, 2015

Welcome and Review of Agenda - Carol Heier

Carol Heier welcomed ALT members, thanked them for their participation, and referred them to Handout 1, the meeting agenda.

Documents:

- Handout #1 - Meeting Agenda

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 1: Review/ Approval of the Minutes of February 26, 2015

On March 9, 2015, Carol Heier distributed the draft version of the ALT meeting minutes of February 26, 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 and Nancy Wright and Dr. Mary McIntyre 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 February 26, 2015

Conclusions:

- Carol Heier will post the approved meeting minutes of February 26, 2015 in the EDA and on the ADPH Accreditation website with handouts from that meeting.

Agenda Item 2: Old Business – Carol HeierAccreditation Leadership Team Charter/Roles and Responsibilities - General Updates:

- **ALT Roster Update** - Carol referred ALT members to Handout #3, the updated ALT Roster as of March 1, 2015 and reviewed the changes made. Stacey Adams has taken a position as the Assistant Area Administrator for Public Health Area 7. She will remain engaged in the accreditation process, but asked to be moved from a Lead for Domains 1 and 5 to a Workgroup member for these Domains. Carol sent an email to the Domain 1 Workgroup members asking about their interest in serving as a Domain 1 Lead. The Domain 5 Lead position will not be refilled at this time. Also, Pat Ivie is no longer in the office due to her retirement. She had served as a Domain 12 Lead. Michele Jones will continue as the Domain 12 Lead.
- **New Accredited Health Departments** – Carol said that PHAB awarded accreditation status to 7 more health departments on March 6, 2015. Among them is the District of Columbia Department of Health, Washington DC. This is significant for ADPH because we used them as a model for our accreditation structure. A total of 67 health departments are now accredited.
- **Temporary Suspension of Centralized States Integrated Local Public Health Department System (CSILPHDS) Application Option** – Carol reported that PHAB is completing its first CSILPHDS review in Florida and is temporarily suspending the process to work with the University of Chicago to evaluate the approach to accreditation. State health departments must be accredited first in the process and state health departments who want to use this option can still apply. The integrated local component of accreditation will be affected by this suspension, however.
- **Public Vetting of Proposed Revisions to the Accreditation Process – Open Through March 31, 2015** – An email was sent to ALT on February 26, 2015 with a follow-up email on March 6, 2015 about the public vetting of proposed revisions to the PHAB accreditation process. The second email contained the proposed documents about which PHAB is seeking input. The survey is voluntary, but it does address some changes that could impact our current application process. Carol recommended that those choosing to complete the survey would be well served by reviewing the proposed documents or at least having them handy. The survey will remain open until March 31.

The proposed PHAB Readiness Checklists were distributed as Handout #5. Carol said that the proposed changes seem to reflect some lessons learned by PHAB and some best practices for applicants. They also seem to support the way that ADPH has chosen to approach accreditation. The proposed checklists may be a good tool to inform the department's decision about when the accreditation application should be submitted to PHAB.

Documents

- Handout #3 - Accreditation Leadership Team Roster - March 1, 2015

Conclusions:

- No questions, objections or assignments for this discussion.

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

Workgroup Roster Update – Carol asked ALT members to review Handout #4, the updated Accreditation Workgroup Roster of March 1, 2015. The roster was revised to reflect changes in the ALT membership. She explained that the Domain Workgroup Roster should list the Workgroup members who are actively engaged in fulfilling their roles and responsibilities. Active members will be knowledgeable about the documentation being developed or selected for their respective Domains should they be called upon by PHAB Site Visitors or ADPH staff and stakeholders to provide that information. The roster is expected to change over time. She asked about any further updates that needed to be made. The following changes were requested:

- The names of Albert Woolbright (Domains 1 and 9), Charlie Thomas (Domain 6), and Becky Leavins (Document Review Panel) were removed due to their recent retirements.
- Linda Hines Hornsby was added as a Domain 11 Workgroup member.
- Mia Sadler was removed as a Domain 6 Workgroup member.

Dr. Mac asked about whether a Workgroup member who is inactive now, but has been active in the past should be removed from the roster. Carol explained that all the previous rosters are on file so the participation of Workgroup members previously is documented. The current roster should include current Workgroup members. Carol encouraged the ALT to notify her about any further updates before the next meeting in April. She will prepare a revised roster for distribution at the next meeting.

Workgroup/Panel Member Updates

Domain 1 – Conduct Assessment Activities: Carrie Allison reported on behalf of Dale Quinney. Most of the content for the Community Health Assessment (CHA) is together and she hopes to forward it to Karl Bryant in Communications & Social Marketing within the next 1-2 weeks to get the document designed for printing. The only content yet to be developed is a page about Alabama demographics and economic status. Carrie requested some guidance regarding the length of time the document needed to be available for public comment before it is finalized. Depending on the comment period, the document should be final by early May. She asked about whether the DRP could review the document before it is finalized to make sure it includes all of the required elements. After discussion, it was recommended that Carrie work with Janice Cook, the DRP representative for Domain 1, to help ensure compliance with the applicable PHAB measures. Carol also offered to talk with her about the process used by the Quality Improvement (QI) Council to ensure that the QI Plan met PHAB requirements. Carol noted that the final CHA, Community Health Improvement Plan (CHIP) and Strategic Plan documents have to be submitted to PHAB with the accreditation application, so the department's original goal to submit the application in April will not be met. Submission in May or June may be more likely.

Domain 2 – Investigate Health Problems: Sherry Bradley reported that Domain 2 met with the DRP on January 30 and March 13. Fifty-one documentation examples are needed for Domain 2 measures and 41 have been submitted to the DRP. Of the 41 documents submitted, 5 have been approved and 4 have been rejected by the DRP. Others were returned with recommendations to improve documentation on the cover sheets or in the way the documents were prepared for review by the Site Visitors. There are no concerns with Domain 2 documentation that should delay the application process.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported that there have been no changes in the status of documentation from Domain 3 since the last ALT meeting. All documents are awaiting review by the DRP. From his perspective, there are no concerns with Domain 3 documentation that should delay the application process.

Domain 4 – Engage with the Public to Solve Public Health Problems: Bob Hinds reported that there have been no changes in the status of documentation from Domain 4. All documents are awaiting review by the DRP. There are no concerns anticipated with Domain 4 documentation that should delay the application process.

Domain 5 – Develop Public Health Policies and Plans: Carolyn Bern reported that Valerie Cochran is working to get Domain 5 documentation submitted to the DRP. Carolyn is busy working with the CHIP partners and they are already making some progress to meet CHIP goals and objectives. Michele Jones has approved the CHIP goals and objectives and 90% of the documentation is done. Carolyn is working to complete the last pieces of the document and she hopes to send it to Karl Bryant in 1-1½ weeks. The document is expected to be about 40 pages in length with appendices. The timing of the publication will depend on Karl's availability to complete the design. No public comment period is required for the CHIP since the partners have all been very engaged in the process to develop the goals and objectives. Gloria Brown in the Bureau of Professional and Support Services has agreed to assist Carolyn with completing notes and minutes about the CHIP process and progress.

Carolyn reported that she will be meeting with the Poarch Band of Creek Indians regarding the CHIP on April 23 or 24. She asked Domain Leads to let her know if there were other accreditation matters that they would like for her to discuss with them.

Domain 6 – Enforce Public Health Laws and Regulations: Brian Hale reported that all of the Domain 6 documentation has now been submitted to the DRP. They may be replacing one of the submitted documents with another one that is a stronger example. There are no concerns with Domain 6 documentation that should delay the application process.

Domain 7 – Promote Strategies to Improve Access: Viki Brant reported that there have been no changes with the status of documentation for Domain 7 since the last meeting. She has been working with Teela Reynolds, the Domain 7 representative on the DRP, to review some additional documents that they are considering for submission to the DRP. They have made a few updates to those documents. She has not had an opportunity to follow-up regarding documentation from the Perry County Health Fair to meet a Domain 7 requirement, but plans to do so soon. She was not aware of any concerns with Domain 7 documentation that should delay the application process.

Domain 8 – Maintain a Competent Workforce: Jamey Durham reported Domain 8 documentation has been reviewed by the DRP. Four of the documents submitted need replacement or updating. The cover sheets for 22 of the documents need to be improved.

Domain 8 has not submitted a Workforce Development Plan (WDP) which is a requirement. A workforce assessment has been prepared by the University of Alabama at Birmingham in collaboration with the Workforce Development Team. The assessment will be issued to all employees to seek information about their core competency training needs based on job classification. Jamey will be seeking final approval from administration before the survey is issued in mid-April. Results of the assessment will inform the WDP. Jamey is not aware of any concerns with Domain 8 documentation that should delay the application process.

Domain 9 – Evaluate and Continuously Improve: Carol Heier reported that no Domain 9 documents have been submitted to the DRP to date, but progress has been made to collect or develop the required documents. Another Domain 9 Workgroup meeting will be planned soon to review the available documentation. The QI Council finalized and approved the department's QI Plan on March 18. Exercises were completed by the QI Council members to ensure that the document included all of the sections and information needed to comply with PHAB requirements. She commended the QI Council for working collaboratively to develop the QI Plan that will enhance the department's capacity to use of QI tools and processes in daily operations. The Performance Dashboard Design Team is scheduled for their first meeting on April 1, 2015. During the meeting, Carol will provide an overview of the Turning Point model, the performance management system adopted by ADPH, and will discuss how the Dashboard supports that system. Melissa Hornsby will demonstrate the Performance Dashboard and give the Team members an opportunity to test it. Carol and Melissa will work with the Design Team to develop a plan to add performance measures for their programs into the Dashboard and begin using it to track and report your progress. On March 13, Carol met with Cathy Molchan and Joan Styres in Vital Records to collect some potential documentation for Domain 9. She is hopeful that the documentation will meet requirements for Measures 9.1.3.2-5 as an administrative example of how the performance management system is used. On March 24, she spoke with Elana Parker Merriweather regarding some potential documentation from Emergency Preparedness to meet the requirements for Measures 9.1.4.1-2 related to customer satisfaction. Carol and Nancy Wright were not aware of any reason that the collection and submission of documentation from Domain 9 should delay the accreditation application process.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: No report was available for Domain 10.

Domain 11 – Governance: Jeff Wright reported that 31 (about 2/3rds) of the 46 documentation examples required for Domain 11 have been approved by the DRP. Since the last meeting, Jeff submitted additional documentation based on DRP recommendations. For measure 11.1.3.2.2, he submitted a list of county employees who attended a training session about the issuance of Vital Records that included a section regarding confidentiality of documents, as requested by the DRP. For Measure 11.1.2.1.1, the Ethics Policy (Compliance Bureau) was approved by the Ethics Committee at its March 20 meeting. The policy will go to the Policy Clearinghouse on April 3 and will stay there for two weeks. It should be ready to submit to the DRP around the middle of April. For Measure 11.2.1.1.2 (Audited Financial Statements), the CAFR for FY 2014 should be released in the next few days. To meet requirements for Measure 11.2.1.3.1 about high risk grantees, a draft statement and guidance from PHAB were forwarded to Michele Jones on March 23. The statement is for Dr. Williamson's signature. It states that ADPH has never been considered a high risk grantee by any state or federal agency. Of the remaining 12 documents, 9 have been submitted or resubmitted to the DRP and are awaiting comment. He is awaiting responses from a couple of Bureaus to respond to comments from the DRP about 3 additional documentation examples. Two of these are related to cultural and linguistic assessments. The other is related to an updated Human Resources Manual. Progress on the manual update has been

slowed due to staff being pulled to implement the Kronos system. Jeff is not aware, however, of any concerns with Domain 11 documentation that should delay the application process.

Related to various cultural and linguistic needs, Dr. McIntyre began a conversation about the department's capability to offer closed captioning of emergency news releases. Jamey and Jim clarified that the department does have this capability. It can be a part of a live broadcast or can be added later. The program conducting the broadcast needs to request closed captioning when they coordinate the broadcast with the Alabama Public Health Training Network.

Domain 12 – Administration: No report was available for Domain 12.

Document Review Panel (DRP): Debra Thrash reported that DRP meetings continue to be scheduled regularly, usually at bi-weekly intervals. Since the last ALT meeting, the DRP met on February 27th and March 13th. The next meetings are scheduled for April 10th and April 24th. On February 27th, the DRP discussed the resubmitted documents for Domain 12. On March 10th, the response sheets for Domain 10 documents that were discussed in mid-January were drafted and submitted for review and comment to the panel member assigned to Domain 10. On March 13th, the Panel met with Dr. McIntyre to discuss the remaining documents for Domain 2. On March 20th, the response sheets for the first half of Domain 2 documents that were discussed in late January were drafted and submitted for review and comment to the panel member assigned to work with Domain 2. On March 23, Domain 6 documents were loaded into the DRP database for Panel members to begin their review and comment. Pending activities include preparing response sheets for Domains 2, 4, and 12 and reviewing documents from Domains 3 and 6.

Accreditation Champions: Carol reported that the cover article for the March 2015 edition of *Alabama's Health* was about the department's organizational structure for accreditation. The article is titled, "Organization is Key as Public Health Accreditation Efforts Continue." Articles about the CHIP and the QI Council are being planned for the next edition.

Documents

- Handout 4 - Accreditation Workgroup Roster - March 1, 2015

Conclusions:

- Domain Leads and the DRP will continue activities to select accreditation documentation.
- Domain Leads will notify Carol about any further updates that need to be made to the Workgroup roster before the next meeting in April
- Carol will prepare a revised Workgroup Roster for distribution at the next meeting.

Agenda Item 4: Old Business – Carol Heier

Accreditation Application Submission in April 2015

Discussion – Carol began a discussion about what the ALT would recommend regarding when the department should submit an accreditation application to PHAB. She noted that the final decision will be made by administration, but they would likely appreciate some input from the ALT to make that decision. She referred ALT members to Handout #5, the proposed Readiness Checklists from PHAB as a tool to help develop their recommendation. She also shared that she had received confirmation from PHAB that our Statement of Intent (SOI) expires in May 2015. If the department chose to submit the application in June, she would need to send an email to PHAB asking for the extension and explaining the reason extra time was needed. Granting the extension for one month would not be a problem, according to Robin Wilcox at PHAB.

The ALT members present engaged in discussion about the matter considering the projected dates when the CHA and CHIP would be printed, the department's need to participate in PHAB's Accreditation Coordinator training in August and the expiration of the department's SOI that was submitted in May 2014.

Conclusions – The following actions were recommended by the ALT

- Efforts will continue to get the CHA out for public comment and finalized by May 2015.
- Efforts will continue to finalize printing of the CHIP by May 2015.
- The target date for submission of the application should be no earlier than May 2015, but we should request a one-month extension on the SOI in case extra time is needed.
- The ALT will complete another Self-Assessment to compare with baseline data collected in June 2014.

Documents

- Handout 5 - PHAB Readiness Checklist for Vetting - March 2015

Agenda Item 5: Next Meeting

Date and Time: Thursday, April 23, 2015, 10-11:30 AM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
 - Discussion regarding application submission
- Accreditation Leadership Team Reports