



## Preserving and Protecting the Public's Health

### Public Health Accreditation Board (PHAB) Accreditation Leadership Team Meeting Minutes

#### **Meeting Arrangements:**

Date: March 27, 2014  
Scheduled Time: 10:00 am – 11:15 am  
Meeting Location: The RSA Tower, 9<sup>th</sup> Floor Training Room, Montgomery, AL  
Attendance in Person:

#### **ADPH:**

Andy Mullins	Debra Thrash	Patronya Sanks
Brent Hatcher	Jamey Durham	Sally Palmer
Brian Hale	Jeffrey Wright	Sherry Bradley
Carol Heier	Dr. Jim McVay	Stacey Adams
Carol Mysinger	Dr. Mary McIntyre	Valerie Cochran
Chris Haag	Michele Jones	Viki Brant
Dale Quinney	Pat Ivie	

#### **UAB:**

Andy Rucks  
Pete Ginter

#### Absent:

#### **ADPH:**

Cathy Caldwell  
Dr. Thomas Miller  
Dr. Walter Geary

#### Attendance via Conference Call:

None

Meeting Chair: Carol Heier  
Call to Order: 10:00 AM  
Adjournment: 11:15 AM  
Approval: April 24, 2014

#### **Welcome and Introductions - Carol Heier**

Carol Heier welcomed members of the Accreditation Leadership Team and thanked them for their participation. She noted that the meeting was extended fifteen minutes to accommodate the agenda items.

#### Documents:

- Handout #1: Meeting Agenda

#### Conclusions:

- No questions, objections or assignments for this discussion.

**Agenda Item 1: Review/Approval of the Minutes of February 27, 2014 Meeting – Carol Heier**

On March 18, 2014, Carol Heier distributed the first draft of the Accreditation Leadership Team meeting minutes of February 27, 2014 by email and posted them in the Document Library under the PHAB Accreditation Leadership Team Meeting category. Page 7 of the draft was amended on March 26 by Carol Heier to add that Brian Hale asked that the name “Phyllis Fenn” be changed to “Phyllis Mardis” on the Accreditation Workgroup Roster for Domain 6. The amended draft was distributed as Handout #2.

Carol asked if there were any additional changes that needed to be made. None were requested. Dale Quinney made a motion to approve the minutes as amended and Jim McVay seconded the motion. By vote, the minutes were approved by the Accreditation Leadership Team unanimously.

**Documents:**

- Handout #2: Draft Meeting Minutes of February 27, 2014, as amended

**Conclusions:**

- No questions, objections or assignments for this discussion.
- Carol Heier will post the approved minutes in the Document Library.

**Agenda Item 2: Old Business- ADPH Accreditation Web Page - Carol Heier**

Carol Heier displayed the new ADPH Accreditation Web Page for meeting participants. The web page is now active at [www.adph.org/accreditation](http://www.adph.org/accreditation). The new graphics will be used on all accreditation materials and handouts to brand the accreditation activities. All information formerly on the Workforce Development webpage has been pulled to the new accreditation website. Additional information and features will be added to the page during the accreditation process.

**Documents:**

- None

**Conclusions:**

- No questions, objections or assignments for this discussion

**Agenda Item 3: Old Business – Document Management System - Carol Heier**

Carol said that updates regarding the PHAB Accreditation Readiness Checklists will be provided later in the meeting during the Domain Workgroup updates and the Accreditation Leadership Team Charter discussion.

**Documents:**

- None

**Conclusions:**

- No questions, objections or assignments for this discussion

**Agenda Item 4: Old Business- Accreditation Leadership Team Charter/Roles and Responsibilities – Carol Heier**

Carol Heier advised she has been working with Leslie Hay on the Employee Documentation Application (EDA) available for Domain Leads to collect sample documentation examples. Leslie asked if the Team would like for all of the PHAB files in the Document Library to be pulled into the EDA. The Document Library files will eventually have to be archived, but this is less likely if the files are in the EDA. Combining the files would also make all of the PHAB information available in one application. Carol asked the Team for their preference. Dr. McIntyre suggested that it would be better to keep them separate because she has already had issues with documentation being loaded in the incorrect places. Michele Jones asked what type of information is stored in the Document Library. Carol Heier advised that the Document Library includes meeting minutes, agendas, work plans and resources for the Workgroups. The EDA is used by the Workgroups to collect and prepare documentation examples for submission to the Document Review Panel (DRP). Michele Jones advised that the different categories would need to be

clearly defined if the two are combined. Carol stated that Leslie advised there would be a different view for the current Document Library files versus the current EDA content. Michele asked if Leslie could do a mock-up for the Team to see it and make a decision based on what they see. The Team concurred with Michele's suggestion and Carol will follow-up with Leslie. Debra Thrash asked if the EDA is viewable to all employees like the Document Library. Carol thought so, but agreed to clarify this with Leslie.

At the last meeting, Domain Workgroups were asked to complete an initial document review and self-assessment and forward measure scores and comments to Carol by April 1, 2014. The Self-Assessment Workbook for ADPH has been completed by the Institute for Wisconsin's Health, Inc. It was created using the PHAB Version 1.5 measures that are applicable for state health departments. Funds from the National Public Health Improvement Initiative (NPHII) were used to purchase the Workbook. The Workbook calculates standard averages and creates a radar chart to show strengths and weaknesses in documentation examples. Carol demonstrated use of the Workbook. Carol advised that it might be useful to complete the self-assessment again in the future to demonstrate our progress with accreditation readiness. Carol asked that she be advised if the measure scores will not be available by April 1. All scores can be submitted to Carol by email. Per instructions, if the measure score is "2" or greater, include documentation such as document titles, file names, and rationale for the score when it is reported.

The production database of the Document Management System (DMS) is ready for uploading documentation for review by the DRP. Testing of the system was very productive and resulted in some useful changes. She thanked Debra Thrash, Leslie Hay and others in the Domain Workgroup for their help with the development and testing process. A lot of questions were answered and more questions are anticipated as uploading goes along. Carol Heier referred the Team to Handout #3 for instructions on how to upload documentation into the DMS. Carol also referred to Handout #4, the final version of the Document Example Cover Sheet. Carol has posted the cover sheet in the Document Library under PHAB Workgroup Resources. A cover sheet must be submitted with each documentation example added to the DMS. One documentation example can include more than one file. Carol demonstrated how to complete a cover sheet. The completed cover sheet should be saved using the document example number and the words "Cover Sheet" (Example: 8.2.1.1.1 – Cover Sheet). She demonstrated use the DMS to submit a documentation example with cover sheet to the DRP for review. Carol will send a link to the Team to access the production database of the DMS.

Dr. McIntyre asked if more than the required number of documentation examples could be submitted to the DRP. Carol advised that the DMS was set up to only accept the required number of documentation examples. The Domain Workgroups will need to select the best documentation to submit. Carol noted that the Domain Leads can ask to have an example removed from the DRM for any reason. This process may be used if the Domain identifies a better example than one previously submitted for review. An example in "removed" status remains in the DMS as inactive, but it can become active again, if needed.

Once all examples for a measure are in "approved" status, Carol will contact the applicable Domain Leads and ask them to write a measure narrative. Once the narrative is complete, the measure examples will be reviewed by Michele Jones. Upon Michele's approval, the status of the examples will change to "selected". If Michele does not approve, the status will change to "removed" and the Domain Leads will be asked to provide a different example. The target date to submit the first 25% of documentation examples to the DRP is April 1, 2014.

Pete Ginter advised that he has drafted a description of the process being used to develop the Community Health Assessment (CHA), the Community Health Improvement Plan (CHIP) and the Strategic Plan (SP). He will forward the applicable drafts to the Domain 1 and 5 Leads for discussion and revisions.

As follow-up to questions asked at the last Team meeting, Carol Heier advised that the Document Library, EDA and DMS are backed up nightly and the backup files are available for the current and previous month. For example, in March, March and February back-up files are available. On April 1, the February back-up files are deleted and only April and March back-up files are available. Also, Carol confirmed that Team Room, the format for the DMS, will work with Windows XP and Windows 7. It is not web-based, so the version of Internet Explorer being used is not applicable.

Documents:

- Handout #3: Document Management System (DMS) Instructions for Domain Leads
- Handout #4: Documentation Example Cover Sheet - 3-27-14

Conclusions:

- Carol Heier will follow up with Leslie Hay to get a mock up of how the current Document Library files would be displayed if they were pulled into the EDA and will notify the Team when complete.
- Domain Leads will send self-assessment scores to Carol Heier. The target date is April 1, 2014.
- Domain Leads will begin to upload documentation examples and cover sheets in the DMS for review by the DRP.
- Pete Ginter will send a draft of the description of the process being used to develop the CHA, CHIP, and SP to the applicable Domain Leads.

**Agenda Item 5: New Business – Workgroup/Panel Member Updates - Domain Leads**Domain 1:

Stacey Adams advised they are compiling survey responses and a data group has begun to create the CHA report. They should have their self-assessment scores ready for April 1<sup>st</sup>. The Domain Workgroup will meet again next week to discuss the Work Plan and documentation. Dale Quinney advised there were poor responses to the health priorities survey for PHA 4, Jefferson County, but he may be able to access some additional data. Dale has been asked to help with the CHA process in Jefferson County and will meet with them on April 1<sup>st</sup>. The Domain 1 Workgroup plans to have the CHA priorities submitted to the Domain 5 Workgroup by the end of next week. Some of the Domain 1 measures will not be worked on until August due to the two year timeline specified for the documentation examples.

Domain 2:

Sherry Bradley reported that the Domain 2 Workgroup met on March 17, 2014 for an hour and a half for the purpose of selecting 25% of the required documentation examples to meet the April 1<sup>st</sup> deadline. All Workgroup members attended this meeting with Jackie Holliday attending by conference call. Members were asked prior to this meeting to load documentation examples that may be selected for the respective measures. The Workgroup identified 16 documentation examples. Some were complete and some needed improvements, such as adding or spelling out the name of the department or using the name of a position rather than the name of a person to define responsibilities for certain procedures.

Dr. Mac reminded the Workgroup to use the PHAB “Document Assessment Check Sheet” to determine if the document examples meet the criteria. It was noted by Dr. Mac that some documents for Domain 2 will have to be created. Certain documents will be used as examples for more than one measure. One of the obstacles Dr. Mac tried to avoid was using documents from the same source over and over. The Domain 2 Workgroup will meet again on April 30<sup>th</sup> at 3:00 pm in CR 984. Some members will join the meeting by video conference to minimize travel. The Workgroup will address the self-assessment at the next meeting to determine strengths and weaknesses in the documentation examples.

Brian Hale reported that the Domain 6 Workgroup developed a fillable version of the PHAB Document Assessment Check Sheet. He will forward it to Carol for posting in the Document Library under PHAB Workgroup Resources.

Domain 3:

Dr. Jim McVay advised the Domain Workgroup has met twice so far. Some good documentation examples will be pulled from Emergency Preparedness. No Domain 3 documentation examples have been loaded into the EDA as of yet.

Domain 4:

Dr. McVay advised the Domain 4 Workgroup has met twice. The next meeting will be held on March 28<sup>th</sup>. They have uploaded some documentation examples for Measures 4.1.1 in the EDA. No documentation for 4.1.2 has been uploaded, but the measure has been assigned to the different areas to provide the required documents.

Domain 5:

Valerie Cochran asked that Dianne Sims be removed from the Workgroup Roster as she has retired. The next Domain 5 Workgroup meeting will be held on April 1<sup>st</sup> to review the policies. They have been reviewing other state CHIP processes and are leaning towards using Healthy People 2020 guidelines to measure interventions, under advisement of UAB. They will have the self-assessment scores to Carol on April 2<sup>nd</sup> or April 3<sup>rd</sup> after the meeting. They met last week and have had several subcommittee meetings so far on the Strategic Plan prepared by the Area Administrators and Bureau Directors.

Domain 6:

Brian Hale reported that the Domain 6 Workgroup met on March 11, 2014, and documentation from that meeting has been uploaded to the Document Library. Since March 11, 2014, Workgroup members have provided the Domain Leads with documentation thought to be supportive of the domain's measures and the production of potential documentation is ongoing. Documentation provided thus far has also been uploaded to the Document Library and is in process of being reviewed by Workgroup members. This Workgroup will meet again on April 8, 2014 to determine the best documentation that has been assembled for sharing with the DRP.

Domain 7:

Viki Brant reported that the Domain 7 Workgroup met on March 24<sup>th</sup> to begin discussing potential and promising support documentation. The Workgroup discussed how to complete the self-assessment for the April 1<sup>st</sup> deadline and made assignments to Workgroup members to gather documents from others who may have potential support documentation. The next meeting will be held on April 7<sup>th</sup>.

Domain 8:

Jamey Durham reported the Domain 8 Workgroup met on March 19<sup>th</sup> to go through the first half of the required documentation and met on March 26<sup>th</sup> to go through the second half. Twenty-five percent of the documentation examples are complete and have been uploaded to the EPA. The Domain performed an expanded self-assessment that included portions of the Work Plan and submitted the results to Carol.

Domain 9:

Dr. Mac advised that the Domain 9 Workgroup met on March 20<sup>th</sup> for their second meeting. The self-assessment was completed by breaking the Workgroup members into subgroups during the meeting and assigning measures for them to score. The entire Workgroup concurred on the final score. The group will not reach the target to submit 25% of the documentation examples by April 1<sup>st</sup> because most of the examples have to be developed as the Performance Management system becomes operational and the Quality Improvement Plan is developed. The next meeting is scheduled for April 22<sup>nd</sup>. Reminders will be sent to the Workgroup to upload documents to the EDA and to provide feedback for the Work Plan by the next meeting date.

Domain 10:

Valerie Cochran advised that the Domain 10 Workgroup met and received a lot of document examples that will need to be reviewed. They have set a goal to submit the self-assessment scores and Work Plan by April 4<sup>th</sup>.

Domain 11:

Jeffery Wright reported that the Domain 11 Workgroup met on March 11<sup>th</sup> and discussed uploading the 25% of documentation by April 1<sup>st</sup>. The self-assessment is complete and the scores will be sent to Carol this week. The Work Plan is complete and has been posted in the Document Library. Documentation examples have been uploaded and are ready to submit to the DRP. Some measures are unable to be worked on until August due to the two year timeframe requirement.

Domain 12:

Michele Jones advised meetings with the Domain 12 Workgroup will be held electronically instead of face-to-face due to it being a small Workgroup. They have tested the DMS and found it easy to work in. They have approved some document examples and will get them uploaded. The self-assessment will be completed by April 1<sup>st</sup> and the Work Plan is being drafted. The group will be more focused after the Legislature is no longer in session.

Carol asked if it would be helpful for Domain Leads to share their needs regarding documentation examples at the next meeting to see if other Leads are aware of some examples that the Domain Workgroups have not identified. The Team determined that it may be good to do this later, but not at the next meeting.

Documents:

- None

Conclusions:

- Carol will remove Dianne Sims from the Domain 5 Workgroup Roster.
- Brian Hale will forward a copy of the fillable version of the Document Assessment Check Sheet to Carol Heier and she will post it in the Document Library under PHAB Workgroup Resources.

**Next Meeting**

Carol reported that she will be unavailable to lead the next Team meeting on April 24. She asked if the Team wanted to meet on the alternate meeting date of May 5th. Jamey Durham volunteered to chair the meeting on April 24<sup>th</sup> with Patronya Sanks.

<u>Date:</u>	April 24, 2014
<u>Scheduled Time:</u>	10:00 am – 11: 00am
<u>Meeting Location:</u>	RSA Tower, Training Room 980