



## Preserving and Protecting the Public's Health

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

#### Meeting Arrangements:

Date: Thursday, April 23, 2015  
Scheduled Time: 10:00 – 11:30 AM  
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

#### Attendance in Person:

Brent Hatcher	Jim McVay
Carol Heier	John Hankins
Carolyn Bern	Mary McIntyre
Cathy Caldwell	Sherry Bradley
Jamey Durham	Viki Brant
Jeffrey Wright	Walter Geary

#### Absent:

Andy Mullins	Dale Quinney
Bob Hinds	Debra Thrash
Brian Hale	Michele Jones
Carol Mysinger	Nancy Wright
Carrie Allison	Sally Palmer
Chris Haag	Thomas Miller

Meeting Chair: Carol Heier  
Call to Order: 10:10 AM  
Adjournment: 11:40 AM  
Approved: May 28, 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 from Last Meeting**

On April 22, 2015, Carol Heier distributed the draft version of the ALT meeting minutes of March 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. Viki Brant made a motion to approve the minutes and Dr. Walter Geary 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 March 26, 2015

Conclusions:

- Carol Heier will post the approved meeting minutes of the last meeting 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**

- **ALT Roster Update** – Carol referred ALT members to Handout #3, the updated ALT Roster as of April 15, 2015. Carrie Allison has been added to the ALT as a Domain 1 Lead and John Hankins has replaced Valerie Cochran as a Domain 5 and 10 Lead. She welcomed them and stated that she will be getting with them to provide some orientation soon.
- **Extension on Statement of Intent** – Carol reported that as requested at the last meeting, she requested an extension on the department's Statement of Intent for accreditation that is set to expire on May 22, 2015. The extension was granted by PHAB for 1 month to June 22, 2015.

Documents

- Handout 3 - Accreditation Leadership Team Roster – April 15, 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 April 15, 2015. She thanked ALT members who submitted updates to her since the last meeting. The current roster reflects the updates made during the last meeting as well as the updates received since then.

Workgroup/Panel Member Updates

Carol asked for updates regarding the status of documentation and the follow-up self-assessment scores for each Domain.

**Domain 1 – Conduct Assessment Activities:** Carolyn Bern reported on behalf of the Domain 1 Leads. About two-thirds of the CHA document has been drafted and the projected timeline to get it finalized is mid- to late-May. Sections of the CHA are being pre-reviewed as they are drafted. Michele has recommended that the CHA be open for public comment for 2 weeks. This will need to occur before the document can be finalized. The follow-up self-assessment scores have not yet been determined. No report was available on the status of the other Domain 1 documentation.

**Domain 2 – Investigate Health Problems:** Sherry Bradley reported that Domain 2 is scheduled to meet with the Document Review Panel (DRP) on June 26, 2015 to review correct documents. As of today, 18 revised/updated documents have been re-entered into the Document Management System for review. As a reminder, Domain 2 measures will require 51 documentation examples and 41 have been submitted to the DRP. Five were granted approval on January 30<sup>th</sup>. They expect to submit the self-assessment scores for Domain 2 by the end of the day.

**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. The self-assessment scores have been submitted.

**Domain 4 – Engage with the Public to Solve Public Health Problems:** Jim McVay reported that there have been no changes in the status of documentation from Domain 4. All documents are awaiting review by the DRP. The self-assessment scores have been submitted.

**Domain 5 – Develop Public Health Policies and Plans:** Carolyn Bern reported that the CHIP has been implemented and work on achieving the CHIP goals and objectives has already begun, especially in the areas of transportation and telehealth. The Domain Workgroup will meet again on April 29. A meeting is planned with Teela Reynolds on May 4 to write the policy piece of the CHIP. She anticipates sending the document to Karl Bryant in Communications & Social Marketing in mid-May and hopes that the document will be final by the end of May. Not all Domain 5 self-assessment scores are available, yet. The documentation regarding the Emergency Operations Plan is all 4s, but the cover sheets need to be rewritten.

**Domain 6 – Enforce Public Health Laws and Regulations:** Dr. Walter Geary reported that there have been no changes in the status of documentation from Domain 6 since the last meeting. The self-assessment scores have not been submitted.

**Domain 7 – Promote Strategies to Improve Access:** Viki Brant reported that she submitted the Domain 7 self-assessment scores just prior to the meeting. Domain 7 is scheduled to have their first meeting with the DRP on July 10. Work is being done with the Coalition for a Healthier Escambia County to improve some of their documentation for accreditation. The process is demonstrating good collaboration and support. The report from the Perry County Health Fair may be needed as a back-up.

**Domain 8 – Maintain a Competent Workforce:** Brent Hatcher reported that self-assessment scores for Domain 8 have been submitted. There have been no changes in the status of documentation from Domain 8 since the last meeting. The statewide workforce development assessment survey was issued on April 24. This survey will assess priority workforce training needs related to the Council on Linkages Core Competencies for Public Health Professionals by career tiers of our employees. The survey results will be used to develop the Workforce Development Plan. The survey will remain open until May 29.

**Domain 9 – Evaluate and Continuously Improve:** Carol Heier reported that progress has been made regarding implementation of the Performance Dashboard. The Design Team met on April 1 and the first performance measures were added to the Dashboard from Emergency Preparedness (EP) on April 6. Additional EP measures were added on April 16 and another session is scheduled for May 1. A meeting is planned with Environmental Health staff on April 29 to add performance measures from that program. The meeting will include a WebEx connection to allow staff from Madison and Houston Counties to participate. Plans are being made to meet with Family Planning staff in early May to add performance measures for that program.

No documentation has been submitted to the DRP from Domain 9, but the Workgroup met on April 21 to review potential documentation that Nancy and Carol had prepared to submission. Seven documents were approved by the Workgroup for submission and the follow-up self-assessment scores were determined. These scores have been submitted. Nancy and Carol will meet soon to get the selected documentation submitted to the DRP. A total of 28 documents are required for Domain 9 measures.

The Quality improvement (QI) Council met on April 15 to begin work planning to implement the QI Plan. A Quality Improvement webpage will be added to the accreditation website and the QI Plan will be posted there with the QI Council roster.

**Domain 10 – Contribute to and Apply the Evidence Base for Public Health:** No report was available for Domain 10. Carol asked about the status of the IRB policy needed for Domain 10 documentation. Jamey reported that the draft has been completed and will be forwarded to Dr. Williamson for approval. The policy will not need to be processed through the department's Policy Clearinghouse. Valerie Cochran provided self-assessment scores for Domain 10 just prior to the start of the ALT meeting.

**Domain 11 – Governance:** Jeff Wright reported that of the 46 total documents required for Domain 11, 31 (about 2/3rds) have been approved by the DRP. Since the last meeting, he has submitted some additional documentation based on DRP recommendations. Measure 11.1.3.3.1 concerns confidentiality forms or agreements signed by employees. He submitted samples of the new employee paperwork log which indicates that the employee has received documents that address confidentiality, including the Employee Handbook which contains a confidentiality of information agreement. For measure 11.2.1.1.2 about audited financial statements, he submitted the CAFR for FY 2014. He has not submitted documentation for measure 11.1.2.1.1. The Ethics Policy was approved by the Ethics Committee at its March 20<sup>th</sup> meeting. The Committee had changes which were incorporated into the policy. Jeff learned from Samarra Dunson that an outside company (Integrated Computer Systems) is currently assessing ADPH's vulnerabilities for privacy. What they find will impact the final version of the policy. The assessment should take 3-4 weeks. Then the policy will be forwarded through the Policy Clearinghouse which will take about 2 weeks. For measure 11.2.1.3.1, he is waiting on a signed statement from Dr. Williamson regarding whether the department has been considered a high-risk grantee. Of the remaining 13 documents, 10 are awaiting feedback from DRP. For the other three, he is waiting on a couple of Bureaus to respond about two documents and just received feedback on the department's cultural and linguistic assessment of its employees to address the third. The self-assessment scores have not been submitted.

**Domain 12 – Administration:** No report was available for Domain 12. The self-assessment scores have not been submitted. Jamey asked about Carol's availability to meet early next week regarding the strategic plan document. Carol will get with Jamey regarding this.

**Document Review Panel (DRP):** Sherry Bradley reported on behalf of Debra Thrash. Since the last ALT meeting, the DRP met on April 10<sup>th</sup> to begin work on Domain 6, identify future meeting dates, and develop a work plan for upcoming meeting dates. Below is the work schedule:

DRP Meeting Dates	Topic(s)
May 1, 2015	Domain 6 with Domain Lead
May 8, 2015	Domain 3 corrections
May 22, 2015	Domain 8 corrections
June 12, 2015	Domain 12 corrections
June 26, 2015	Domain 2 corrections
July 10, 2016	Domain 7 with Domain Lead
July 24, 2016	Catch up

Pending activities include the following:

- Domain 3 – Review of corrected documents
- Domain 4 – Complete review of corrected documents and prepare response sheets
- Domain 10 – Post response sheets to the Team Room
- Domain 12 – Prepare response sheets.

**Accreditation Champions:** Carol reported that she spoke at the South Central Public Health Leadership Alumni Meeting on April 7 regarding the department's accreditation activities. She shared information about the current status of our accreditation readiness, the benefits that we have realized already, and the challenges we have faced. Matthew Harrell, a representative from the Mississippi Department of Health, was a co-presenter and shared similar information about their accreditation efforts. Carol hopes to collaborate more with Mississippi as Alabama is just ahead of them in the process and we are approaching accreditation readiness in a similar manner. A conference call was held on April 14 with Melissa Hornsby, Carol and Larry Smith, the person who is working to implement the Performance Dashboard in Mississippi. We were able to provide some technical assistance and share some resources.

#### Documents

- Handout 4 - Accreditation Workgroup Roster – April 15, 2015

Conclusions:

- Domain Leads and the DRP will continue activities to select accreditation documentation.
- Applicable ALT members will continue efforts to get the prerequisite documents finalized.
- Domain Leads who have not already done so will forward their respective follow-up self-assessment scores to Carol as soon as possible.

**Agenda Item 4: Old Business – Carol Heier**

Accreditation Application Submission

Carol asked for input from ALT members about their recommendations regarding submission of the department's accreditation application. The recommendations from the last meeting were still acceptable.

Documents

- None

Conclusions:

- No questions, objections or assignments for this discussion.

**Agenda Item 5: Next Meeting**

Date and Time: Thursday, May 28, 2015, 10-11:30 AM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports