

Preserving and Protecting the Public's Health



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

**Meeting Arrangements:**

Date: April 24, 2014  
Scheduled Time: 10:00 am – 11:00 am  
Meeting Location: The RSA Tower, 9<sup>th</sup> Floor Training Room Montgomery, AL

Attendance in Person:

**ADPH:**

Andy Mullins	Jamey Durham	Dr. Thomas Miller
Carol Mysinger	Jeffrey Wright	Valerie Cochran
Carolyn Bern	Dr. Jim McVay	Viki Brant
Cathy Caldwell	Michele Jones	Dr. Walter Geary
Chris Haag	Patronya Sanks	
Debra Thrash	Sally Palmer	

Absent:

**ADPH:**

Bob Hinds	Dr. Mary McIntyre
Brent Hatcher	Pat Ivie
Brian Hale	Sherry Bradley
Carol Heier	Stacey Adams
Dale Quinney	

**UAB:**

Andy Rucks  
Jack Duncan  
Pete Ginter

Attendance via Conference Call:

None

Meeting Chair: Jamey Durham  
Call to Order: 10:05 AM  
Adjournment: 11:17 AM  
Approved: May 22, 2014

**Welcome and Introductions - Jamey Durham**

Jamey Durham welcomed members of the Accreditation Leadership Team and thanked them for their attendance. Jamey advised Carol Heier was absent from the meeting today due to her attendance at the annual grantee meeting in Atlanta.

Documents:

- Handout #1: Meeting Agenda

Conclusions:

- No questions, objections or assignments for this discussion.

**Agenda Item 1: Review/ Approval of the Minutes of March 27, 2014 Meeting – Jamey Durham**

Carol Heier distributed the draft version of the Accreditation Leadership Team meeting minutes of March 27, 2014 on April 21, 2014 by email and posted them in the Document Library under the PHAB Accreditation Leadership Team Meeting category. Jamey Durham asked if there are any changes needed. None were requested. Dr. Jim McVay motioned to approve the minutes and Dr. Walter Geary seconded the motion. By vote, the minutes were approved by the Accreditation Leadership Team unanimously.

Documents:

- Handout #2: Draft Meeting Minutes of March 27, 2014

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 - Update on ADPH PHAB Accreditation Readiness - Jamey Durham**

Jamey Durham advised that the National Public Health Improvement Initiative (NPHII) funding will be discontinued as of September 29, 2014. Accreditation activities will still continue after the funding ends. Jamey advised that Preventative Health and Health Services (PHHS) Block Grant funds have been doubled for one year. As a result, accreditation activities will continue through use of block grant funds. The Statement of Intent is still on track to be submitted to the PHAB no later than May 31, 2014.

Documents:

- None

Conclusions:

- No questions, objections or assignments for this discussion

**Agenda Item 3: Old Business - Accreditation Leadership Team Charter/Roles and Responsibilities – Jamey Durham**

Jamey Durham referred the Team to Handout #3, the updated Accreditation Leadership Team Roster, and advised the Team Roster has been updated to include Bob Hinds as a Domain Lead for Domain 4.

Jamey Durham advised that based on results of the Doodle Poll, the PHAB-related documents would be moved to the Employee Documentation Application (EDA). Patronya Sanks asked the Team if any of the documents placed under the PHAB Documents category of the EDA for review by the Team had been modified. If not, Leslie Hay in Information Technology will delete them. The Team advised that none of the documents in the PHAB Documents category had been

modified; however, categories used to collect documentation had been modified. Patronya Sanks advised that she will advise Leslie that he can delete the files in the PHAB Documents category of the EDA. Dr. McVay asked if the same people will have access to the information in the EDA. Patronya advised that the same people will have access. Valerie Cochran asked if it is required to place document examples in the EDA or can she go ahead and post documents in the Document Management System (DMS) for review. Jamey advised the purpose of the EDA is to discuss and determine if the proposed document meets the requirements prior to submission to the DMS. Patronya advised that all Workgroup members have access to post documents in the EDA; however, only Domain Leads have the ability to post in DMS; therefore, if the Domain Lead determines that a document is ready for submission to the DMS, the Lead may make the decision to bypass use of the EDA and upload the document to DMS for review.

Jamey Durham referred the Team to Handout #4, document review and self-assessment results and advised that Domains 2 and 4 are still sending in information. The report will be updated with that information. Jamey advised that this information is the baseline; therefore there is not a pass or fail. The idea is to improve not to go down. Cathy Caldwell advised that she liked the graph. Jamey advised the Team that he knows it is a lot of work to be involved in these efforts and he appreciates everyone's time and hard work. He also advised to be sure to let Patronya Sanks and/or Carol Heier or him know if there is any way they can help.

Documents:

- Handout #3- Accreditation Leadership Team Roster – Updated March 31, 2014
- Handout #4 – Document Review and Self-Assessment Results to Date

Conclusions:

- No questions, objections or assignments for this discussion

**Agenda Item 4: Old Business- Workgroup/Panel Member Updates - Domain Leads**

Jamey Durham referred the Team to Handout #5 and asked if there are any additions or subtractions to the updated Workgroup Roster. Michele Jones advised to remove Wendy Dale from the Domain 12 Workgroup as she no longer works for the department. There were no other changes requested.

Jamey pulled up the EDA and DMS applications and asked the Team if they had any questions about the use of the two applications. A question was asked in reference to the “type” in the DMS. Debra Thrash advised “discussion” means the DRP has not picked the document up for review as of yet. “Action Item” means the DRP has forwarded the example to other Document Review Panel members to review and discuss.

Andy Mullins asked what is to be done with a document that is constantly being updated and is the best example to use. He advised there is a document that his Workgroup would like to use; however, by the time the application is submitted to e-PHAB, the document will be updated again. The question was do they go ahead and submit the document to the DRP now and change it before the application or do they wait to submit it later. Debra and Jamey advised it would be best to go ahead and submit the document now if it fits the time frame in which a document example can be used.

**Domain Updates:**

Domain 1: Not represented.

Domain 2: Not represented.

Domain 3: Dr. Jim McVay reported they have assigned 15 of the Domain measures to Workgroup members. Documentation examples for five of the 15 have been collected so far.

Domain 4: Dr. Jim McVay reported they have had three Workgroup meetings so far. Bob Hinds has been added as a Domain Lead and has submitted most of the documentation for this Domain to the DRP.

Domain 5: Carolyn Bern reported that they have uploaded the All Hazards Emergency Operations Plan (EOP) and are on their way to meeting the 25% documentation goal. The Stakeholder list was developed in collaboration with Domain 1. Domain 5 categorized the list into categories (business, payers, providers, policy, etc.) and added stakeholders to the list. This revised list was distributed to Domain 5 members for ranking the top 25 stakeholders. A Meeting with consultants is planned to address health system capacity and evidence based practices after they receive Community Health Assessment (CHA) information. A discussion was held about the timeline for Domain 5 since Domain 1's CHA has been delayed. There is a concern that Domain 5's September 30, 2014 deadline will not be met since they still do not have issues addressed in the CHA. The CHIP goals include develop a list of critical health priorities from the CHA, prioritize the stakeholders, consider health system capacity, set improvement objectives and measurable goals employing assets and resources, define roles with partners and align with tribal plans, monitor, evaluate, and report, define policy changes and have this done by September 30, 2014. Jamey Durham advised Patronya Sanks to set up a meeting with the Domain 1 and 5 Leads to discuss the next steps in their collaboration.

Domain 6: Dr. Geary reported Brian Hale has uploaded most of the documentation to the DMS. The next Workgroup meeting is scheduled for June. Dr. Geary stated the regulatory documents are being discussed so a lot more documents are available from Dr. Karen Landers with Community Interactions, Tuberculosis Control and other areas. The Domain will discuss these documents in the June meeting.

Domain 7: Viki Brant reported that since the last Team meeting, Domain 7 has met once to continue identification of support documentation. They submitted the readiness self assessment for Domain 7 scoring "3s" for all items except the last one, which was scored a "2". They have started adding documents to the EDA. The next Domain 7 meeting is scheduled for April 25, 2014. A question was asked if the Child Health Insurance Program is an area that is approved for documentation through PHAB. Patronya Sanks advised there is a one-page guide from PHAB in the Document Library that has a list of approved program areas. Carol Heier will be asked to contact David Stone at PHAB to get clarification on the use of documentation examples from the Child Health Insurance Program and the Women, Infants and Children Program (WIC).

Domain 8: Jamey Durham reported that documentation for the Domain has been uploaded to the DMS. The Domain needs to update the cover sheets. The biggest gap for this Domain is the Workforce Development Plan.

Domain 9: Patronya Sanks reported the Workgroup met on April 22, 2014 to discuss the work plan and the upload of documentation to EDA. The Workgroup is continuing to review documents to meet the 25% goal.

Domain 10: Carol Mysinger and Valerie Cochran reported the Workgroup is emailing rather than meeting. They advised 4 out of 13 documents have been loaded and they are moving forward with documentation.

Domain 11: Jeffrey Wright reported the Workgroup has not met since March. Jeff has been working with the group individually. He advised there are 46 documents to upload and 23 of them have been uploaded so far. He also advised there are still some documents that are unable to be uploaded due to the timeframe.

Domain 12: Michele Jones reported they are pulling documents together; however nothing has been uploaded as of yet. She has gone through the PHAB Standards and Measures and written down which examples will meet the standards and she will share that information with the Workgroup members to discuss.

DRP: Debra Thrash reported the DRP met on April 18, 2014 to discuss documentation submitted by Domains 6 and 11. The group was unable to get through all of the documents; however, they discussed many from Domain 6. DRP provided feedback to the Domain Leads on what will make the documents stronger and how the type of submissions would help the site visitors such as highlighting key areas and referencing page numbers. Jamey Durham advised there is a checklist in the document library that can be used as a guide for submitting documentation. Patronya Sanks will send the checklist out to the team.

Dr. Miller advised that he has seen a lot of the same documents used over and over by different programs. He asked if the Domain Leads could try to limit the submission of the same documents. He also suggested that Domains need to showcase the things that we are proud of as a health department. He suggested using documentation that tells the story. Debra and Dr. Miller also suggested that Domain Leads be mindful of the way documents are being submitted such as highlighting and visibility to make it easier for the reader to find what is being stated. Debra advised if using a screen shot to show a web page, convert the web page to PDF so that the entire screen is shown. If the full version of Adobe Professional is installed on your desktop, then there is a "convert to pdf" option to choose. If you do not have Adobe Professional, choose the print/Cute pdf option to convert to pdf.

Debra advised the DRP will meet again on May 2, 2014 and they will review the documentation submitted from Domains 6 and 8.

Accreditation Champions: Patronya Sanks advised the Team of the Accreditation and the Quality Improvement Train-the-Trainer articles that were featured in the March 2014 issue of Alabama's Health. She also advised of the draft document of the one page accreditation flyer that will be distributed to employees.

Chris Haag advised that information needs to be included on the flyer as to why accreditation is happening now. He advised that people will want to know why now with everything else that is going on. Dr. Miller advised that the answer to that question is if not now then when because there will always be something else going on at the same time that one may feel takes more precedence over the other.

Documents:

- Handout #5 – Accreditation Workgroup Roster – April 18, 2014

Conclusions:

- Carol Heier will remove Wendy Dale from Domain 12 Workgroup Roster.
- Patronya Sanks will issue a Doodle Poll and arrange a meeting between the Domain 1 and 5 Leads to discuss the CHA and next steps.
- Patronya Sanks will send the Team the one-page flyer from PHAB regarding the approved areas for documentation.
- Carol Heier will be asked to contact David Stone to get clarification on the use of documentation from the Child Health Insurance Program and the WIC Program and update the Team.
- Patronya Sanks will send the Team the documentation checklist guidance from PHAB.
- Jamey Durham suggested that meetings may need to be extended to 1 ½ hours due to discussions.

Next Meeting

- Date: May 22, 2014
- Scheduled Time: 10:15 am – 11:15am
- Meeting Location: RSA Tower, 15th Floor Board Room