



Preserving and Protecting the Public's Health

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

Meeting Arrangements:

Date: Thursday, June 26, 2014
Scheduled Time: 10:00 AM – 11:30 AM
Meeting Location: The RSA Tower, 9th Floor Training Room, Montgomery, AL

Attendance in Person:

ADPH:

Andy Mullins	Jeffrey Wright
Bob Hinds	Jim McVay
Brian Hale	Michele Jones
Carol Heier	Pat Ivie
Carol Mysinger	Phyllis Mardis
Carolyn Bern	Sherry Bradley
Cathy Caldwell	Walter Geary
Chris Haag	
Dale Quinney	<u>UAB:</u>
Debra Thrash	Andy Rucks
Janice Cook (<i>for Jamey Durham</i>)	Pete Ginter

Absent:

ADPH:

Brent Hatcher	Sally Palmer
Jamey Durham	Stacey Adams
Mary McIntyre	Thomas Miller
Nancy Wright	Valerie Cochran
Patronya Sanks	Viki Brant

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 10:02 AM
Adjournment: 11:20 AM
Approval: July 24, 2014

Welcome and Introductions- Carol Heier

Carol Heier welcomed members of the ALT and the UAB Project Team and thanked them for their attendance. She referred members to the updated ALT roster. Dr. Mary McIntyre relinquished her position as a Domain 9 Lead, but she will retain her position as a Domain 2 Lead. Nancy Wright has agreed to assume the role of Domain 9 Lead with Carol and is a new

member of the ALT. Also, Stacey Adams will now serve as both a Domain 1 and Domain 5 Lead to assist with the Community Health Improvement Plan (CHIP). Her participation in both Domains will help facilitate the coordination process between the Community Health Assessment (CHA) and the CHIP. These changes are reflected in the updated roster.

Documents:

- Handout #1 - Meeting Agenda
- Handout #2 – Accreditation Leadership Team Roster, Updated 6-6-14

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 1: Review/ Approval of the Minutes of May 22, 2014

Carol Heier distributed the draft version of the ALT meeting minutes of May 22, 2014 by email on June 24, 2014 and posted them in Employee Documentation Application (EDA) under the PHAB Accreditation Leadership Team Meetings section. She also distributed them as meeting Handout #3. Carol asked if there were any changes needed. None were requested. Dr. Jim McVay motioned to approve the minutes and Brian Hale seconded the motion. By vote, the minutes were approved unanimously by the ALT.

Documents:

- Handout #3: Draft Meeting Minutes of May 22, 2014

Conclusions:

- Carol Heier will post the approved meeting minutes of May 22, 2014 in the EDA with handouts from that meeting.

Agenda Item 2: Old Business- - Carol Heier

Accreditation Leadership Team Charter/Roles and Responsibilities

Carol shared news that the state health departments of Vermont, Minnesota, and Florida were recently accredited by PHAB. With Washington and Oklahoma, this brings the total of accredited state health departments to 5. She suggested that ALT members may want to reach out to their contacts in these states to learn more about their accreditation process and documentation. She noted that in Florida, the state health department and all of the local health departments are applying for accreditation together. PHAB will conduct site visits to selected local health departments and will make an accreditation decision for all based on those visits. It is uncertain whether the state health department will retain or lose accreditation if all of the local health departments are not accredited collectively.

Carol distributed an additional meeting handout regarding the inclusion of accreditation-related language and opportunities in Centers for Disease Control and Prevention (CDC) funding opportunity announcements. This handout was distributed by the CDC Office for State, Tribal, Local and Territorial Support during a recent conference that Carol attended. The handout includes a table listing various funding opportunity announcements (FOAs) in FY 13 and FY 14 that included PHAB-related language.

As planned, Carol distributed the latest version of the accreditation self-assessment workbook to ALT members by email on June 3, 2014. She asked all Domain Leads and/or Workgroups to review their respective sections of the workbook, edit the measure scores and notes as needed, and to let her know of their approval and/or any changes by June 30, 2014. She reminded

everyone that measures that have a score of 2 or higher need to be justified by including information in the workbook about the documentation that is available.

Carol asked that Domain Leads be attentive to posting Domain Workgroup meeting agendas, sign-in sheets, handouts, and minutes and Workgroup work plans in their respective folders in the EDA. These materials serve as our documentation of the accreditation process and are useful to track our progress and to keep others informed, including department leadership. Domain Leads should use the meeting agenda, sign-in sheet, and minutes templates provided, but may use the work plan template or develop one of their own.

All of the RSA Tower conference room laptops have been modified to allow users to access the EDA through the conference room account. This will support Domain Workgroup meetings and video conferences held in these conference rooms when access to the EDA is needed.

Carol referred to Handout #4 that lists all of the documentation example numbers that are programmed in the Document Management System (DMS). This list may be a helpful tool for Domain Workgroups as they monitor their work plans and the Document Review Panel (DRP) as they track the selection of accreditation documentation for the department.

Documents:

- Inclusion of Accreditation-related Language and Opportunities in CDC Funding Opportunity Announcements
- Handout #4 – Documentation Example Number (Categories) Used in the Document Management System (DMS)

Conclusions:

- Domain Leads will ensure that Workgroup meeting materials and work plans are posted in the EDA in a timely manner.
- Domain Leads will notify Carol regarding approval of or edits to their respective sections of the self-assessment workbook by June 30, 2014.
- Carol will finalize the initial self-assessment workbook by June 30, 2014.

Agenda Item 3: Old Business – Debra Thrash

Update and Pointers from the Document Review Panel (DRP)

Debra used Handout #5 as a guide to update the Team regarding activities of the DRP. As a whole, Domain Leads know their programs well as evidenced by the examples submitted for review. Improvement is needed to “sell” the document, however, by making it easier to see how the document presented meets the requirement for the applicable measure. She shared some lessons learned and tips to help Domain Leads successfully select and prepare documentation examples for approval by the DRP. Debra also reviewed a recent PHAB publication titled “Do’s and Don’ts for Preparing Documentation” that was distributed as Handout #6.

Carol mentioned that in presentations by PHAB Site Visitors, they often recommend that accreditation applicants use each opportunity available to help the Site Visitor quickly understand why a specific document was selected as an example.

Documents

- Handout #5 – Document Review Panel Updates
- Handout #6 – PHAB Flyer - Do’s & Don’ts for Preparing Documentation

Conclusions:

- Domain Leads will use the information presented by Debra to help prepare documentation examples for submission to the DRP.

Agenda Item 4: Old Business – Carol HeierWorkgroup/Panel Member Updates

Carol referred to Handout #7, the updated Accreditation Workgroup Roster. The most recent update includes the following changes:

- Domain 4 - Deletion of Dawn Ellis from the Workgroup
- Domain 5 – Addition of Stacey Adams as a Lead
- Domain 9 – Deletion of Mary McIntyre and addition of Nancy Wright as a Lead
- Document Review Panel – Addition of Phyllis Mardis

She asked if there were any additional changes needed to the roster and none were requested.

Domain Updates:

Domain 1: Dale Quinney reported that a statewide webinar was held on May 21, 2014 with CHA stakeholders to share and seek additional input regarding the top 13 health issues that were identified in the CHA process. Following the webinar and by invitation from Dr. Melinda G. Rowe (Assistant Medical Director, Health Systems) with the Alabama Medicaid Agency (AMA), Dale, Carolyn Bern, and Carol Heier met with Medicaid representatives who are working on the Regional Care Organization (RCO) transition to speak with them about the CHA. The overall purpose of the meeting was to explore ways that ADPH and AMA might coordinate/collaborate to improve population health in Alabama. Dale provided an overview of the CHA process and results and the meeting resulted in some additional sharing of data and further collaboration for the CHIP process. On July 17, 2014, a presentation regarding the CHA process and results is being planned for ADPH employees. A designated small group from the Domain 1 Workgroup has been selected to analyze health indicator data. Work continues on development of a website to post these indicators and additional health data for easy access.

Domain 5: Carolyn Bern and a Domain 5 subgroup have continued work to finalize the CHIP stakeholders list. To date, 36 stakeholders representing various and multiple sectors and interests with a meaningful connection to the 13 health issues have been identified. Carolyn met with the Alabama Primary Care Association and the Department of Mental Health to begin discussions about their involvement in the CHIP process and to encourage their participation. There are plans to set up a webinar for the stakeholders. Carolyn and Stacey Adams will continue to facilitate work on the CHIP with consultation from the UAB Project Team. Andy Mullins is working on updating the department's Emergency Operations plan.

Domain 2: Sherry Bradley reported that the Workgroup held a meeting by video conference on June 16, 2014 to complete the self-assessment for Domain 2. Dr. McIntyre divided the Workgroup members into 4 teams and assigned each team specific measures to score. A score was selected for all 17 measures. Additional documentation examples were identified in the process. They have been uploaded into the EDA and are being considered by the Workgroup. The next meeting is planned for July. The specific date will be determined by issuing a Doodle Poll. The meeting will be held face-to-face and will be longer, possibly 3 hours. Prior to the July meeting, Workgroup members will be assigned documentation to pull and prepare for submission to the DRP. The Domain 2 work plan will be reviewed in July, as well.

Domain 3: Jim McVay reported that all 34 documentation examples for Domain 3 have been submitted to the DRP and they are awaiting feedback. The self-assessment score of "4" applies

to all Domain 3 measures since documentation examples have been selected and submitted for all of them.

Domain 4: Jim McVay reported that documentation examples have been submitted to the DRP for all measures in Domain 4 and they are awaiting comments regarding them. The self-assessment score of “4” applies to all Domain 4 measures since documentation examples have been selected and submitted for all of them.

Domain 6: Brian Hale reported that Domain 6 is a little behind on their work plan due to other issues that needed attention. The Workgroup will meet again soon. The Domain 6 self-assessment scores reported earlier are still accurate.

Domain 7: Cathy Caldwell reported that the Workgroup updated their self-assessment scores and submitted them to Carol earlier that day. The Workgroup continues to gather documentation examples.

Domain 8: No report

Domain 9: Carol Heier reported progress with several processes that will generate much of the documentation needed for Domain 9. The Workgroup met on June 18 to update the Domain 9 self-assessment scores which remain very low. The Domain is working now to identify the necessary documentation related to customer satisfaction. The Workgroup has identified one good documentation example from the Cancer Prevention and Control Division and is considering a second example from another program area. A meeting is planned with Information Technology (IT) on Friday to review the status of the department’s performance management system. Four Program Teams are planning to participate in performance management training facilitated by the Public Health Foundation (PHF) in July and August. The Quality Improvement (QI) Council has not been selected, but work in this regard is continuing. A general discussion was held regarding performance measures that may be added to the department’s performance management system.

Domain 10: No report

Domain 11: Jeff Wright reported that 61% of the documentation examples for Domain 11 have been submitted to the DRP. The Panel has provided some helpful feedback regarding several of them. Much of the documentation being evaluated by the Workgroup is out of date and work is going on now to update those documents.

Domain 12: Michele Jones reported that the Workgroup is working to update their self-assessment scores. They are also reviewing documentation examples and have uploaded some of them into the Document Management System (DMS). They will be uploading more examples soon.

Michele asked about the procedure to update documents that have already been posted in the DMS for review by the DRP. Carol responded and Debra Thrash concurred that documents in “Discussion” status can be edited by the Domain Leads as many times as needed. The document type will be changed to “Action Item” when the DRP begins their review process.

Accreditation Champions: Carol reported that she is continuing work to finalize the accreditation flyer for department staff. The individuals working on it have done an excellent

job with the information she has provided to them, but they have faced challenges with trying to modify a flyer developed by another state.

Documents

- Handout #7 – Accreditation Workgroup Roster – Updated 6-23-14

Conclusions:

- No questions, objections, or assignments for this discussion.

Next Meeting

Date and Time: Thursday, July 24, 2014, 10:00 AM – 11:30 AM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Final Report on Initial Self-Assessment – Carol encouraged Domain Leads to discuss at the next meeting the opportunities for improvement they identified within their respective Domains.
- Accreditation Leadership Team Reports