



Preserving and Protecting the Public's Health

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

Meeting Arrangements:

Date: Thursday, August 27, 2015
Scheduled Time: 10:00 – 11:30 AM
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

Attendance in Person:

Bob Hinds	Jim McVay
Brent Hatcher	Jonathan Edwards
Brian Hale	Karl Bryant
Carol Heier	Michele Jones
Carolyn Bern	Nancy Wright
Cathy Caldwell	Sherry Bradley
Chris Haag	Viki Brant
Jamey Durham	Walter Geary
Jeffrey Wright	

Guests:

Janice Cook	Teela Carmack
Phyllis Mardis	

Absent:

Andy Mullins	John Hankins
Carrie Allison	Mary McIntyre
Dale Quinney	

Meeting Chair: Carol Heier
Call to Order: 10:05 AM
Adjournment: 11:31 AM
Approved: September 24, 2015

Welcome and Review of Agenda - Carol Heier

Carol welcomed ALT members and thanked them for their attendance. She referred them to Handout #1, the meeting agenda, and introduced the topics to be covered during the meeting. She welcomed members of the Document Review Panel (DRP) who joined the meeting.

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 August 26, 2015, Carol distributed the draft version of the ALT meeting minutes of July 23, 2015 by email and posted them in the PHAB Documents section of the Employee Documentation Application (EDA) under PHAB Accreditation Leadership Team Meetings. They were available as a Handout #2, also. Carol asked if there were any additions or corrections needed. None were noted. Brian Hale made a

motion to approve the minutes as written and Dr. Walter Geary seconded the motion. By vote, the motion carried and the minutes were approved unanimously by the ALT members present.

Carol directed attention to Handout #3 noting that the ALT roster had been updated to show Michele Jones as the DRP Lead replacing Debra Thrash and Dr. Tom Miller.

Documents:

- Handout #2: Draft Meeting Minutes of July 23, 2015
- Handout #3: Accreditation Leadership Team Roster – Updated July 24, 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 those meetings.

Agenda Item 2: Old Business – Carol Heier

Carol shared that four more health departments were awarded accreditation by PHAB on August 4. Among them, the Illinois Department of Public Health became the eighth state health department to achieve PHAB accreditation. The list of state health departments that are accredited includes Illinois, California, Florida, Minnesota, New York, Oklahoma, Vermont, and Washington.

Accreditation Application

- **Update and Next Steps** – Carol reported that the accreditation fee has been paid in full. Carrie Allison and she attended PHAB Accreditation Coordinator (AC) training on August 11-12, 2015. ADPH has been assigned an Accreditation Specialist (AS), Brittan Wood, who will help guide the department through the remainder of the accreditation process. The AS is a member of the Site Visit Team that will come to our department. Her role is to provide technical assistance concerning the accreditation process and guidance on the interpretation and intent of the PHAB Standards and Measures. Carol stressed the need for ADPH to access assistance from the AS to help interpret the Standards and Measures as we move forward with documentation selection. Questions to Brittan should be routed through Carol.

ADPH was given access to the “Documentation Submission” tab in e-PHAB on August 25, 2015. This is a significant date. During the AC training, Carrie and Carol were given an advance copy of the new PHAB Accreditation Guide. Carol read from the Guide that “health departments must upload and submit its documentation to PHAB within 12 months of the date of gaining access to the documentation submission tab. If a health department does not submit its documentation within 12 months, the application becomes void and the applicant must begin the process again with registration in e-PHAB.” ADPH will need to get all documentation submitted by August 24, 2016. In the updated Guide, PHAB instituted two new processes that could serve as exceptions to this requirement. The first is a process to grant an extension for certain steps of the accreditation process based on legitimate cause or extenuating circumstances. The second is a process to grant inactive status to “pause” the accreditation process and put it on hold when the department is not prepared to complete a step of the process.

Carol reviewed a few other changes in the new Guide. PHAB no longer requires a Statement of Intent. Health departments who plan to seek accreditation now register in e-PHAB to indicate their intent to apply for accreditation in the next 6 months. PHAB no longer requires submission of the Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Strategic Plan with the application. Instead, the health department’s director must assure that these documents are adopted and current. The health department director must also assure that the department has in place or has substantially completed an emergency operations plan, a workforce development plan, and a quality improvement plan. They must also assure that a performance management policy/system is in place and an organizational branding strategy is in place or near completion. In underlined text, the Guide also clearly states, “It is the responsibility of the health department to ensure that complete documentation is submitted, that documentation is submitted using acceptable file formats, that documents open right-side up, that

documents are in final form (i.e., not draft), that examples are within the scope of PHAB's accreditation authority, and that documents are dated and provide evidence that they are authentic to the health department." Carol offered to share her advance copy of the Guide and will forward the updated Guide to ALT members when it is available on the PHAB website.

Carol referred ALT members to Handout #4 that included some notes about documentation and the Site Visit that were taken by Carrie and her during the PHAB AC training. She reviewed and discussed each item on the list. Some of the guidance will require Domain Leads to rethink some of the documentation that has been selected.

Michele discussed some of the improvements that the Document Review Panel (DRP) has made in recent weeks to improve their response time to the Domain Leads. Each DRP member has been given responsibility for two Domains. Members of the DRP are meeting weekly to review documents and Carrie has started issuing DRP response sheets to the Domain Leads through the Document Management System (DMS)/TeamRoom. The DRP is focusing on Domain 3 and 4 documents now. A review schedule will be issued soon. Domain Leads need to have all of their documentation uploaded 2 weeks prior to their scheduled review date by the DRP.

Michele stressed the need for staff to fully engage in the process to get the required documentation selected and prepared for submission to PHAB. She offered to attend Domain Workgroup meetings, if needed, to help staff understand expectations. The DRP is now using August 24, 2016 as the date to determine if a document is within the timeframe required for the measure. Several documents that had been approved for Domain 4 were rejected by the DRP because they were not dated within the new timeframe. Carol noted that the DRP is using the Plan-Do-Check-Act model of quality improvement to make their process enhancements. Documentation from the DRP QI project will be used to comply with a Domain 9 documentation requirement.

Carrie is moving documents from TeamRoom into the DRP Discussion database and changing the status to "Action Item" soon after Domain Leads submit them. Through general discussion, it was determined that Michele is not being notified by email when Karl adds a Domain 4 document to TeamRoom. Carol will research this.

Carol invited ALT members to discuss how the August 24, 2016 deadline date will impact the current timeline to get documentation submitted to PHAB. The current target date is the end of November 2015. Michele noted that only about half of the documentation has been submitted to the DRP. After general discussion, the ALT established the end of November 2015 as the target date to get all documentation submitted to the DRP and March 1, 2016 as the target date to submit all documentation to PHAB. August 24, 2016 will be used as the date to determine if a document is dated within the timeframe required by the measure.

Documents:

- Handout #4 – Accreditation Coordinator Training Report

Conclusions:

- Domain Leads will route questions for the AS through Carol.
- Carol will forward the updated Guide to Accreditation when it is available on the PHAB website.
- Domain Leads will upload all of their documentation into the DMS two weeks prior to their scheduled review date by the DRP.
- Carol will follow-up with Karl to resolve a technical problem with the DMS.
- Domain Leads will submit all documentation to the DRP by the target date of November 30, 2015.
- The department will submit all documentation to PHAB by the target date of March 1, 2016.
- August 24, 2016 will be used as the date to determine if a document is dated within the timeframe required by the measure.

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

Domain 1 – Conduct Assessment Activities: No report was provided by Domain 1.

Domain 2 – Investigate Health Problems: Sherry Bradley reported that the DRP has approved 3 more documents since the last ALT meeting bringing the total approved to 25 documents (50% of the required 51). Nine documents need to be created or revised/updated. Out of 17 documents remaining, four are in the review process and thirteen were returned for further consideration.

Domain 3 – Inform and Educate about Public Health: Jim McVay complimented the DRP members present on the improvements they have made to decrease response time. He reported that of the 34 documents needed for Domain 3 measures, 19 have been approved. Nine documents that were previously approved were returned. Michele explained that the DRP applied the information about documentation that was learned during AC training when reviewing Domain 3 documents. This accounted for the return of documents that had been approved previously. Fifteen examples need additional documentation. Currently, 56% of the documents required for Domain 3 are approved by the DRP.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay reported that of the 16 documents submitted to the DRP from the Domain 4 Workgroup, 10 have been approved. Six needed more documentation and 3 of these 6 have been resubmitted to the DRP.

Domain 5 – Develop Public Health Policies and Plans: Carolyn Bern reported that she has been heavily engaged in Alabama Community Health Improvement Plan (ACHIP) implementation and has been working on Domain 5 documentation. Carolyn asked about the status of the Emergency Operations Plan and Michele said that it had been approved. Carolyn had an ACHIP meeting with the Poarch Band of Creek Indians in August. Stacy Adams and Ricky Elliott were represented. Arlene Mack has been assigned as the contact person for the tribe and she will be assigning members of the tribe to participate on each of the ACHIP workgroups.

Domain 6 – Enforce Public Health Laws and Regulations: Brian Hale reported that he met with the DRP and received response sheets from them. Two or three documents have been approved and others need corrections.

Domain 7 – Promote Strategies to Improve Access: Viki reported that 15 of 17 documents have been submitted for Domain 7 measures. The remaining two examples will come from the ACHIP. The review meeting with the DRP has not been rescheduled to date.

Domain 8 – Maintain a Competent Workforce: Jamey reported that some modifications were needed on documentation examples for Domain 8. He has worked with the University of Alabama at Birmingham to enlist the assistance of an Emory University student to draft the ADPH Workforce Development Plan. The finalized plan will be used to meet 4 of the documentation requirements for Domain 8.

Domain 9 – Evaluate and Continuously Improve: Carol reported that Nancy and she met with Michele on August 18 to review the status of Domain 9 documentation. Nancy and she met later that day to work on documentation. The Domain 9 Workgroup met on August 24 and approved one more document to submit to the DRP. That document will bring the total submitted to 8 out of 28.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: Jonathan reported that all except two documents were ready to submit to the DRP, but he will review them again based on information provided earlier in the meeting.

Domain 11 – Governance: Jeff reported that 42 of the 46 documents required for Domain 11 have been approved by the DRP. For the 4 remaining documents, the ethics policy is expected to go to administration for approval next week, wording changes are being made to the letter about ADPH not

being a high risk grantee, corrections have been resubmitted for one measure, and the revised ADPH Employee Handbook is pending.

Domain 12 – Administration: Michele reported that 7 Domain 12 documents have been approved, 1 was rejected and 6 are being revised for resubmission to the DRP. There is one document left to submit. It will be submitted to the DRP with a narrative to show how the document meets the measure.

Document Review Panel (DRP): Michele provided the DRP update earlier in the meeting. She thanked the DRP for the time they have given from their own programs to serve on the panel. She also commended the way that they have taken ownership to work with Leads for their assigned Domains to get the required documentation submitted, reviewed, and approved. Michele also thanked the Domain Leads for their work and offered to assist with engaging Workgroup members to help, if needed.

Accreditation Champions: Carol reported that the article about submission of the accreditation application should be in the next edition of *Alabama's Health*.

Documents

- None

Conclusions:

- Domain Leads and the DRP will continue activities to select accreditation documentation.
- The DRP will continue work to streamline the review process.

Agenda Item 5: Next Meeting

The next scheduled meeting is as follows:

Date and Time: Thursday, September 24, 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