

Preserving and Protecting the Public's Health



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

Meeting Arrangements:

Date: Thursday, August 28, 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
Brent Hatcher	Jim McVay
Brian Hale	Michele Jones
Carol Heier	Nancy Wright
Carolyn Bern	Sherry Bradley
Cathy Caldwell	Stacey Adams
Chris Haag	Thomas Miller
Dale Quinney	Valerie Cochran
Debra Thrash	Viki Brant
Jamey Durham	

Absent:

ADPH:

Bob Hinds	Patronya Sanks
Carol Mysinger	Sally Palmer
Mary McIntyre	Walter Geary
Pat Ivie	

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 10:05 AM
Adjournment: 11:25 AM
Approval: September 25, 2014

Welcome and Introductions- Carol Heier

Carol Heier welcomed members of the ALT and thanked them for their attendance. She referred them to 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 of July 24, 2014

Carol Heier distributed the draft version of the ALT meeting minutes of July 24, 2014 by email and posted them in the PHAB Documents section of the Employee Documentation Application (EDA) under the PHAB Accreditation Leadership Team Meetings section on July 29, 2014. She also distributed them as meeting Handout #2. Carol asked if there were any changes needed. None were requested. Brian Hale motioned to approve the minutes and Jim McVay seconded the motion. By vote, the minutes were approved unanimously by the ALT.

Documents:

- Handout #2: Draft Meeting Minutes of July 24, 2014

Conclusions:

- Carol Heier will post the approved meeting minutes of July 24, 2014 in the EDA with handouts from that meeting.

Agenda Item 2: Old Business – Carol Heier**Accreditation Leadership Team Charter/Roles and Responsibilities**

Carol referred those in attendance to Handout #3, information about a webinar held August 12, 2014 that was coordinated by the National Network of Public Health Institutes (NNPHI) titled “Tips for Being a Successful PHAB Applicant.” She encouraged the ALT and Domain Workgroup members to view the webinar as it provided an excellent overview of documentation requirements and tips from PHAB Site Visitors who were the webinar speakers. A link to the webinar is included on the handout and it is also posted in the EDA – PHAB Documents section under PHAB Workgroup Resources.

Documents

- Handout #3 – NNPHI Webinar – Tips for Being a Successful PHAB Applicant

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 3: Old Business – Domain and Panel Leads**Workgroup/Panel Member Updates**

Accreditation Champions: Carol reported that she has been working with several members of the Accreditation Champions to accomplish several tasks. She has worked with Blu Gilliland to begin updating the ADPH accreditation website. The ALT meeting agendas and minutes have been posted there. The handouts will be added soon as single .pdf documents that include all of the handouts for each meeting are created. Carol, Dale Quinney, Patronya Sanks, and Blu met on August 8 to discuss updates to the Community Health Assessment (CHA) webpage and work is underway in that regard.

Carol worked with the Noelle Ahmann in the Communications and Social Marketing Division to create an accreditation flyer for ADPH staff. She distributed the draft as Handout #4 and asked for feedback. Positive comments were made regarding the new format, graphic and wording. Several Team members thought that the colors could be improved by making them brighter and

with more contrast. Jim McVay made a motion to approve the content of the flyer with editorial changes to be made to the colors. Bob Hinds seconded the motion. The motion was approved unanimously. Carol will proceed with printing and distributing the flyer once the colors are improved. Carol asked for suggestions about the best way to distribute it to staff. ALT members suggested that posters in the staff break rooms and bulletin boards would be effective.

Carol worked with Arrol Sheehan to publish two accreditation articles in the August 2014 edition of *Alabama's Health*. One article, the cover story, was about submission of our Statement of Intent to PHAB and the CHA results. The other was about the department's strategic plan. A copy of the newsletter was shared with ALT members in attendance. Carol worked with Karl Bryant in the Communications and Social Marketing Division and Michele Jones to develop a graphic to associate with the strategic plan and the graphic was used in the newsletter. It was also distributed to the ALT as Handout #4. Valerie Cochran noted that the strategic plan will need to include linkage to the Community Health Improvement Plan (CHIP). Carol commented that discussions were taking place with the UAB Project Team and Michele Jones regarding this.

Domain Workgroups:

Domain 1 – Conduct Assessment Activities: Dale Quinney reported that he has been working to update the CHA webpage and should have some of the information ready tomorrow. Much of the Domain 1 documentation has to be dated within 14 months before the documentation submission date, so they are just now able to effectively collect that documentation. A Workgroup meeting is planned for September 18, 2014. Carol commented that the timeline for documentation is based on the date the department actually submits all of the documentation to PHAB. The projected submission date is September 30, 2015. It would be wise for Domains to build in a little grace period just in case the documentation submission date is later than September 30 due to circumstances outside our control.

Domain 2 – Investigate Health Problems: Sherry Bradley reported that the Domain 2 Workgroup has not met since June 16, but Workgroup members have been communicating by email concerning appropriate documents to pull. A Workgroup meeting is planned for September 19th. It will be an all day meeting for the purpose of selecting the best documents that will support each measure. They plan to submit all of their documents to the Document Review Panel (DRP) at once.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported that 34 documents have been submitted to the DRP and 11 of them have been returned with a request for additional information or different documents. The Workgroup is identifying new documents to submit. Two have already been resubmitted.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay reported that all 16 documents for Domain 4 have been submitted to the DRP and they are awaiting review. Carol reminded everyone that as long as the documents have a document type of "Discussion" in the Document Management System, they can be edited/corrected by the Domain Leads, if needed, prior to review by the DRP.

Domain 5 – Develop Public Health Policies and Plans: Valerie Cochran reported that 2 documents have been submitted to the DRP for Domain 5. Based on the DRP discussion, it appears that they will be approved. Jamey and Andy Mullins met this week to review and select Emergency Preparedness documents required for Domain 5.

Carolyn Bern reported on the results of the CHIP stakeholders' meeting that was held on Wednesday, August 20 from 9 AM – 12 Noon at the Montgomery County Health Department Auditorium. The University of Alabama at Birmingham (UAB) Project Team facilitated the meeting. Approximately 50 people attended representing a very diverse group of stakeholders. She mentioned several groups that were represented. Their best efforts to include someone from the Business Council were not successful, however. Access to care, nutrition and physical activity, and mental health and substance abuse were identified as the top three priority issues to be addressed by the group. Poor pregnancy outcomes was ranked #4. These were selected by the group from the top 13 health issues that were identified in the CHA. The Q-sort prioritization method was used by the stakeholders group to select the top three issues. The stakeholders broke into 3 groups to work on action plans and measureable outcomes for each of the top priority issues. Carolyn will be meeting with Michele Jones about ADPH adopting these issues and will be planning another meeting with the stakeholders. The stakeholders provided very positive feedback regarding the meeting. Several non-traditional partners expressed appreciation for being included. Carolyn and Stacey Adams will meet to develop the draft CHIP based on input from stakeholders. The draft will include action plans and measureable outcomes. The draft is to be completed by September 30, 2014.

Jim McVay questioned the selection of mental health and substance abuse as a priority issue since these are under the jurisdiction of another agency. Carolyn and Dale clarified that the role of ADPH may be that of “convener” or it may be related to data collection. The objectives identified by the mental health and substance abuse stakeholders group were mostly related to the need for good data. Mental health does not have complete data because so much care is done by private providers with no reporting requirements. She added that Missouri Department of Health identified this as a priority issue for their CHIP, also. Carolyn said that there was no atmosphere of territorialism and that mental health welcomed public health involvement, but our department would not be getting involved in the mental health and substance abuse issues that the Department of Mental Health traditionally addresses.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: Valerie Cochran asked for permission to give the Domain 10 report out of sequence. The Workgroup met last week and determined that only 3 of the documents they have submitted to the DRP are acceptable. They will request that the others be deleted and will look for other documents to submit. The Workgroup plans to reconvene in 2 weeks.

Domain 6 – Enforce Public Health Laws and Regulations: Brian Hale reported that the Workgroup has not had a formal meeting since the last ALT meeting, but they have corresponded by emails and telephone calls about appropriate documentation. They have done some brainstorming with legal staff to identify documentation for Standard 6.3. Activities to support Standard 6.3 have been identified, but they have not been documented well. They have identified what they believe to be good documentation for all the other standards in Domain 6. They will be meeting in September and have a goal to have all of their documentation submitted to the DRP by the end of September.

Domain 7 – Promote Strategies to Improve Access: Viki Brant reported that the Workgroup has not met for several months, but they have issued a meeting invitation for September 19. They have approximately 4 documents selected that are being prepared for submission to the DRP in the next few weeks.

Domain 8 – Maintain a Competent Workforce: Jamey Durham reported that 50% of the documents for Domain 8 have been submitted to the DRP. Brent Hatcher and Jamey are focusing

their attention of the Workforce Development Plan. They are attempting to conduct a conference call with the Oklahoma Department of Health (ODH) to discuss their workforce development plan. ODH is similar to ADPH in many ways and they are hoping to get some good pointers from them about developing a plan for our department.

Domain 9 – Evaluate and Continuously Improve: Carol Heier reported that many activities have been going on to generate the documentation needed for Domain 9. The Public Health Foundation facilitated a workshop titled “Introduction to Performance Management” on August 19, 2014. Four different program teams and others, including Bryn Manzella from the Jefferson County Health Department, participated. The Teams began work to identify relevant performance measures for their programs. She referred the ALT to Handout #5 that listed the current rosters for the Performance Management Design Team and the Quality Improvement (QI) Council. The Design Team will assist with getting the Performance Dashboard operational and implemented. The QI Council is charged with developing our department’s QI plan and culture. The Domain has identified two customer service examples that need to be prepared and submitted to the DRP.

Domain 11 – Governance: Jeffrey Wright reported that he has been working with individual members of the Workgroup to identify more documents for Domain 11. Thirty-nine (85%) of the documents from Domain 11 have been submitted to the DRP and 17 (37%) have been approved. They have received feedback from the DRP on 22 of the documents and some have been resubmitted with revisions. There are 7 more documents to be submitted. Six of them have been identified. Jeff is planning to meet with the DRP tomorrow to review and discuss the status of the Domain 11 documents.

Domain 12 – Administration: A Domain 12 Lead was not available to make a report. Carol Heier reported that she attended the State Board of Health meeting on August 20 and Dr. Williamson provided a short update on accreditation.

Document Review Panel (DRP): Debra Thrash reported that the DRP last met on August 15. They are currently focusing on documentation from Domains 11 and 3. The DRP has reorganized to help with the review process. They have assigned specific DRP members to each Domain and these members will serve as a liaison to the Domain Leads and Workgroups. The assignments are as follows:

- Janice Cook – Domains 1 and 8
- Sherry Bradley and Phyllis Mardis – Domains 2 and 6
- Becky Leavins – Domains 3 and 9
- Dr. Tom Miller – Domains 4 and 11
- Valerie Cochran – Domains 5 and 10
- Teela Carmack – Domains 7 and 12

The DRP representatives will meet with the Domain Leads for their assigned Domains to review the documentation prior to a face-to-face meeting with the DRP. The next meeting of the DRP is scheduled for August 29 and they will be reviewing Domain 11 documentation. On September 12, they plan to review Domain 3 documentation. On October 3 and 24 they will meet from 9-11 AM. They have not decided which Domains they will review during those meetings.

Dr. Miller commented on the reasons they reorganized the operational plan for the DRP, primarily to facilitate a better workflow. He showed the ALT a spreadsheet that the DRP created that allows them to see, at-a-glance, what documents have been submitted, what stage of completion the documents have reached, and how many documents remain to be processed.

Carol asked if this document could be made available to the Domain Leads. Debra said that she would discuss that with the DRP. Dr. Miller commended Debra Thrash for the good job she is doing as a DRP Lead.

Addressing the entire ALT, Dr. Miller said that he knew everyone was busy, but he emphasized the need for Leads and Workgroup members to “step up” and get their documentation submitted. He said we needed to dedicate ourselves to carrying this momentum forward. If individuals find that they cannot dedicate time to accomplishing their assigned tasks, they need to remove themselves from the role.

Documents

- Handout #4 – Accreditation Flyer and Strategic Plan Graphic
- Handout #5 – Performance Management Dashboard Design Team and Quality Improvement Council Rosters – August 1, 2014

Conclusions:

- Carol will work with Noelle Ahmann to make color changes to the accreditation flyer and will get it printed and distributed.
- Debra Thrash will speak with the DRP about making their workflow spreadsheet available to Domain Leads.
- Domain Leads will continue work with their Domain Workgroups and the DRP to get required documentation submitted and approved.

Next Meeting

Carol reminded the ALT that our next meeting will be held in Conference Room 1554. She will distribute the ALT Charter for review and will make it an agenda item for the next ALT meeting. Chris Haag asked that the ALT review the accreditation timeline again, too, since we are only 1 year away from completing the accreditation application process. It will be added as an agenda item, as well.

Date and Time: Thursday, September 25, 10:00 AM – 11:30 AM

Meeting Location: The RSA Tower, 15th Floor, Conference Room 1554

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Review of ALT Charter
- Review of Accreditation Timeline
- Accreditation Leadership Team Reports