

## Preserving and Protecting the Public's Health



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

#### **Meeting Arrangements:**

Date: Thursday, September 24, 2015  
Scheduled Time: 10:00 – 11:30 AM  
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

#### Attendance in Person:

Bob Hinds	John Hankins
Carol Heier	Jonathan Edwards
Carolyn Bern	Nancy Wright
Carrie Allison	Viki Brant
Jamey Durham	Walter Geary
Jim McVay	

#### Guests:

Janice Cook	Victor Hunt for Jeffrey Wright
Teela Carmack for Michele Jones	

#### Absent:

Andy Mullins	Dale Quinney
Brent Hatcher	Karl Bryant
Brian Hale	Mary McIntyre
Cathy Caldwell	Michele Jones
Chris Haag	Sherry Bradley

Meeting Chair: Carol Heier  
Call to Order: 10:12 AM  
Adjournment: 11:27 AM  
Approved: October 22, 2015

#### **Welcome and Review of Agenda - Carol Heier**

Once a quorum was present, Carol began the meeting by welcoming ALT members and thanking them for their attendance. She referred them to Handout #1, the meeting agenda, and introduced the topics to be covered during 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 September 18, 2015, Carol distributed the draft version of the ALT meeting minutes of August 27, 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. Jim

McVay made a motion to approve the minutes as written and John Hankins 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 August 27, 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**

Accreditation Application

**News from PHAB and Status Updates** – Carol reported that PHAB published the revised Guide to National Public Health Accreditation in their September newsletter. The guide was forwarded by email to ALT members on September 15. Included in the email was a summary of the changes in the new guide, many of which were discussed during the August meeting.

Carol shared that in the September newsletter, PHAB published recent evaluation findings about the benefits of accreditation. The findings were from a series of focus groups and interviews conducted by a research organization at the University of Chicago.

PHAB also unveiled a new video titled “Reaping the Benefits of Accreditation Across the Nation.” The six-minute video showcases the benefits PHAB accreditation brings to health departments and the communities they serve. She played the video during the meeting. ALT members had some general discussion about the video and how it might be shared to support ADPH accreditation activities. One person expressed that Centers for Disease Control and Prevention (CDC) grants are not asking about accreditation status, thus the claim that a benefit of accreditation was to make ADPH more competitive for grants seemed to be unfounded. Jamey shared that CDC had received some negative feedback about this practice. Another expressed that the video needed to be shared as it gave them a new perspective and answered some questions. Jamey suggested that an email be drafted to Bureau Directors and Area Administrators about the video with a request that they share it with their staff. Carol said that she had also forwarded the link to Michele to consider showing it to the State Committee of Public Health.

**Questions During the Site Visit** – Carol overlooked calling on Carrie to discuss potential questions the PHAB Site Visitors might ask. It was too late in the meeting to cover the topic when the oversight was brought to her attention; therefore, this item will be added to the October meeting agenda.

Documents:

- None

Conclusions:

- Carol will draft an email to Bureau Directors and Area Administrators to share the PHAB video.
- Discussion about questions during the Site Visit will be added to the October meeting agenda.

**Agenda Item 3: Old Business – Carol Heier**

Domain Workgroup Updates – Domain Leads

On September 22, Carol sent an email to ALT members with links to three PHAB webinars that Michele found informative and mentioned at the last ALT meeting. Carrie and Carol watched these as prerequisites for Accreditation Coordinator training in August. She encouraged ALT members to review them.

On September 22, Carol added Domain Leads and DRP members as health department staff to e-PHAB. Those who were added should have received two emails from e-PHAB; one about access and one about changing their password. The email from Carol included a reminder to change the e-PHAB password.

All were given read-only access for all Domains. Staff can be given write access as well once a decision is made about how selected documents will be uploaded into e-PHAB.

On September 15, Carol sent an email to ALT members that included information about two topics. The first was about submitting documents to the Document Review Panel (DRP) through the Document Management System (DMS). It is important that the DRP be notified as soon as a Domain Lead posts information in the DMS as this will help facilitate their new processes. Domain Leads were asked to follow the DMS instructions to ensure this happens. Carol asked if ALT members needed a demonstration of how to post documents in the DMS. It was decided that Carol will offer a demonstration following the October meeting for anyone who would like to attend.

The second topic in the email was standard wording about tribal collaboration that needs to be used for all documentation examples that address the role of Ricky Elliott with the Poarch Band of Creek Indians. The standard wording should be added to a documentation example face sheet and attached as the first page of a combined PDF. Carol answered some questions about the purpose and use of the face sheet and the reference to a combined PDF. Carol will speak with the DRP about how they want to approach combining all files that are part of the documentation example into a combined PDF. Few staff members have access to the software to combine separate files into one combined PDF. ALT members should continue submitting their documents as separate files for now.

**Domain 1 – Conduct Assessment Activities:** Carrie Allison reported that 11 Domain 1 documents have been submitted and 47 have not been. Several of the 47 are available, but need to be prepared for submission. She is working with Dale and Sherry to collect Domain 1 documentation related to tribal engagement.

**Domain 2 – Investigate Health Problems:** Carol Heier provided the Domain 2 report at the request of Sherry Bradley. Domain 2 is scheduled to go before the DRP on October 6 so that 6 documents can be reviewed for approval. As directed by Dr. McIntyre, Sherry sent an email to the Domain 2 participants on September 18 showing the status of all documents for that Domain. The chart showed what document had been approved, rejected, and what documents needed to be created and revised. The participants were encouraged to get their respective documents prepared to meet the DRP deadline of November 30.

**Domain 3 – Inform and Educate about Public Health:** Jim McVay credited Karl Bryant and Sally Palmer for their work to get Domain 3 documents submitted to the DRP. Of the 34 documents needed for Domain 3 measures, 28 had been approved by the DRP. When updated information was used to review them, some of the approved documents were rejected. Now, 20 are approved. For the 14 documents remaining, 7 will need minor corrections. The Workgroup will need to search for new documents for the other 7 to find examples with ongoing organizations or programs rather than concluded ones.

**Domain 4 – Engage with the Public to Solve Public Health Problems:** Jim McVay reported that of the 16 documents needed and submitted to the DRP for Domain 4, 13 had been approved. When the examples were reviewed again using updated guidelines, some of the approved documents were rejected. Now, 8 are approved and 8 are in process. Bob expressed concern about documentation for measure 4.2.1.1.1 related to engagement with a specific community that would be affected by a policy or strategy. Carolyn and Jamey offered some suggestions for consideration. Bob will follow-up with them.

**Domain 5 – Develop Public Health Policies and Plans:** Carolyn Bern reported that she is meeting with each of the Alabama Community Health Improvement Plan (ACHIP) Workgroups by conference call this month. An update on the Workgroup activities is being provided. Also, Michael Smith is joining each conference call to provide an update on ADPH telehealth and discuss how telehealth may provide an opportunity to help advance the Workgroup objectives. Carolyn expressed a need for some administrative assistance to document ACHIP meeting minutes and contacts and Jamey offered to help meet this need. Carolyn sent an email to the Domain 5 Workgroup to report on the status of documentation and outline the current needs. She also met with Carol to talk about the documentation needed related assessment and changes to the ACHIP since it is less than a year old. A question about this was sent to the PHAB Accreditation Specialist. Carolyn is also working on two documents needed for Domain 7.

**Domain 6 – Enforce Public Health Laws and Regulations:** No report was available for Domain 6.

**Domain 7 – Promote Strategies to Improve Access:** Viki Brant reported that 5 of the 17 documents needed for Domain 7 measures have been approved since the last meeting and some others were returned for minor modifications. Updated documents have already been resubmitted for some of these. Two documents have not yet been submitted. Viki has some concerns about 6 of the documents that had been selected by the Domain Workgroup and needed to be replaced since they were related to county level rather than state level activities. The DRP gave her some ideas to consider. The next Domain 7 Workgroup meeting is scheduled for next Tuesday, September 29.

**Domain 8 – Maintain a Competent Workforce:** Jamey Durham reported no changes in the current status of Domain 8 documentation, but he hopes to make some progress on it next week. The report of the statewide workforce development survey to identify core competency training needs by employee tier is posted on the ADPH Workforce Development webpage. The Workforce Development Plan (WDP) that is being drafted by an Emory University student is expected at the end of October. The student is using the Association of State and Territorial Health Officers (ASTHO) Workforce Development Toolkit as a guide. The CHA, ACHIP, and strategic plan were sent to the student to ensure that they are linked to the WDP. Carol asked that the Quality Improvement (QI) Plan be forwarded, too.

**Domain 9 – Evaluate and Continuously Improve:** Carol Heier reported that 7 out of 28 Domain 9 documents have been approved by the DRP. One more example is ready for submission. Results of the QI Maturity survey are needed for one example. A survey report was received from the University of Alabama at Birmingham, but the actual QI Maturity score was not calculated. Discussion was held regarding actions being taken to get the score.

On September 16, Carol sent a question to Brittan Wood, PHAB Accreditation Specialist about a Domain 9 measure related to customer satisfaction. She specifically asked if ADPH could pull examples from Quitline and Scale Back as some had expressed concern about whether these programs were population based. In response, Brittan said that Scale Back is population based, but Quitline is not because it provides one-on-one coaching and would be outside the scope of PHAB authority. This interpretation may apply to other Domains as well.

**Domain 10 – Contribute to and Apply the Evidence Base for Public Health:** Jonathan Edwards reported that in addition to the documents related to the Quitline that will not be acceptable, two documents are still needed for evidence-based practices. Carrie assisted him to get 7 documents properly submitted to the DRP.

**Domain 11 – Governance:** Victor Hunt reported on behalf of Jeff Wright 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 awaiting Dr. Williamson's signature, Jeff is working with Michele on the letter about ADPH not being a high risk grantee, one resubmitted example is awaiting review by the DRP, and the revised ADPH Employee Handbook is pending.

**Domain 12 – Administration:** Teela Carmack reported on behalf of Michele Jones that all Domain 12 documents have been submitted to the DRP. Nine documents had been approved, but when they were reviewed again using the new guidelines, 4 were returned because they were not dated within the required timeframe. Two of these 4 have been resubmitted. A total of 11 documents are currently approved.

**Document Review Panel (DRP):** Teela Carmack reported on behalf of Michele Jones. She distributed and discussed a report that is being generated for the DRP and will be shared with the ALT to help track the current status of documentation examples. The report did not reflect work done by the DRP on September 23. The report is a "hand count" and it changes regularly as the DRP meets to review documents. Documents that are currently approved can be returned when new guidelines are applied to them. She noted that total approval numbers are higher than last month. The DRP is continuing an aggressive review process. This makes their schedule rather fluid. The DRP will be reviewing

documents from Domain 1 during their next informal small group meeting. Domains 2, 5 and 10 are on the review schedule for October. The DRP would like volunteers for review in November. Domain Leads are encouraged to maintain contact with their DRP representative regarding the review schedule.

**Accreditation Champions:** Carol Heier had no updates to report.

Documents

- None

Conclusions:

- Domain Leads and the DRP will continue routine activities to select accreditation documentation.
- Domain Leads will notify the DRP regarding their interest to have their documentation examples reviewed by the DRP in November.
- Immediately following the October meeting, Carol will offer a demonstration on how to submit documents to the DRP through the DMS.

**Agenda Item 4: Next Meeting**

The next scheduled meeting is as follows:

Date and Time: Thursday, October 22, 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