

Preserving and Protecting the Public's Health



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

Meeting Arrangements:

Date: Thursday, September 25, 2014
Scheduled Time: 10:00 AM – 11:30 AM
Meeting Location: The RSA Tower, Conference Room 1554, Montgomery, AL

Attendance in Person:

ADPH:

Andy Mullins	Mary McIntyre
Bob Hinds	Michele Jones
Carol Heier	Nancy Wright
Chris Haag	Stacey Adams
Jamey Durham	Thomas Miller
Jeffrey Wright	Viki Brant
Jim McVay	

University of Alabama at Birmingham (UAB) School of Public Health:

Andy Rucks	Jack Duncan
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Absent:

ADPH:

Brent Hatcher	Pat Ivie
Brian Hale	Patronya Sanks
Carol Mysinger	Sally Palmer
Carolyn Bern	Sherry Bradley
Cathy Caldwell	Valerie Cochran
Dale Quinney	Walter Geary
Debra Thrash	

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 10:10 AM
Adjournment: 11:42 AM
Approval: October 23, 2014

Welcome and Introductions- Carol Heier

Carol Heier welcomed members of the ALT, thanked them for their attendance, and referred them to Handout #1, the meeting agenda. Also, she welcomed Andy Rucks and Jack Duncan from the UAB School of Public Health and thanked the UAB Program Team for their valuable

assistance with the department's accreditation efforts, specifically with organizing the department accreditation structure and completing the prerequisites. The National Public Health Improvement Initiative (NPHII) cooperative agreement was the funding source for the UAB sub-grant and both end September 29, 2014.

Documents:

- Handout #1 - Meeting Agenda

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 1: Review/ Approval of the Minutes of August 28, 2014

Carol Heier distributed the draft version of the ALT meeting minutes of August 28, 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 September 11, 2014. She also distributed them as meeting Handout #2. Carol asked if there were any changes needed. None were requested. Michele Jones motioned to approve the minutes and Dr. Mary McIntyre seconded the motion. By vote, the motion carried and the minutes were approved unanimously by the ALT.

Documents:

- Handout #2: Draft Meeting Minutes of August 28, 2014

Conclusions:

- Carol Heier will post the approved meeting minutes in the EDA and on the ADPH Accreditation website with handouts from that meeting.

Agenda Item 2: Old Business – Carol Heier

Accreditation Leadership Team Charter/Roles and Responsibilities

Carol noted that on September 16, 2014, PHAB awarded public health accreditation to 10 more health departments. This brings the total number of accredited health departments to 54. Among the 10 was one more state health department, New York State Department of Health, the largest health department yet to be accredited by PHAB. Other state health departments that are accredited are Oklahoma, Minnesota, Washington, Vermont, and Florida. She encouraged the ALT members to reach out to any of their contacts in these states to find out more about their accreditation experiences and lessons learned.

Carol reminded the ALT members to use the accreditation site code (700) and cost accounting code (237) when appropriate so that the department can capture the cost estimates on staff time given to the effort. The codes were effective November 25, 2013.

Carol reminded the ALT members that the reformatted version of the PHAB Standards and Measures, Version 1.5 is posted in the EDA. Many have found the new format easier to follow. Later in the meeting, the ALT requested that 30 copies be printed and distributed to the Team.

Carol said that although NPHII funding ends September 29, 2014, the department received approval for a no-cost extension through September 29, 2015. The remaining funds will be used to finish some project plan activities. Technical assistance (TA) as we have known it will no longer be available through NPHII, but Carol will maintain monthly contact with our CDC

Project Officer and will bring any TA needs to his attention. CDC is open to helping us find ways to get the help we need to close out our project plan activities.

Carol referred ALT members to Handout #3 and facilitated discussion about updates/changes that need to be made to the ALT charter and attachments.

- ALT Charter – Carol suggested and the ALT agreed that the last sentence of the problem/opportunity statement needed to change since NPHII funding is ending. Michele Jones will provide verbiage about the ALT’s alignment with the department’s strategic plan (Section 6). The scope, boundaries, and objectives (Sections 12 and 13) will be amended based on changes made to the accreditation timeline. Wording in the communication plan (Section 16) needs to be updated since final decisions have been made about where to post accreditation information for employees and stakeholders.
- Attachment 1: Structure of Accreditation Leadership Team and Report – Reviewed. No changes recommended.
- Attachment 2: Accreditation Leadership Team Roster – June 6, 2014 – Reviewed. No changes recommended.
- Attachment 3: ALT Roles and Responsibilities – Carol noted that references to the “Accreditation Team” needed to be changed to the “Accreditation Leadership Team”. Other references to documents or procedures that have been put in place since the charter was originally drafted need to be updated, too. Discussion was held about whether or not to keep the development, facilitation, and monitoring of a domain work plan as part of the responsibilities of Domain Leads. The ALT decided that it should remain in place.

Carol referred ALT members to Handout #4, the detailed accreditation timeline. Discussion was held regarding each section of the timeline and updates were made.

- Application:
 - The department will keep April 30, 2015 as the target date to submit our accreditation application to PHAB and September 30, 2015 as the target date to submit all of our documentation.
- Prerequisites
 - Finalize Community Health Assessment – New date: December 31, 2014
 - “Finalize” as it relates to the prerequisites was defined to mean that a final approved document was ready for submission to PHAB with the accreditation application.
 - Finalize the Community Health Improvement Plan – New date: February 28, 2015
 - Stacey Adams pointed out that additional time will be needed to complete the draft document and vet it with stakeholders and the public.
 - Finalize Strategic Plan – New date: March 31, 2015
 - Michele Jones indicated that this date would help ensure that the strategic plan is properly linked to the final CHIP and other documents.
- Documentation
 - No changes. During the January 22, 2015 ALT meeting, the Team will review the status of documentation examples that have not been submitted to the DRP. Carol responded to a question from Dr. Miller by saying that the percentages listed on the timeline refer to submission of documentation examples to the DRP and that they are global, not specific to each Domain.
- Performance Management
 - Monitor use of Performance Management System; Plan for expansion – New date: March 31, 2015. Deadline dates for prior tasks on the timeline will be updated.

- Carol reported that more time is needed to learn how the Performance Dashboard functions.
- Quality Improvement (QI)
 - Implement Department QI Plan to Address Opportunities for Improvement Related to PHAB Standards and Measures – New date: February 1, 2015
 - Carol reported that additional time is needed for the QI Council to finalize and implement the department’s QI Plan.
- Publicity
 - This process is on-going. No changes recommended.

Dr Miller expressed that some of the documentation examples submitted to the Document Review Panel (DRP) have not been well-thought out and do not capture the breadth and depth of the documentation requirements. ALT members engaged in general discussion about the need, challenges, strategies, and resources available to help Domain Leads understand and submit documentation that sufficiently complies with that PHAB guidelines and requirements.

Carol urged Domain Leads to review the one-hour webinar mentioned during the August 2014 ALT meeting to get a good overview of documentation requirements. Dr. Miller entreated Domain Leads to read the Standards and Measures like a grant Request for Proposals (RFP) and provide the specific documentation requested. Carol encouraged ALT members to use each other and others in the department as resources to help identify documentation examples that a Workgroup is having difficulty locating.

Carol reviewed the process for making the final selection of documentation to submit to PHAB. This process includes completion of measure narratives by Domain Leads, a completeness review by the Accreditation Coordinator, and final approval by Michele Jones. This process should help ensure that the documentation submitted to PHAB meets the basic requirements and best represents our department. Carol will begin uploading documentation into e-PHAB after the department’s accreditation application is submitted to PHAB and Carol completes the required training conducted by PHAB. Changes can be made to documents uploaded into e-PHAB until all of the documentation is actually submitted to PHAB, all at one time.

Documents

- Handout #3 - ALT Charter and Attachments – Version 1.1
- Handout #4 - Detailed Accreditation Timeline - Finalized November 6, 2013

Conclusions:

- The ALT will use and remind their Domain Workgroup members to use the accreditation site code (700) and cost accounting code (237), when appropriate.
- Carol will have 30 copies of the reformatted PHAB Standards and Measures, Version 1.5 printed and distributed to ALT members.
- Carol will update the ALT Charter, attachments, and accreditation timeline and forward them to Michele Jones for final approval.
- Domain Leads will ensure that documentation examples submitted to the DRP clearly address the PHAB documentation guidance and will seek assistance, as needed.
- The ALT will review the status of documentation examples that have not been submitted to the DRP during their January 2015 meeting.

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

Carol referred Team members to Handout #5, an updated Accreditation Workgroup Roster. The updated roster includes changes made through September 23, 2014.

Domain Workgroups:

Domain 1 – Conduct Assessment Activities: Stacey Adams reported that the Domain 1 Workgroup met on Thursday, September 18. They are seeking additional help with some of the measures. The CHA will result in 2 deliverables. One is the published CHA document. The other is a web-based data page about health concerns in which data is embedded into the department's website. The Workgroup is facing challenges with the data page. The ADPH internal Information Technology (IT) department does not have the capacity to do this, so Dale Quinney is exploring the options available through the state IT department. The Domain will use the Performance Dashboard to track some data. They will also ensure data links in the strategic plan.

On behalf of Dale Quinney, Carol said that Dale is planning to contact the Alabama Indian Affairs Commission (AIAC) about producing some data reports or presentations to describe the health status for all 9 Indian tribes in Alabama (including the Poarch Band of Creek Indians that is federally recognized) to meet some Domain 1 measures. ADPH conducted activities in the past that would more than meet the measures, but those activities were not done within the timeframe required by the measure. Dale would like to know if there is something specific that he could add to the report that could meet other Domain requirements related to collaboration with tribal health departments. ALT members should contact Dale directly to talk with him about it.

Domain 2 – Investigate Health Problems: Dr. McIntyre reported that the Workgroup had a “marathon” meeting on Friday, September 19 to work on documentation collection for Domain 2. A total of 52 documentation examples are required for Domain 2. The goal of the meeting was to determine the status of each of those examples. Sub-teams within the Workgroup focused on specific measures. Prior to the meeting, Workgroup members were given homework assignments and were asked to watch the “Tips for Being a Successful PHAB Applicant” webinar. At the end of the work day, the sub-teams were asked to submit work plans for their respective measures that indicated whether the required documentation existed and what needed to be done if it did not exist or needed to be amended. Each sub-team was asked to complete at least one Documentation Example Cover Sheet. Carol Heier provided assistance. Dr. McIntyre and Sherry Bradley will meet on September 26 and 29 to review the reports from each of the sub-teams and determine the current status of all of the Domain 2 documentation. They plan to begin submitting documentation examples to the DRP on Tuesday, September 30.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported that all 34 of the Domain 3 documentation examples have been submitted to the DRP and 15 have been returned after review. Of the 15, 14 have been resubmitted. Work is currently underway to develop the other one.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay and Bob Hinds reported that all of the 16 required documents for Domain 4 have been submitted to the DRP. They met with Dr. Miller to review the submitted documents in preparation for their review by the DRP on October 3. The document type of all of the Domain 4 documents has been changed to “Action Item” in the Document Management System (DMS); therefore, the Domain Leads are unable to make any changes to them until after the DRP reviews them.

Domain 5 – Develop Public Health Policies and Plans: Stacey Adams reported that much of the CHIP document has been drafted and forwarded for review by Jamey Durham and Michele Jones. The draft includes objectives and measures for each of the 3 health priorities selected by the CHIP stakeholders group. Review and feedback will need to be obtained from the CHIP stakeholders and the public before it can be finalized. They will also need to engage the stakeholders to finalize the assets and resources section of the document. Michele Jones noted that the draft CHIP would be reviewed next week.

Domain 6 – Enforce Public Health Laws and Regulations: No report.

Domain 7 – Promote Strategies to Improve Access: Viki Brant reported that the Domain 7 Workgroup needs to submit 17 documents. Six of the 17 have been submitted to the DRP. Some of the documents were reviewed with their DRP representative, Teela Reynolds. That process was helpful. Workgroup members are working on finding/developing the remaining documents.

Domain 8 – Maintain a Competent Workforce: Jamey Durham reported that they have uploaded 50% of the Domain 8 documents and they have 4 more documents ready to submit. They hope to have 75% of their documents submitted to the DRP by October 1. The Workforce Development Plan (WDP) is being developed. The Workforce Development Team (WDT) has been recruited and their charter has been drafted. Brent Hatcher and Jamey spoke with the Human Resources Director in Oklahoma to get some ideas/pointers about the WDP. The conversation was very helpful and productive. The Oklahoma WDP is based on the public health core competencies. Jamey and Brent obtained a survey used by Oklahoma to assess their workforce development needs that can be modified for use in Alabama.

Jamey and Carol worked with Tim Hatch and Shelia Puckett with the Alabama Public Health Association (ALPHA) to pursue an ALPHA grant from the American Public Health Association (APHA) to assist ADPH with accreditation efforts. The original proposal asked for \$5,000 to coordinate with the WDT and offer leadership training from someone outside the health department to ADPH managers and supervisors. This need was identified in the department's accreditation self-assessment. The training will be provided at the 2015 ALPHA conference. Some of the sessions will be recorded and posted on the Alabama Public Health Training Network (APHTN) website for later viewing. The grant was awarded. In fact, an additional \$1500 was offered to ALPHA to provide the training. Carol will be meeting with Tim on Monday to update the grant project plan and budget to incorporate the additional funding.

Domain 9 – Evaluate and Continuously Improve: Carol reported that the QI Council held its organizational meeting on August 27. The Council charter has been drafted and distributed. The Council participated in a one-day workshop with Jack Moran from the Public Health Foundation (PHF) on September 3 that included some activities and assessments to help develop the department's QI Plan. The Council will meet monthly on the third Wednesday of each month from 10:30 – 11:30 AM beginning October 15. Measures in Domains 1, 2, 5, 8, 9, 11, and 12 have specific references to QI activities and initiatives and the QI Plan will help support those.

On September 10-11, the Environmental, Family Planning, and Emergency Preparedness Program Teams that participated in the Introduction to Performance Management Workshop in August participated in follow-up calls with Brynn Riley, the trainer from PHF, to review the performance measures they were developing for their programs. They received some good feedback and are continuing to finalize those measures.

Melissa Hornsby and Eric Bovis from the Bureau of IT and Carol are continuing work to get the Performance Dashboard functional. It is up and running from an IT perspective, but it is taking some additional time to learn how it functions so that it can be customized for ADPH. The project is well behind on meeting the initial targets, but they are dedicating additional time and working closely with Jeremy Vanderknyff in South Carolina to move the project forward. A conference call was held with Jeremy on September 18 and more may be scheduled.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: No report.

Domain 11 – Governance: Jeffrey Wright reported that he met with the DRP on August 29 to review the Domain 11 documentation examples submitted. It was a productive meeting. The Workgroup is developing their responses to the feedback/requests from the DRP. Forty-one of the 46 documentation examples needed for Domain 11 have been submitted (90%) and 22 are approved. Five documents are under development and will not be available until later.

Domain 12 – Administration: Michele Jones reported that 11 of the 14 documentation examples needed for Domain 12 have been submitted to the DRP. The Workgroup is meeting next week to work on the other 3 documents. One will need to be developed.

Document Review Panel (DRP): Dr. Tom Miller reviewed the DRP reorganization discussed with the ALT in August and noted that it is functioning well. Dr. Miller reminded ALT members that ADPH General Counsel may be a good and untapped resource when looking for documentation examples. This office has an understanding of all ADPH programs. The DRP will be meeting with the Domain 4 Leads on October 3 to review the documentation examples they have submitted.

Accreditation Champions: Carol worked with the Noelle Ahmann in the Communications and Social Marketing Division to brighten the colors used on the accreditation flyer/poster for ADPH staff. She consulted with Valerie Cochran and Nancy Wright from the ALT and accessed some evidence-based research about color choices to make the final selections. The flyer is posted on the ADPH accreditation website. A poster version is being printed for distribution to ADPH state, area and county offices. A printed copy of the poster was shared with ALT members present. Michael Smith used the flyer/poster as a reference to create a slide about accreditation that will be shown during satellite conference set-up time and breaks.

Documents

- Handout #5- Accreditation Workgroup Roster – September 23, 2014

Conclusions:

- Domain Leads will continue work with their Domain Workgroups and the DRP to get required documentation submitted and approved.
- Domain Leads will contact Dale directly, if needed, to discuss including other information in the data report/presentation he is preparing for the AIAC.

Agenda Item 4: Next Meeting

Date and Time: Thursday, October 23, 2014, 10:00 AM – 11:30 AM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports