

Preserving and Protecting the Public's Health



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

**Meeting Arrangements:**

Date: Thursday, October 22, 2015  
Scheduled Time: 10:00 – 11:30 AM  
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

Attendance in Person:

Bob Hinds	Karl Bryant
Brandi Pouncey	Mary McIntyre
Carol Heier	Michele Jones
Carrie Allison	Nancy Wright
Jeffrey Wright	Sherry Bradley
Jim McVay	

Guests:

Ellen Snipes

Absent:

Andy Mullins	Jamey Durham
Brent Hatcher	John Hankins
Brian Hale	Jonathan Edwards
Carolyn Bern	Viki Brant
Cathy Caldwell	Walter Geary
Chris Haag	
Dale Quinney	

Meeting Chair: Carol Heier  
Call to Order: 10:10 AM  
Adjournment: 11:30 AM  
Approved: November 30, 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 introduced and welcomed new ALT member Brandi Pouncey who will replace Jonathan Edwards as a Domain 10 Lead. She referred ALT members present to Handout #1, the meeting agenda, and Handout #2, an updated ALT Roster. She asked ALT members to notify her about updates that need to be made to the Domain Workgroup roster. She will prepare an updated Workgroup roster for the next meeting.

Documents:

- Handout #1 - Meeting Agenda
- Handout #2 – Updated ALT Roster – October 19, 2015

Conclusions:

- ALT members will notify Carol about any changes to their respective Domain Workgroup rosters prior to the next meeting.

**Agenda Item 1: Review/ Approval of the Minutes from Last Meeting**

On October 2, 2015, Carol distributed the draft version of the ALT meeting minutes of September 24, 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 #3, 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 Dr. Mary McIntyre seconded the motion. By vote, the motion carried and the minutes were approved unanimously by the ALT members present.

Documents:

- Handout #3: Draft Meeting Minutes of September 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****Accreditation Application**

**News from PHAB and Status Updates** – Carol alerted ALT members to an email sent on October 6, 2015 about updates to the PHAB Standards and Measures, Version 1.5, effective October 1, 2015. PHAB identified and corrected spelling, grammatical, and naming errors and some content errors in required documentation descriptions and guidance. An attachment with specific information about the updates was sent with the email. Information about the update is also posted in the PHAB Workgroup Resources category of the EDA in the Standards and Measures folder. Carol asked ALT members to note applicable changes in their copy of the Standards and Measures document. Updates to Domains 2, 3 and 6 apply to state health departments.

**Questions During the Site Visit** – Carrie Allison referenced Handout #4 to lead discussion about the accreditation site visit. She provided general pointers about how to successfully participate in a site visit interview. She also discussed the various type interviews that would be set up and the individuals and groups who would need to be involved. General questions that the State Health Officer and State Committee of Public Health may be asked were addressed as well.

Documents

- Handout #4 – Questions to Expect During the Site Visit

Conclusions:

- No questions, objections or assignments for this discussion.

**Agenda Item 3: Old Business – Carol Heier****Workgroup/Panel Member Updates/Documentation**

**Accreditation Champions:** Carol noted that on October 19, 2015, she forwarded an email to Bureau Directors and Area Health Officers regarding PHAB's new video titled "'Reaping the Benefits of Accreditation Across the Nation.'" The email encouraged them to watch the video

and share it with their staff. Carol encouraged all Bureau Directors in the ALT to help promote the video.

**Document Review Panel (DRP):** Michele Jones reported that the DRP is making good progress with reviewing documentation examples submitted by the Domain Leads. The changes made during the quality improvement project have resulted in a review process that is more efficient, effective, and responsive. The DRP is meeting formally and informally 1-2 times per week for at least 2 hours. The review schedule is very dynamic. Carrie is sending emails to Domain Leads about when their respective documents are scheduled for review by the DRP.

A spreadsheet showing the status of documentation review was distributed to ALT members who were present. Michele noted that it did not include the Domain 10 documents that were reviewed the previous day. The DRP is reviewing all of the documentation submitted by Domain Leads, applying new knowledge and understanding about documentation requirements, timelines, and best practices. They may ask for revisions to documents that were approved previously. During the review process, the DRP is making minor corrections/improvements to the documentation formatting or cover sheets. As ADPH gets closer to the documentation submission date, more documents may become outdated based on measure guidance. Some documents are being put on a “watch list” to ensure that the latest version is submitted to PHAB. Bob asked some specific questions about dates on some Domain 4 documents and Michele asked him to contact her directly to address them.

Michele said that as part of daily operations it is no longer acceptable for documents to lack evidence of authenticity and a date.

For Domain reports, Michele asked Domain Leads to focus on documents that are still needed to address measure requirements.

**Domain 1 – Conduct Assessment Activities:** Carrie reported that in November, Dale Quinney will begin working with the Poarch Band of Creek Indians (PCI) to conduct their Community Health Assessment (CHA) in support of their public health accreditation activities. Documentation from that work will help satisfy the remaining documentation needs for Domain 1. Discussion was held regarding the need to ensure that Ricky Elliott is aware of Dale’s contract and work with PCI.

**Domain 2 – Investigate Health Problems:** Dr. Mary McIntyre and Sherry Bradley reported that they have completed some training to generate the Domain 2 documentation needed related to engagement with PCI. Unfortunately, the agenda for the training did not clearly reflect the role that the state health department played; therefore, they will include the sign-in sheet and presentation with the agenda when the documentation is submitted to the DRP. Michele asked that they also develop a face sheet to explain that the presentation made by the Area 9 staff was actually developed by the state health department. For other documentation requirements, some memorandums of understanding (MOUs) are pending in ACES that need language added to meet accreditation guidance. Also, some documents from the state laboratory are awaiting certification from the federal government before they can be submitted for review by the DRP. Dr. McIntyre will meet later today with some Workgroup members to work on updating documents to meet documentation requirements.

**Domain 3 – Inform and Educate about Public Health:** Jim McVay reported that twelve Domain 3 documents have been returned by DRP. Six should be approved once some minor changes are made. The other six need to be replaced because the group represented was not

ongoing or the example was not population-based. Karl Bryant and Jim received several suggestions from ALT members about health department operations that might have documentation to meet the remaining Domain 3 requirements.

**Domain 4 – Engage with the Public to Solve Public Health Problems:** Jim McVay reported eight Domain 4 documents have been returned by the DRP. All 8 should be approved once changes are made to formatting. One of the eight documents was corrected and forwarded to the Domain 4 DRP representative for review/approval. They are awaiting a response before proceeding to correct the other 7 in the same manner.

**Domain 5 – Develop Public Health Policies and Plans:** Ellen Snipes reported that progress is being made on collecting and preparing Domain 5 documents to submit to the DRP. She has located and is preparing some documents from Emergency Preparedness for submission. The Emergency Operations Plan (EOP) has been revised and is currently in review. The review process may not be completed in time to meet the current deadline for documentation submission to the DRP. Michele suggested that the EOP be distributed as draft and submitted by applicable Domain Leads to meet various documentation requirements. The DRP will review the documentation content with the understanding that the draft will be replaced with the final version for submission to PHAB.

**Domain 6 – Enforce Public Health Laws and Regulations:** No report was available for Domain 6. Michele will follow-up with the Domain 6 Leads.

**Domain 7 – Promote Strategies to Improve Access and Domain 8 – Maintain a Competent Workforce:** Michele reported on behalf of the Domain 7 and 8 Leads. There are no issues with locating the documentation needed for these Domains. Some of the current documents may need to be updated to current versions before submission to PHAB, however.

**Domain 9 – Evaluate and Continuously Improve:** Carol discussed the Domain 9 documents that are either being prepared for submission to the DRP or have yet to be identified. ALT members made some suggestions regarding some work processes that might produce the needed documentation. “Introduction to the Performance Dashboard” training is scheduled for November 3. A suggestion was made to invite Dr. Tom Miller, the new Acting State Health Officer, to attend. His participation could generate the documentation needed to meet one of the Domain 9 measures.

**Domain 10 – Contribute to and Apply the Evidence Base for Public Health:** Brandi Pouncey reported on behalf of the Domain 10 Workgroup. It was her understanding that Valerie Cochran knew of 1-2 changes that needed to be made to the documentation for Domain 10. The DRP reviewed Domain 10 documents the previous day and will finish next Friday. Carrie asked Brandi to submit corrections before Wednesday, if possible, so that they could be reviewed by the DRP on Friday.

**Domain 11 – Governance:** Jeff Wright asked for some guidance regarding a letter needed for Domain 11 documentation about ADPH not being a high risk grantee. Michele asked Jeff to meet with her as soon as possible to talk through what is needed. Carol also offered to send related questions to Brittan Wood, PHAB Accreditation Specialist, if needed.

**Domain 12 – Administration:** Michele reported that one piece of Domain 12 documentation is still outstanding, but will be addressed. All of the other documents have been approved and/or changes have been made where needed.

**Tips on Preparing Documentation:** Carrie referenced Handout #5 to lead discussion about how to successfully select and prepare documentation for submission to PHAB. She demonstrated how to apply many of the pointers.

**Document Management System Demonstration:** For ALT members wanting to stay, Carol demonstrated the process to submit a selected documentation example and cover sheet to the Document Review Panel using the Document Management System (TeamRoom).

Documents

- Handout #5 – Tips for Preparing Documentation
- Handout #6 – Document Management System (DMS) Instructions for Domain Leads

Conclusions:

- Domain Leads and the DRP will continue routine activities to select accreditation documentation.

**Agenda Item 4: Next Meeting**

The next ALT meeting will be held at the alternative meeting date/time due to the Thanksgiving holiday on November 26. The next scheduled meeting is as follows:

Date and Time: Monday, November 30, 2015 1:00 – 2:00 PM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports