



Preserving and Protecting the Public's Health

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

Meeting Arrangements:

Date: Thursday, October 23, 2014
Scheduled Time: 10:00 AM – 11:30 AM
Meeting Location: The RSA Tower, Conference Room 1554, Montgomery, AL

Attendance in Person:

ADPH:

Carol Heier	Jeffrey Wright
Carol Mysinger	Jim McVay
Carolyn Bern	Michele Jones
Cathy Caldwell	Sherry Bradley
Chris Haag	Stacey Adams
Dale Quinney	Valerie Cochran
Debra Thrash	Viki Brant
Heather Bowen	Walter Geary
Jamey Durham	

Absent:

ADPH:

Andy Mullins	Nancy Wright
Bob Hinds	Pat Ivie
Brent Hatcher	Sally Palmer
Brian Hale	Thomas Miller
Mary McIntyre	

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 10:03 AM
Adjournment: 11:40 AM
Approved, with changes: December 1, 2014

Welcome and Introductions- Carol Heier

Carol Heier welcomed members of the ALT, thanked them for their attendance.

Documents:

- Handout #1 - Meeting Agenda

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 1: Review/ Approval of the Minutes of September 25, 2014

Carol Heier distributed the draft version of the ALT meeting minutes of September 25, 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 October 2, 2014. She also distributed them as meeting Handout #2. Carol asked if there were any changes needed. None were requested. Dr. Jim McVay motioned to approve the minutes and Chris Haag seconded the motion. By vote, the motion carried and the minutes were approved unanimously by the ALT.

Carol reminded ALT members that the meeting minutes are detailed and provide a good review of the discussion and activities completed during each meeting. She encouraged ALT members to review them, especially when they miss a meeting, to help them stay updated on the process and to benefit from the helpful discussions about documentation. The meeting agendas, handouts, and minutes are posted in the Employee Documentation Application (EDA) and on the accreditation website.

Documents:

- Handout #2: Draft Meeting Minutes of September 25, 2014

Conclusions:

- Carol Heier will post the approved meeting minutes of September 25 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 as requested during the September meeting, the reformatted version of the PHAB Standards and Measures, Version 1.5, was printed and distributed to ALT members on September 30, 2014. She has a few additional copies available, if needed.

Carol referred ALT members to Handout #3 that includes the updated ALT Charter – Version 1.2 and three attachments. The revised charter and attachments, approved by Michele Jones, include the changes/updates discussed during the September meeting and provide a good overview of the structure, roles, responsibilities and milestones for the accreditation process.

Carol referred ALT members to Handout #4, the updated accreditation timeline. The revision date is October 15, 2014 rather than September 25, 2014 because at their last meeting the Quality Improvement (QI) Council modified the target dates for the QI Plan to be finalized and implemented. The QI Plan will be finalized by February 1, 2015 and implemented by March 31, 2015. January 1, 2015 remains the target date to have all documentation examples submitted to the Document Review Panel (DRP). Some documents will be submitted later, such as the final Community Health Improvement Plan (CHIP) and the Strategic Plan (SP), but she encouraged ALT members to get as many documents as possible submitted by that date.

Documents

- Handout #3 – ALT Charter and Attachments – Version 1.2 – Updated September 25, 2014
- Handout #4 - Detailed Accreditation Timeline – Updated October 15, 2014

Conclusions:

- Domain Leads will continue efforts to get documentation examples submitted to the DRP by January 1, 2015.

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

Carol referred Team members to Handout #5, an updated Accreditation Workgroup Roster dated October 1, 2014. Rachel Parrish has joined the Document Review Panel and Patronya Sanks has moved to another role in the department. No other changes were requested.

Domain Workgroups:

Domain 1 – Conduct Assessment Activities: Dale Quinney reported that the Domain 1 Workgroup met on October 21 and they are “on target” to have the Community Health Assessment (CHA) document finalized by December 31, 2014. They have encountered some challenges that stem from the basic nature of data. Some of the original data identified has been updated. The most current data available will be referenced in the CHA. Some of the original indicators considered are “weak” in that they do not provide data down to the Public Health Area or county level, so the Workgroup is considering use of some other indicators. Data will be pulled from mixed data sources and footnotes will be used to identify the data source and explain any limitations with it. Dale said that we will have a “top notch” publication. The Domain Workgroup is coordinating and supplying information to Karl Bryant in the Bureau of Health Promotion and Chronic Disease who will get the document formatted and printed.

The CHA webpage on the department’s accreditation website has been updated. Another task of the Domain is to develop a website where health data can be accessed to describe the health status of the state and to support grant applications. He is meeting soon with the state’s information technology department regarding an application that could be used to create this interactive website.

Stacey Adams reported that the Domain 1 Workgroup needs to identify 54 documentation examples. Six have passed a preliminary review with Janice Cook, their DRP representative, and another 30 are ready for review. Carrie Allison has been the Domain’s champion to collect, track, review, and prepare the documentation examples for submission to the DRP.

Dale discussed recent contacts that he has made with Alabama Indian Affairs Commission (AIAC) about updating a data report that compared the health status of the state’s Indian population to the state/national population. Robert R. Russell Jr., Executive Director likes the idea. The report would be produced and shared with all of the Indian tribes in Alabama, including the Poarch Band of Creek Indians. Dale has also reached out to the Clinic Director and Community Health and Education Director with Poarch Creek Indian Health Services to find out more about contacts/data sharing between them and ADPH and/or the Escambia County Health Department. He is waiting to hear from them. Dale invited other Domain Leads to contact him regarding any assistance he might provide with identifying or producing accreditation documentation for measures related to our department’s work with the state’s Indian tribes. Leads for Domains 4, 9 and 10 expressed interest and strengthening our partnership and collaboration with the tribe was identified as an opportunity for improvement. Dale said that the Poarch Health Services Clinic is seeking accreditation and he will clarify whether the accrediting agency is PHAB. Their accreditation efforts may help support further collaboration between the state health department and tribal services.

Later in the meeting, Stacey Adams shared that the CHA and CHIP documents will need to be reviewed and edited by individuals who have not been involved in their development. The review would be for both content and mechanics/grammar. She asked for suggestions about who might be able to do this during December 2014. The ALT members present named several people who might be willing to assist and suggested that we might have some partners who would help, as well.

Domain 2 – Investigate Health Problems: Sherry Bradley reported that Domain 2 is currently working on getting Domain 2 documents submitted to the Document Review Panel (DRP). The Domain Workgroup has identified 75% of the required documents and 25% of them have been submitted to the DRP. Approximately 25 % of the required documents need to be updated or developed. For example, documentation about activities with our tribal organization is weak. Written procedures about how our department responds to multiple outbreaks needs to be improved. Department activities related to our Ebola response have slowed progress on getting documents submitted to the DRP. Workgroup members have been reminded to code time spent on accreditation activities properly.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported that he met with Becky Leavins, DRP representative assigned to Domain 3, to review the documentation examples that have been submitted to the DRP. He received numerous comments/suggestions for correction or improvement. Changes cannot be made until the DRP review has been completed and the documents are returned to the Workgroup for corrections. Tomorrow, he will meet with the DRP to obtain the results of their review.

Dr. McVay commented that any document that is not in a .pdf format is being rejected by the DRP. Later in the meeting during the DRP update, Debra Thrash explained that webpage screenshots that are not in a .pdf format are being rejected because other formats, such as pasting copies of a web page into a Word document, do not include sufficient evidence regarding the date of the document. She provided some additional instructions on how to create a .pdf from a webpage using the CutePDF program that is available on all ADPH computers.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay noted that Bob Hinds has lead efforts to collect documentation for Domain 4. Of the 16 documents submitted to the DRP by the Domain 4 Workgroup, 15 were rejected. Comments have not been received from the DRP on the other documentation example. Of the 15 examples rejected, 9 were largely demonstrated and 4 have been resubmitted with corrections. Information on the cover sheet was the reason some examples were rejected. A lesson learned is that using some of the actual wording from the PHAB Standards and Measures in the document description is helpful and seems more acceptable to the DRP. Work is being done to address the Domain 4 documentation shortcomings. One of the most challenging will be producing documentation about technical assistance provided to our tribal organization about community engagement.

Domain 5 – Develop Public Health Policies and Plans: Valerie Cochran reported that the documentation examples originally submitted to the DRP for Domain 5 were deleted upon their request because they would have been unacceptable based on what they have learned about documentation requirements. The Workgroup has resubmitted 2 examples that they believe to be good and acceptable. The Domain has the required documentation for the all-hazards plan. It is awaiting review/approval by Andy Mullins who is currently working on the department's Ebola response plan. She noted that Carolyn Bern is working extremely hard on the Community Health Improvement Plan (CHIP) and has one document ready for upload to describe the CHIP process.

Carolyn noted that Valerie has taken the lead to collect and submit documents to the DRP and she has taken the lead to work with our stakeholders. The 60+ CHIP stakeholders identified the 3 issues they wanted to focus on (Access to Care, Nutrition and Physical Education, and Mental Health and Substance Abuse). These issues have been cross-walked with performance measures and performance measures have been drafted that link to ADPH activities. Draft performance measures for Access to Care and Nutrition and Physical activity have been sent to the stakeholders in those respective workgroups for comments. Drafting the performance measures of Mental Health and Substance Abuse has been more of a challenge, primarily because of the unreliability of the mental health statistics or data that are available. A conference call with the Department of Mental Health is scheduled tomorrow (October 24, 2014). Carolyn noted that she has found many opportunities during routine meetings with stakeholders to promote the department's accreditation efforts.

Cathy Caldwell and Viki Brant noted that the Child Health Insurance Program had a representative from the Department of Mental Health on their Child and Adolescent Task Force. They had a representative from the Child Health Insurance Program on the Mental Health Council. They asked for further clarification about the data that was needed for the CHIP. Carolyn said that currently, one of the draft performance measures for the Mental Health and Substance Abuse priority area is that by December 31, the stakeholders will identify mental health and substance abuse data that is being collected by state agencies. They would do this by survey and would publish the results. Dale Quinney shared that he learned in a recent Domain 1 Workgroup meeting that the Centers for Medicare and Medicaid Services (CMS) is looking into a method to make county-level data available from the Behavioral Risk Factor Surveillance System (BRFSS). Eventually, BRFSS data related to mental health and substance abuse may be helpful to the CHIP stakeholders. A second performance measure is related to the provision of training and technical assistance and the Alabama Public Health Training Network will be engaged in that measure. Viki Brant recalled a Psych Institute in which mental health professionals were linked to primary care providers to help them relate better to children and make proper referrals. The training was well received. Carolyn reminded the ALT that the CHIP is driven by the stakeholders and they will make the final decisions about the objectives and performance measures, but the ones selected will be cross-walked with public health activities.

Domain 6 – Enforce Public Health Laws and Regulations: Walter Geary passed on making a report for Domain 6.

Domain 7 – Promote Strategies to Improve Access: Viki Brant reported that the Domain 7 Workgroup has not met since the last ALT meeting. Eight of the 17 documentation examples required for Domain 7 have been submitted. The Workgroup has determined that one example submitted will not work, but she will get back with the Workgroup to identify another example.

Domain 8 – Maintain a Competent Workforce: Jamey Durham reported that Domain 8 has uploaded 84% of their documentation examples and the last three are requiring some additional work. Janice Cook is their representative from the DRPs and she has been active in helping them. The Workgroup is awaiting further information from the Oklahoma Department of Health about an employee survey to inform the ADPH Workforce Development Plan. If it is not received soon, they will begin work to recreate it for ADPH. They have a hard copy of the survey, but were expecting to receive an electronic version.

Domain 9 – Evaluate and Continuously Improve: Carol reported that Melissa Hornsby (from ADPH IT) and Nancy Wright (Domain 9 Lead) met with her on October 9 to review the information that will be added to the Performance Dashboard to enter a performance or health

status measure and produce reports. They are making some significant progress on understanding more about how the system functions.

The Quality Improvement (QI) Council met on October 15 to continue work on the department's QI plan. Dr. Jim McVay representing the Bureau of Health Promotion and Chronic Disease and Tammy Langlois representing the Bureau of Communicable Disease have been added to the QI Council roster.

Nancy Wright and Carol have a meeting planned on Oct 27 to examine the Domain 9 standards and measures to ensure that the documentation needed is being produced by the activities we are completing to support those measures.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: Valerie Cochran reported that 12 documentation examples are needed for Domain 10 and 6 of the 12 have been submitted to the DRP for review. An Institutional Review Board (IRB) policy is needed as one of the documentation examples and the department's IRB policy needs to be updated to meet the measure guidelines and timeframe. John Hankins, Dr. Mary McIntyre, and Pat Ivie will lead efforts to do this with the January 1, 2015 target date to submit documentation to the DRP in mind. Two of the Domain 10 measures deal with sharing research information with the tribal organization and local health departments and the Workgroup will need help with this documentation. Carol asked if any ALT members had any helpful ideas to share. Dale indicated that he would get with Valerie about the documentation as he may have an idea to help. Carolyn mentioned that she would be meeting with tribal representatives in November and would be willing to include some additional items related to accreditation on the agenda. Domain Leads should contact her directly about this.

Domain 11 – Governance: Sammaria Dunson provided the report for Domain 11 on behalf of Jeffrey Wright. The Workgroup has 22 documents approved by the DRP and 19 waiting review. Five documentation examples still need to be provided. Two of these do not exist. Potential examples are being reviewed for the other 3.

Domain 12 – Administration: Michele Jones reported that the Workgroup met on September 30. They have submitted all documentation examples to the DRP for review, except for three. One of these needs to be developed and the other two will be available once the required activity takes place. They are waiting on the formal meeting/review by the DRP.

Document Review Panel (DRP): Carol Heier shared that the PHAB Newsletter for August/September 2014 included information about when Accreditation Coordinator (AC) training is scheduled after a health department submits their accreditation application. AC training for April applications will be scheduled in mid-August. An AC cannot start uploading the documentation into e-PHAB until after completing the training. ADPH will have 364 different documentation examples to upload into e-PHAB and some of the examples include multiple files. The upload process may reveal a need to modify some of the documents, as well, which will take additional time. It is quite likely that it will take longer than 1 month to upload all of the documents; therefore, she asked ALT members to use November 30, 2015 as the "documentation submission date" when calculating whether a documentation example is within the timeframe required by the measure.

Carol also reported that documentation guidance was requested and received from PHAB about using documentation examples from Jefferson and Mobile counties and clarification about documentation examples that may include meeting agendas, minutes, and sign-in sheets. The

email correspondence with PHAB is posted in the EDA under PHAB Workgroup Resources - Documentation Guidance/Examples/Resources. In summary, the questions asked and answered were as follows:

- Question 1: Can documentation about activities of the Jefferson and Mobile County Health Departments be used to support our state department accreditation application? If so, under what circumstances may that documentation be used?
 - Answer: No, documentation from Mobile and Jefferson should not be used. As they are independent local health departments, they are not part of the jurisdiction that the state is authorized to serve. However, there are some measures that require that the state provide information or technical assistance (TA) to local health departments. You may use documentation of information or TA provided by the state to Jefferson and/or Mobile as documentation for those measures.
- Question 2: If we submit a meeting agenda, do we also need to include minutes and/or a sign-in sheet regardless of whether the word "and" or "or" is used in the documentation guidance?
 - Answer: A sign-in sheet is not always required. You need to read the “ands” and the “ors” in each measure and its guidance. If the guidance says that an agenda and a sign-in sheet are required, then both are required. It is not a general rule that a sign-in sheet be included for every agenda uploaded. It depends on the intent of the measure. For example, you may use an agenda as documentation that you spoke to the Board of Health on a public health issue; you would not have a sign in sheet for that. It may, however, be a good idea to include a sign in sheet if you have one – it would not hurt, even if not required.

Debra Thrash reported that the DRP has a meeting scheduled with Domain 3 on September 11. The Domains to be invited to the upcoming meetings on November 7 and 21 have not been determined. Documents from Domains 3, 4, 6, 11, and 8 are under review by the DRP and documents from Domain 12 will be added to that list next week.

Accreditation Champions: Carol said that the accreditation flyer/poster for ADPH staff has been posted on all staff bulletin boards in the RSA Tower. Work is in process to get the poster distributed to other locations where ADPH employees work, such as area/county health departments and the state laboratory in Montgomery.

Documents

- Handout #5- Accreditation Workgroup Roster – Updated October 1, 2014

Conclusions:

- Dale will meet with Valerie to discuss some ideas about the documentation required for Domain 10 related to sharing research information with the tribe and local health departments.
- Domain Leads will contact Dale directly, if needed, to discuss including other information in the data report/presentation he is preparing for the AIAC. He will also clarify whether the Poarch Band of Creek Indians is seeking PHAB accreditation.
- Domain Leads will contact Carolyn directly, if needed, to discuss including specific needs related to accreditation activities/documentation on the agenda of the meeting she has planned with the Poarch Band of Creek Indians in November.

Agenda Item 4: Next Meeting

Carol reminded the ALT members that the next meeting would be held on the alternate meeting date since the fourth Thursday in November is a State Holiday (Thanksgiving Day) and that the location would be different from today's meeting.

Date and Time: Monday, December 1, 2014, 1:00 – 2:30 PM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports