

Preserving and Protecting the Public's Health



**Public Health Accreditation Board (PHAB)
Accreditation Team Meeting Minutes**

Meeting Arrangements:

Date: Friday, October 25, 2013
Scheduled Time: 9:00 – 11:00 am
Meeting Location: RSA Tower – Training Room 980
Montgomery, AL

Attendance in Person:

ADPH:

Brent Hatcher
Brian Hale
Carol Heier
Carol Mysinger
Cathy Caldwell
Chris Haag
Dale Quinney
Debra Thrash

Jamey Durham
Joseph Osenton
(representative for
Jeffery Wright)
Jim McVay
Mary McIntyre
Michele Jones
Pat Ivie

Patronya Sanks
Sandra Wood
Sherry Bradley
Stacey Adams
Valerie Cochran
Viki Brant
Walter Geary

UAB:

Pete Ginter

Absent:

ADPH:

Andy Mullins

Sally Palmer

Thomas Miller

UAB:

Andy Rucks

Jack Duncan

Lisa McCormick

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 9:00 am
Adjournment: 11:07 am
Approval: January 6, 2014

Welcome and Introductions – Carol Heier

Carol Heier welcomed members of the reorganized Accreditation Team. The Accreditation Team was reorganized consistent with the Accreditation Leadership Team structure adopted by the initial Accreditation Team at their last meeting on July 1, 2013 (Handout #4). The reorganized Accreditation Team will carry the department forward with the accreditation process and is comprised of the Leads for each of the 12 PHAB Domains.

Documents

- Handout #1: Meeting Agenda

Conclusions

- No questions, objections, or assignments for this discussion.

Agenda Item 1: Review/Approval of Minutes of July 18, 2013 Meeting – Carol Heier

Carol Heier distributed the Accreditation Team meeting minutes of July 18, 2013 to the initial Accreditation Team on July 23, 2013. The draft minutes were distributed by email and posted in the Document Library. A draft was also provided to the reorganized Accreditation Team as an attachment to the agenda and as a meeting handout. Carol Heier advised of a correction made on the minutes to change the effective date of the PHAB Standards and Measures from July 2013 to July 2014. A motion was made by Jim McVay to approve the minutes. The motion was seconded by Jamey Durham. The minutes of July 18, 2013 meeting were approved by unanimous vote of the Accreditation Team members present.

Carol Heier provided Handout #3 that shows screenshots of the ADPH Workforce Development web page that houses the PHAB Documents and CHA (Community Health Assessment) Documents pages (<http://www.adph.org/workforce/>). The Accreditation Team meeting agendas and minutes will be posted on the PHAB Documents web page. Templates to be used for all accreditation meeting agendas and minutes are posted in the PHAB Documents page and should be used to ensure proper documentation. Domain Leads were advised to send all information to be posted on the website to Patronya Sanks or Andy Rucks for posting. Patronya and Andy will add a CHIP (Community Health Improvement Plan) and SP (Strategic Plan) documents page to the site at a later time.

Documents

- Handout #2: Draft Meeting Minutes of July 18, 2013
- Handout #3: ADPH Workforce Development Web Pages

Conclusions

- Patronya Sanks will post the Accreditation Team meeting agenda and minutes for July 18, 2013 on the PHAB Document webpage.
- Patronya Sanks and Andy Rucks will add a CHIP (Community Health Improvement Plan) and SP (Strategic Plan) documents page to the website.
- Domain Leads will forward applicable information to Patronya Sanks or Andy Rucks for posting on the accreditation web pages, as needed.
- Domain Leads will use the meeting agenda and minutes templates posted on the PHAB Document web page for their Domain Workgroup meetings.

Agenda Item 2: Results of Domain and Panel/Committee Lead and Workgroup Nominations
– Carol Heier

A copy of the Structure of the Accreditation Leadership Team and Reporting was distributed (Handout #4). Carol Heier reported that she will use the term “Accreditation Leadership Team” to refer to all the individuals/groups included in the structure.

In July 2013, the initial Accreditation Team was asked to nominate Leads and Workgroup members for each Domain, consistent with the newly adopted structure. Nominations were received, tallied, and reviewed. Carol Heier sent an email to Domain Lead nominees on August 21, 2013 seeking their agreement to serve in that role. The list of Domain Leads was finalized on October 1, 2013. Carol Heier recruited Leads for the Document Review Panel by October 1, 2013, as well. Recruitment of Leads for the Accreditation Champions is pending. A roster for the reorganized Accreditation Leadership Team effective October 1, 2013 was distributed and Domain Leads who were present were introduced (Handout #5).

Documents

- Handout #4: Structure of Accreditation Leadership and Reporting
- Handout #5: PHAB Accreditation Leadership Team Roster

Conclusions

- No questions, objections, or assignments for this discussion.

Agenda Item 3: Update on ADPH PHAB Accreditation Readiness – Carol Heier

An abbreviated version of the complete PHAB Readiness Checklists document was distributed (Handout #7).

Initial Checklist

During the July meeting, the initial Accreditation Team was asked to provide feedback on the activities of ADPH that demonstrate provision of the 10 Essential Services of Public Health. Team members were given a tool to facilitate their feedback. Results of the Essential Services Scan were finalized by September 30, 2013 and were distributed to the reorganized Accreditation Team (Handout #7). Based on the results, ADPH does provide all ten essential services; therefore, that final task on the initial checklist has been marked complete as of September 30, 2013. Since PHAB Domains 1-10 relate directly to the 10 Essential Services of Public Health, Carol Heier noted that the handout may be useful as Domain Leads seek documentation for their respective domains.

Prerequisite Checklist

Carol Heier noted that work has begun on the three prerequisites for accreditation. More information would be provided during the orientation by UAB planned later in the meeting.

Process Checklist

In July, members of the initial Accreditation Team were asked to complete the PHAB on-line orientation by September 27, 2013. Some members completed the training; therefore, that task on the Process Readiness Checklist was marked “underway.” All members of the reorganized Accreditation Team who have not completed the on-line orientation were asked to do so and to forward Certificates of Completion to Carol Heier. The Team voted to complete this action by

Friday, November 1, 2013. Information about accessing the training was distributed (Handout #8). The handout included a list of individuals for whom Certificates of Completion were on file in the Office of Performance Management (OPM). This list included Dr. Donald E. Williamson who completed the training on August 13, 2013. A copy of his Certificate of Completion with unique PIN is on file in the OPM. Brent Hatcher noted that he had completed the training and had forwarded his certificates by handmail. Carol Heier will follow-up and update the list accordingly. Sandra Wood advised Team members to register and create a password on the training website to properly receive credit for completing the training modules.

The last two tasks on the Process Readiness Checklist have been marked complete due to action taken during the last Accreditation Team meeting on July 18, 2013. ADPH does have a process to systematically review department policies and procedures and revise and date them, as needed. There is evidence that collaboration with Tribal, state, or community partners and stakeholders is inherent in how ADPH conducts planning, develops policy, and completed its work.

Organizational Checklist

The third task on the Organizational Checklist has been marked complete due to action taken during the last Accreditation Team meeting on July 18, 2013. A process was developed to select potential program documentation that is the most relevant for each measure and the best example for the department.

The sixth and eleventh tasks have been marked as “underway.” APDH has started the process to consider timeframes for documentation. A timeline for the accreditation process is being drafted and will be discussed later in the meeting. Tasks seven through ten will be addressed during the next Accreditation Team meeting that will focus on documentation.

Documents

- Handout #6: Abbreviated ADPH Accreditation Checklists (10-25-13)
- Handout #7: Results of Essential Services Scan
- Handout #8: PHAB On-line Orientation

Conclusions

- All members of the reorganized Accreditation Team who have not already done so will complete the PHAB on-line orientation and forward Certificates of Completion for each module to Carol Heier by Friday, November 1, 2013.

Agenda Item 4: Orientation of Domain Leads by University of Alabama at Birmingham (UAB) Facilitators – Pete Ginter

Carol Heier introduced Dr. Peter Ginter as a member of the UAB Project Team. A contract was negotiated between ADPH and the UAB School of Public Health to assist the department to complete the prerequisites for accreditation and to complete a timeline for the process. Pete Ginter completed a presentation to orient the Accreditation Team members regarding the following topics:

- Overview of the Accreditation Process
- Overview of Community Health Assessment
- Overview of the Community Health Improvement Plan Process
- Overview of the Strategic Planning Process

- Domain Roles and Responsibilities
- Organization and Timelines

Dr. Ginter noted that both the Domain 1 and the Domain 5 Workgroups are actively working on the prerequisites. The Health Issue Focused Approach will be used to develop the CHA and CHIP. The CHA is to be completed in March 2014 and will incorporate input from all Public Health Areas and state-level stakeholders. The CHIP is to be completed substantially in August 2014 and will result in identification of 4-6 high level priorities for health improvement. The Focused Strategic Thinking Model will be used to develop the SP. Part 1 and 2 of the strategic planning process will take place in January 2014 and Part 3 and 4 will be completed later. All three prerequisites will be completed by September 30, 2014. ADPH plans to submit the PHAB application by April 30, 2015 and to upload all supporting documentation by September 29, 2015.

Documents

- Handout #9: Domain Roles and Responsibilities Presentation Slides

Conclusions

No questions, objections, or assignments for this discussion.

Agenda Item 5: Accreditation Leadership Team Charter – Carol Heier

Carol Heier explained how a team charter serves as a “recipe” for how the Team will function to achieve accreditation for ADPH. Carol Heier distributed a draft Accreditation Leadership Team charter that focuses on roles and responsibilities, meeting structure, documentation selection, work plans, and marketing/promotion (Handout #10). The document was drafted by Carol Heier and was reviewed/approved by Jamey Durham and Michele Jones. Carol Heier reviewed in detail the roles and responsibilities of the Accreditation Coordinator, Domain Leads, and Domain Workgroups Members. Changes and more elements will be added to this document as the Team continues through the process. The components of the Meeting Structure were mentioned, as well.

The Domain Leads will need to develop a work plan for their Workgroups that is informed by and agrees with the department timeline for accreditation. Carol Heier will provide an example of a work plan at the next Accreditation Team meeting once Workgroups members have been selected. She will also provide further information regarding documentation.

Valerie Cochran asked if the Accreditation Coordinator needed to be included in the meetings conducted by the Domain Leads with their Workgroups. Carol Heier advised that she did not need to be included in those meetings; however, she will keep regular contact with the Domain Leads to get updates and provide assistance when needed.

Documents

- Handout #10: Accreditation Leadership Team Charter – Draft

Conclusions

- Carol will post the draft Accreditation Leadership Team Charter on Doodle to facilitate reviews and comments from the Accreditation Leadership Team.

- Carol Heier will speak with Michele Jones about use of a charter format provided by the Public Health Foundation during recent quality improvement training.
- Carol Heier will provide further information about documentation and Domain Work Plans at the next Accreditation Team meeting.

Agenda Item 6: Workgroup/Panel Member Recruitment – Carol Heier

Carol Heier distributed a list of the Domain Leads and individuals who were nominated by the initial Accreditation Team to serve as Workgroup members for each Domain (Handout #11). Workgroup members for Domains 1 and 5 have already been recruited by their Domain Leads. Leads for the other Domains need to recruit their Workgroups. The lists of Workgroup nominees are only suggestions. It is the responsibility of the Domain Leads to strategically select and recruit members of their respective Domain Workgroups. Leads were encouraged to select individuals who are interested in the accreditation process and have expertise and skills to contribute to documentation selection.

Sandra Wood asked if selection of Workgroup members needed to go through a chain of command to include supervisory approval. Michele Jones suggested that Leads contact the individuals and copy their supervisor for notification purposes. On November 7, 2013, Michele Jones will notify Bureau Directors and Area Administrators about the Workgroup recruitment underway.

Carol Heier distributed a one-page document from PHAB regarding the accepted program areas for PHAB documentation (Handout #12). Documentation for accreditation needs to be population-based. Carol Heier suggested the Domain Leads use this as a guide when thinking about Workgroup recruitment. This handout will be discussed more at the next Accreditation Team meeting.

Chris Haag asked if Carol Heier needed to be notified of who is being recruited. Michele Jones advised that Carol only needs to be notified of the final selection and as changes are made.

Chris Haag asked how many Workgroup members to recruit. Carol Heier advised that the number will need to be determined based on requirements in the Standards and Measures for each domain. To promote efficiency, she suggested recruiting 4-8 members, depending on the domain. Workgroup members can always reach out to others for specific assistance, as needed.

Carol Heier pointed out that several individuals were nominated for multiple Workgroups, the Document Review Panel Workgroup, and/or the Accreditation Champions. Some of those individuals are already serving as a Domain Lead or Workgroup member. She advised that the department needs the right people in the right roles to support the accreditation process and serving in too many capacities can compromise an individual's ability to perform their roles with excellence. Additionally, the accreditation process needs to be inclusive of many employees at the Central Office and Public Health Areas. She advised that an individual is likely to be more successful if they participate in no more than two Workgroups and in no more than one if they are currently a Domain Lead.

Carol Heier facilitated a large group exercise to collect feedback from the meeting participants regarding the best place for these individuals to serve. Meeting participants were each given 9 stickers; each sticker represented one vote. The names of individuals who were nominated for 3 or more Workgroups were listed on flipchart pages along with the roles for which they were

nominated. If the individual was already serving as a Domain Lead or on the Domain 1 or 5 Workgroup, that information was noted on the flipchart as well. Meeting participants were asked to use their stickers to indicate their opinion about the best Workgroup(s) for the individual to serve on. Domain Leads were encouraged to consider the results of the exercise as they move forward with Domain Workgroup recruitment.

The Team determined that Domain Workgroups, the Document Review Panel members, and the Accreditation Champions could be recruited in the following month before the next Accreditation Team meeting.

Documents

- Handout #11: Accreditation Leadership Team Nominations
- Handout #12: Accepted Program Areas for PHAB Documentation

Conclusions

Domain Leads will review information in the PHAB Standards and Measures, Version 1.5 (draft) and the recommendations about Workgroup members and begin the recruitment process. Workgroups will be recruited before the next Accreditation Team meeting.

Agenda Item 7: ADPH Accreditation Process Timeline

Carol Heier distributed a rough draft of the ADPH PHAB Accreditation Timeline for review by the Accreditation Team (Handout #13). The Accreditation Team, in coordination with ADPH leadership and the UAB Project Team, will need to finalize this draft as we move along with the accreditation process. The draft may be useful now, however, to inform the Workgroup recruitment process. Carol will continue to work to finalize this draft for presentation to the Accreditation Team at the next meeting.

Domain Leads will need to have the documentation for each measure processed through the documentation selection procedure by April 30, 2015 before the accreditation application is submitted to PHAB. This will be necessary to ensure that all documents can be uploaded to e-PHAB by September 30, 2015. Domain Work Plans will support this effort. Opportunities for improvement will be identified and will need to be addressed as part of the process to identify the most relevant document for each measure and the best example for the department to submit.

Documents

- Handout #13: ADPH Accreditation Process Timeline - Draft

Conclusions

No questions, objections, or assignments for this discussion.

Agenda Item 8: Next Meeting

Date and Time: To be determined. The reorganized Accreditation Team decided that monthly meetings on a set day/time were preferred. Accreditation Team members will notify Carol Heier regarding any other set meetings they have in their schedules. Carol Heier will issue a Doodle poll to determine the best repeating day/time for Accreditation Team meetings each month.

Meeting Location: The RSA Tower, Room to be determined

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Approval of Accreditation Leadership Team Charter as Amended
- Accreditation Leadership Team Reports
- Update on PHAB Accreditation Timeline
- PHAB Documentation Guidelines and Pointers
- Update on Document Management System and Procedure
- Developing a Domain Work Plan

Conclusions

- Accreditation Team members will notify Carol Heier regarding any other set meetings they have in their schedules.
- Carol Heier will issue a Doodle poll to determine the best set day/time for Accreditation Team meetings each month.