

Preserving and Protecting the Public's Health



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

Meeting Arrangements:

Date: Monday, December 1, 2014
Scheduled Time: 1:00 – 2:30 PM
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

Attendance in Person:

ADPH:

Brent Hatcher	Michele Jones
Carol Heier	Pat Ivie
Carolyn Bern	Samarria Dunson (for Jeffrey Wright)
Chris Haag	Sherry Bradley
Dale Quinney	Stacey Adams
Debra Thrash	Valerie Cochran
Jamey Durham	Walter Geary
Jim McVay	
Mary McIntyre	

Absent:

ADPH:

Andy Mullins	Nancy Wright
Bob Hinds	Sally Palmer
Brian Hale	Thomas Miller
Carol Mysinger	Viki Brant
Cathy Caldwell	
Jeffrey Wright	

Attendance via Conference Call:

None

Meeting Chair: Carol Heier
Call to Order: 1:05 PM
Adjournment: 2:30 PM
Approval: *pending*

Welcome and Introductions- Carol Heier

The meeting began once a quorum was present. Carol Heier welcomed members of the ALT and 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 October 23, 2014

On November 20, 2014, Carol Heier distributed the draft version of the ALT meeting minutes of October 23, 2014 by email and posted them in the PHAB Documents section of the Employee Documentation Application (EDA) under PHAB Accreditation Leadership Team Meetings. She also distributed them as meeting Handout #2. Carol asked if there were any additions or corrections needed. Dr. Walter Geary noted that the abbreviation for the Centers for Medicare and Medicaid Services needed to be changed from “CDC” to “CMS” on page 5. Carolyn Bern asked that the 3rd sentence in the 2nd paragraph on page 5 be amended to “...cross-walked *with* performance measures *and performance measures* have been drafted...” No other additions or corrections were requested. Dr. Jim McVay made a motion to approve the minutes as amended and Dr. Geary seconded the motion. By vote, the motion carried and the minutes as amended were approved unanimously by the ALT members present.

Documents:

- Handout #2: Draft Meeting Minutes of October 23, 2014

Conclusions:

- Carol Heier will post the approved meeting minutes of October 23, 2014 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 - General Updates:**

Carol Heier noted that PHAB shared some important information about Ebola and accreditation in a recent newsletter. PHAB recognized that many health departments have engaged in various activities associated with the recent Ebola situation. They reminded us that we can use documentation of this work as we prepare for accreditation. Examples that we might consider include:

- Reports to boards and elected officials, interviews by the media, and various forms of communication to the public as examples of communication about public health threats for the various measures that call for documentation of communication.
- Any enhancement of our surveillance and/or laboratory capacity for Ebola as documentation for those relevant measures.
- Linkages with hospitals; changes in policy, laws, rules and regulations; and staff development related to Ebola activities as documentation for those relevant measures.

Carol said that the Jefferson County Health Department completed the update of their Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). On November 21, 2014, they submitted all of their accreditation documentation to PHAB to complete their application as a local health department. They applied using the PHAB Standards and Measures, Version 1.0, and submitted documentation for measures applicable to “all” or “local” health departments. Upon request from the ALT, Carol would be glad to contact Bryn Manzella, the Accreditation Coordinator, regarding any documentation examples they might share with us.

Documents

- None

Conclusions:

- No questions, objections or assignments for this discussion.

Agenda Item 3: Old Business – Domain and Panel Leads

Report from meeting with Poarch Band of Creek Indians - Stacey Adams, Carolyn Bern, and Ricky Elliott, Area 9 Administrator, met with representatives of the Poarch Band of Creek Indians Arlene Mack, Ginger Bergeron, and Nancy Smith on November 19, 2014 to inform and collaborate with them regarding the department's CHIP. ADPH staff also received a tour of the tribe's new health care facility. The meeting was very productive. Carolyn and Stacey shared a draft of the CHIP to seek input from the tribe and asked for their recommendations on timelines, measurements, assets and resources, partners, or alignment with national, state, and local goals. The tribal representatives asked for additional information about Scale Back Alabama 2015 and the healthy vending machines initiative.

Stacey and Carolyn recommended that our department designate one contact person for the tribe to ensure that they are not overwhelmed by individual requests related to accreditation and to ensure that our collaboration with them is coordinated in a respectful manner. Ricky Elliott has agreed to be our department's contact person with the tribe to coordinate all of our requests for information and collaboration related to accreditation. Domain Leads should contact Ricky Elliott first to discuss their needs and seek his assistance. Carolyn said the tribal representatives noted that ADPH is the only outside state agency that works well with them and they are open to continuing that collaboration. The tribe plans to seek accreditation for their own health clinic through either the Indian Health Services or PHAB and they will need to document collaborative efforts with ADPH to support their own accreditation efforts. Dr. McIntyre asked if Carolyn or Stacey would share the minutes from the meeting with her and they agreed to do so.

Dale Quinney said that he had been contacted by Arlene Mack about assisting the tribe with their community health assessment. He is willing to help if an official request is received.

Workgroup/Panel Member Updates

Domain 1 – Conduct Assessment Activities: Dale Quinney reported that the Domain 1 Workgroup has collected all of the data needed for the CHA and large sections of the document, primarily data tables, have been sent to Karl Bryant in the Bureau of Health Promotion and Chronic Disease to format for printing.

Carol said that she spoke with Lisa McCormack at the University of Alabama at Birmingham, School of Public Health (UAB SOPH). UAB SOPH with Emory University's SOPH was recently funded by Health Resources and Services Administration (HRSA) as the Region IV Public Health Training Center (PHTC). Dr. McCormack is the lead evaluator for the Region IV PHTC. She has been asked to review CHA and CHIP documents to identify across the region the leading public health/healthcare concerns (and indicators/measures for each) and to determine how the PHTC can help the states in Region IV address some of the priority areas. She is willing to share her observations and recommendations regarding our draft CHA and CHIP based on this review.

Domain 2 – Investigate Health Problems: Dr. McIntyre reported that Domain 2 has loaded 70% of their documentation examples into the Document Management System (DMS) for review by the Document Review Panel (DRP). They are preparing some additional documents for submission now. There are 2-3 documents that will need to be created and they are working on

these, as well. Dr. Mac thanked Sherry Bradley for getting the cover sheets completed and getting the documents loaded into the DMS.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported that 34 documents selected for Domain 3 have been reviewed by representatives of the DRP and only 1 of them has been approved. He welcomes helpful suggestions from the Domain Leads who have been more successful in getting documentation approved by the DRP. Specifically, help is needed with completing the cover sheets and finding documents that will be approved. Carol offered her help and encouraged Jim to let her know how she could best provide that assistance. Valerie Cochran, a member of the DRP, said that a large problem with all domains is in the way the standards and measures are interpreted. Looking for key words in the standards and measures and providing the specific documents requested in the guidance are important.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay noted that none of the 16 documents submitted to the DRP by the Domain 4 Workgroup have been approved. They are continuing work to find acceptable documentation examples.

Domain 5 – Develop Public Health Policies and Plans: Carolyn Bern referenced the meeting with the Poarch Band of Creek Indians that was discussed earlier in the meeting. Goals and objectives for each of the three health priority areas identified by the CHIP stakeholders group have been drafted and forwarded to the stakeholder workgroups for review and feedback. She is very pleased with the response rate and feedback from the stakeholders. The Domain 5 CHIP sub-committee will meet on Wednesday to make plans for conference calls with each of the CHIP stakeholder workgroups. The purpose of the calls will be to walk through the latest draft of the goals and objectives for the respective priority area before closing the comment period and drafting the CHIP document. Coordination continues within the department to cross-walk the CHIP and strategic plan.

Valerie Cochran reported that work on the department's response to Ebola brought progress on collecting other Domain 5 documentation examples to a standstill. The Domain has not met with the DRP, yet.

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: Jamey Durham reported that 7 out of 17 documents from the Domain 7 Workgroup have been uploaded for review by the DRP. Vicki Brant has been assisting with this. They are seeking some clarification regarding some other documents that are being considered for submission. Carolyn Bern has been helpful and the meeting with the tribe on November 19 should be helpful, as well.

Domain 8 – Maintain a Competent Workforce: Jamey Durham reported that Domain 8 documents will be reviewed by the DRP on December 12. Four documentation examples cannot be uploaded until after the Workforce Development Plan (WDP) is completed. Discussion is planned with the UAB-SOPH about how resources available through the Region IV PHTC and the HRSA grant mentioned earlier in the meeting can assist with the department's WDP. The purpose of a PHTC is to meet the training needs of the public health workforce in their region by developing competency based trainings using the Council on Linkages Core Competencies for Public Health Professionals.

Domain 9 – Evaluate and Continuously Improve: Carol reported that she met with Nancy Wright on October 27, November 6 and November 18 to further review the Domain 9 standards and measures and to work on preparing some documentation examples for submission to the DRP. They plan to meet again on December 11.

Work continues on getting the Performance Dashboard operational. Carol met with Melissa Hornsby from ADPH Information Technology on November 13 to review changes that Melissa had made to Performance Dashboard measure entry screen. They explored some administrative spreadsheets and dashboard screens to see how certain attributes and entries are created, linked, and used by the system. They also reviewed a Performance Measure Entry form and instructions that Carol drafted for use by programs when they add measures to the Dashboard.

The Quality Improvement (QI) Council met on November 19. They participated in a small group exercise to review the current draft of department's QI Plan and determine if it included the documentation required by the PHAB standards and measures. Good feedback and suggestions were made. Jamey will work on the second draft of the plan based on feedback received from Council members during and prior to the November meeting. The next meeting of the QI Council is planned for December 17 to follow up on the Council members completion of QI training offered by the Michigan Department of Health titled "Embracing Quality Improvement in Public Health – A Practitioner's Performance Management Primer", to advance work on the QI Plan, and to discuss adoption of a performance management system for ADPH.

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 and one more is pending submission. Work is continuing on the Institutional Review Board (IRB) policy that is needed as one of the documentation examples. Assistance may be needed to identify the 4 other documentation examples needed for Domain 10. A closer reading of the documentation guidance revealed some helpful information. The remaining documentation examples need to demonstrate the sharing of research information with a tribe "and/or" a local health department, rather than both.

Domain 11 – Governance: Sammaria Dunson provided the report for Domain 11 on behalf of Jeffrey Wright. The Workgroup has 24 documents approved by the DRP. Five additional examples have been submitted, but not yet approved. Eight examples have been resubmitted with corrections. Four more have been corrected, but not resubmitted, yet. Five documentation examples needed for the Domain have not been identified.

Domain 12 – Administration: Michele Jones reported that the DRP reviewed the documentation examples submitted by the Domain 12 Workgroup on November 21 and work is being done to make the corrections requested. One of the examples needed for the Domain will need to be created and one will be available once the required activity takes place. Carol acknowledged receipt of an email asking for some clarification about some specific Domain 12 standards and measures. She said that she has completed some research regarding the questions and is drafting a response to the email.

Document Review Panel (DRP): Debra Thrash reported that the DRP has been busy reviewing documentation examples. They recently met to review Domain 12 documents and plan to review Domain 8 documents on December 12. They will meet on December 19, but the specific agenda for the meeting is has not been determined.

Accreditation Champions: Carol said that the accreditation flyer/poster for ADPH staff has been distributed to Public Health Areas and the Montgomery Lab. Updates have been made to the accreditation website. The updated accreditation timeline and ALT and Workgroup roster were updated in October 2014. The agenda, handouts and minutes for September 2014 ALT meeting and the agenda and handouts for October 23 ALT meeting have been posted. The November 2014 edition of the department newsletter, *Alabama's Health*, included articles on a clinic customer satisfaction survey that supports performance and quality improvement, the CHIP stakeholders meeting, and the Accreditation Poster.

Documents

- None

Conclusions:

- Carolyn or Stacey will forward the minutes of the November 19 meeting with the Poarch Band of Creek Indians to Dr. McIntyre.
- If Domain Leads need to collaborate with the Poarch Band of Creek Indians to meet accreditation standards and measures, they will contact Ricky Elliott first to discuss their needs and seek his assistance.
- Carol will forward her response to questions about the Domain 12 standards and measures to Debra Thrash.

Agenda Item 4: Next Meeting

Carol reminded the ALT members present that the next meeting will be held as regularly scheduled on the fourth Thursday in January from 10-11:30 AM. Also, she reminded them that January 1, 2015 is the target date to get all documentation examples submitted to the DRP. A primary focus of the meeting in January will be to identify the specific documentation examples that have not been submitted to the DRP and determine the action plans/assistance needed to locate and/or develop them.

Date and Time: Thursday, January 22, 2015; 10 – 11:30 AM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Accreditation Leadership Team Reports, focusing on documentation examples that have not been submitted to the DRP