

Preserving and Protecting the Public's Health



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

Meeting Arrangements:

Date: Monday, December 28, 2015
Scheduled Time: 1:00 – 2:30 PM
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

Attendance in Person:

Andy Mullins	Chris Haag
Brandi Pouncey	Dale Quinney
Brian Hale	Jim McVay
Carol Heier	John Hankins
Carolyn Bern	Michele Jones
Carrie Allison	Walter Geary
Cathy Caldwell	

Attendance by Telephone Conference:

Jamey Durham

Guests:

None

Absent:

Bob Hinds	Nancy Wright
Brent Hatcher	Sherry Bradley
Jeffrey Wright	Viki Brant
Karl Bryant	
Mary McIntyre	

Meeting Chair: Carol Heier
Call to Order: 1:04 PM
Adjournment: 1:44 PM
Approved: January 28, 2016

Welcome and Review of Agenda - Carol Heier

Carol began the meeting by welcoming ALT members and thanking them for their attendance. She referred members to Handout #1, the meeting agenda, and Handout #2, the updated Workgroup Roster.

Documents:

- Handout #1 - Meeting Agenda

- Handout #2 – Updated Accreditation Workgroup Roster – November 30, 2015

Conclusions:

- No questions, objections or assignments for this discussion.

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

On December 28, 2015, Carol distributed the draft version of the ALT meeting minutes of November 30, 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 made available as a Handout #3, also. Carol asked if there were any additions or corrections needed. None were noted. Brian Hale made a motion to approve the minutes as written and Chris Haag 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 November 30, 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

ALT Charter

Update: Carol shared that she updated the ALT Charter and attachments based on discussion at the last ALT meeting and discovery of some additional updates needed to reflect current activities and processes. The draft was forwarded to Michele Jones that day for review, edits, and approval. A final updated charter will be distributed at the next meeting.

Preparing for the Site Visit: Carol reported that she reached out to her contacts at the Jefferson County Department of Health about speaking to the ALT during the January or February 2016 meeting about their accreditation experience. She is waiting on a response.

Carrie Allison shared pointers with the ALT about preparing interview attendees for the Site Visit. Domain Leads and Workgroup members will be interviewed by the site visitors and they need to be prepared to be good representatives of the department and the documentation selected for their respective domains. Successful interview participants will be familiar with the documents submitted to PHAB, including the purpose, goal, process behind it, and progress made since the documentation was submitted. They will also be able to present a concise message about documentation that applies across the department.

Domain Leads will need to enlist appropriate staff to be available during the Site Visit to help pull additional documentation immediately, if requested. Carrie encouraged Domain Leads to keep the Workgroup members engaged in the accreditation process and preparations for the Site Visit. General discussion was held about reevaluating the Workgroup composition with regards to membership and number.

Documents:

- None

Conclusions:

- Carol will work with Michele Jones to finalize revisions to the ALT Charter and attachments.
- Carol will follow-up with the JCDH about a representative attending the ALT meeting in January or February to talk about their site visit and lessons learned through the accreditation process.
- Carrie will distribute her notes about preparing interview attendees for the site visit to the ALT by email and Carol will post them in the EDA.

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

Carol reminded ALT members about an email that she sent on December 9, 2015 regarding the HIPAA Privacy and Security Policy and the Risk Communication Plan being updated. Both are posted in the Policy Library. Domain Leads who used these documents as evidence for a measure need to resubmit the updated documents to the DRP.

Accreditation Champions: Carol had no updates to report.

Document Review Panel (DRP): Michele Jones referred ALT members to Handout #4, the Domain Status Report as of December 21, 2015. The DRP has approved 206 documentation examples of the required 362. They will resume their regular informal and formal meetings beginning January 6, 2016. Michele noted that Carrie had distributed to Domain Leads some new documentation target dates for the first quarter of the year. The current target date to have all documentation submitted and corrections resubmitted to the DRP is March 3, 2016. The DRP hopes to have all of the documentation approved and ready for submission to PHAB by May 1, 2016.

Domain 1 – Conduct Assessment Activities: Carrie Allison reported that 18 additional documentation examples had been submitted since the December 21 Domain Status Report was generated. She requested some assistance with locating documentation for two specific Domain 1 measures and ALT members offered some suggestions. Community Health Assessment (CHA) data has been posted on the ADPH Health Rankings website making it accessible to the public. The website will be updated as new data becomes available.

Domain 2 – Investigate Health Problems: No report.

Domain 3 – Inform and Educate about Public Health: Jim McVay reported that there are leads regarding the Domain 3 documentation examples that have not been resubmitted to the DRP to date. Domain 3 has 23 of 34 documents approved.

Domain 4 – Engage with the Public to Solve Public Health Problems: Jim McVay reported that 2 Domain 4 documents have been returned and they have leads on other documents to resubmit. Domain 4 has 16 documents approved.

Domain 5 – Develop Public Health Policies and Plans: Carolyn Bern reported that 10 Domain 5 documents were approved by the DRP and 10 were returned. Two of the 10 have been resubmitted. Work on the others will require some additional time.

Domain 6 – Enforce Public Health Laws and Regulations: Brian Hale reported that he hopes to make some progress on getting Domain 6 documents resubmitted to the DRP this week. He anticipates being able to get them resubmitted by the DRP target date of February 18. He does

not anticipate any problems. Formatting was the most common reason that the documents were returned by the DRP.

Domain 7 – Promote Strategies to Improve Access: Cathy Caldwell reported that 5 documents for Domain 7 measures have been approved by the DRP. Ten documents were returned by the DRP and 2 have not yet been submitted. Viki Brant has documents for 2-3 measures ready for review by Teela Carmack, the Domain 7 DRP representative, before she posts them in TeamRoom. A meeting with Sherry Goode is planned in January to discuss documentation that may be pulled from the Oral Health Coalition to meet up to three additional Domain 7 measures yet to be approved.

Domain 8 – Maintain a Competent Workforce: Jamey Durham reported that all but 4 of the Domain 8 documents that were returned by the DRP have been resubmitted. Four others are pending. An initial draft of the Workforce Development Plan has been completed and is ready for review. This plan will be used to meet several Domain 8 documentation requirements.

Domain 9 – Evaluate and Continuously Improve: Carol Heier reported that 12 Domain 9 documents have been approved. One was returned because an attachment was missing. It will be resubmitted, soon. Work is being done to get as many of the remaining documents submitted to the DSP as possible by the DRP target date of January 21.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: Brandi Pouncey reported that 2 of the Domain 10 documents submitted to the DRP were returned. One has been resubmitted and the other will be resubmitted soon. She does not anticipate any problems with the resubmissions.

Domain 11 – Governance: No report.

Domain 12 – Administration: Michele Jones reported that one more document is needed for Domain 12. The document is being reviewed and can be uploaded as soon as it is signed.

Documents:

- None

Conclusions:

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

Agenda Item 5: Next Meeting

Date and Time: Thursday, January 28, 2016, 10-11:30 AM

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

Proposed Agenda Items:

- Update on ADPH Accreditation Application and Process
- Accreditation Leadership Team Reports
- Possible presentation by a representative of the Jefferson County Department of Health