

AQIP Meeting Minutes

March 4, 2009

Welcome and Introductions

Present: Mary Kushion, Chairperson, Barbara MacGregor, Rebecca Peterson, Konrad Edwards, Jim McEwan, Lynne Stauff

Teleconference: Fred Benzie, John Robertson, April Swartout, Michelle Thorne, Stephanie Simmons, Tim McCullough

Apologies: Kanchan Lota

Minutes from the 8/20/08 and the 12/17/08 AQIP meetings were approved by consensus.

Current Quality Improvement Activities

Peer Observer Program – (implementation in Cycle 4)

- MPHI needs to contact all LHDs to seek volunteers who are willing to be either/both a peer observer/host site for the Powers and Duties Section
- LHDs need to notify K. Lota at MPHI if willing to participate.
- MPHI will schedule Peer Observers with LHDs being evaluated
- AQIP is recommending a state companion document be developed which would outline the state observers (accreditation reviewer trainees) expectations and guidelines.

Missed Indicator Report

- K. Lota will be presenting the first report for Cycle 4 at the June 2009 AQIP meeting.

Cycle 3 Evaluation Report

- The report should be available within the month and will be sent to AQIP members for review. It will be discussed at the June 2009 AQIP meeting.

PHAB Draft Standards Review-

- Power-point presentation by M. Kushion
- PHAB Board developed draft standards and asked for public comment or feedback. PHAB Board was established in May 2007. M. Kushion and Harvey Wallace are on the PHAB Board's Standards Development Workgroup.
- The Standards Development Workgroup is made up of state & local health agency staff from across the country. Their approach is based on American National Standards Institute Principles.
 - 1) 10 Essential Public Health Services
 - 2) NACCHO Operational Definition of a Functional Local Health Dept.
 - 3) Merges many ideas from successful state programs
 - 4) 11 domains and 31 standards, 100 measures

- An 18 month long Beta test will be initiated in 2009 and run until November 2010. There will be 8 states and 24 local health departments selected nationally to participate in the beta test. Participation is voluntary and the results of the beta testing will be nonbinding. Successful LHD participation as a beta test site is not going to result in the LHD gaining accreditation status equivalency.
- Scoring and weighting components have not been established yet. They will be compiled after the beta test is complete.
- Public vetting period is February 2009 thru April 2009.
- The schedule of weekly vetting sessions is on-line at www.phaboard.org.

Today's Goal- Identification of strengths & weaknesses in the assessment tool: **PHAB "Proposed Local Standards and Measures For Public Health Accreditation Board" (Local Tool)**

Questions, Answers, and Statements:

- Q) How will the National and LHD accreditation projects be coordinated?
- A) Debra Tews (MDCH) is presently working on equivalency guidelines
- A) The SHDAW work group is doing this now (for State Accreditation) but is using a different document. (The NPHSP Assessment Tool).
- Q) How can LHDs expect to conduct a (new) MDCH community health assessment without (additional) funding?
- S) We can't do more than we're doing now (with community assessment) without additional funding. It really depends upon how we proceed with Quality Improvement. The devil is in the details.
- S) The TOOL includes minimum staffing levels and assignments. This could be a problem where union issues are involved.
- A) Please submit feedback forms on the Tool.
- S) A LHD's need to "get out of this part" because they do not administer that program component will need to be addressed by the PHAB work group.
- S) There are 300+ indicators involved. Gathering the documentation is going to take an inordinate amount of time!
- Q) Are the LHD Beta Sites going to be paid (for their time) to participate?
- A) No. But any needed training would be paid for by PHAB.
- S) We will learn a lot from the beta testing. It looks like it (the data) should go to the state for compiling.
- S) We (MDA) would not want to replace the current LHD Accreditation Process with this.
- S) This effort is more of an administrative tool vs a program compliance tool.
- S) Feedback will be collected in April and May, compiled, and then sent back to us.
- Q) Questions on specific domains can be sent to jeff@nalboh.org or vetting@phaboard.org.

MLC-3 Update

- This Friday is the National Partners' State Site Visit.
- RFPs for the 2009 contracts are due this week. There is a meeting on Monday to review the submissions.

MDCH is presently conducting Accreditation evaluations with LHDs on the approved accreditation schedule. Modifications can be made to the schedule but must be authorized by all parties involved, well in advance.

Other Business

- The question was asked if state visitors that are being trained on accreditation procedures given any directions on behavior during exit interviews? Some example cases and problems were discussed from the reviews conducted in Cycle 4. Discussion revolved around procedures given and common courtesy being expected. There is no specific direction now, but will be addressed in the State Observer Guidelines referenced above. For example, calling ahead for permission from the LHDs administration. Recommendations and comments from the State trainee should not be part of the on-site accreditation's exit interview.
- MDCH will look into the issues raised regarding the Immunization Program.
- M. Kushion will consult with K. Lota regarding the need to survey health officers on their preference of including other state reviews concurrently with the accreditation on-site review or having them conducted outside of the accreditation review week.

Next AQIP Meeting is scheduled for June 10th at 9:30am.

Submitted by: Jim McEwan