

**Carson City
Agenda Report**

Date Submitted: September 8, 2015

Agenda Date Requested: September 17, 2015

Time Requested: 15 minutes

To: Carson City Board of Health

From: Health and Human Services (Nicki Aaker; naaker@carson.org)

Subject Title: Presentation and Discussion Only: Present and discuss Public Health Accreditation. This is the first educational presentation in preparation for the Accreditation site visit in late 2015/early 2016. *(Valerie Cauhape)*

Staff Summary: Carson City Health and Human Services (CCHHS) has submitted documentation for Public Health Accreditation. Education will be presented to the Board of Health about Public Health Accreditation in preparation for the site visit in late 2015/early 2016. The Public Health Accreditation Board (PHAB) requires Board of Health members' attendance at various sessions during the site visit.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Information Only

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: Presentation and discussion only

Explanation for Recommended Board Action: N/A

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: No General Fund Impact

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: N/A

Supporting Material: Carson City Health and Human Services Public Health Accreditation Cheat Sheet

Prepared By: Nicki Aaker, MSN, MPH, RN

Reviewed By: N. Craker
(Department Head)
 Rick Mariano
(City Manager)
 [Signature]
(District Attorney)
 Dany Paulson
(Finance Director)

Date: 9/8/15
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Board Action Taken:

Motion: _____

1) _____	Aye/Nay
2) _____	_____

(Vote Recorded By)

Carson City Health & Human Services Public Health Accreditation Cheat Sheet

“Why are there 12 domains of PHAB Accreditation?”

Each of the first 10 domains is associated with one of the 10 Essential Services of Public Health. The remaining two domains involve documenting efficiency and quality of the health department’s administration and governance.

The 3 Prerequisites for PHAB:

1) Community Health Assessment (CHA)

Purpose: to assess the community’s health status at a given point in time.

2) Community Health Improvement Plan (CHIP)

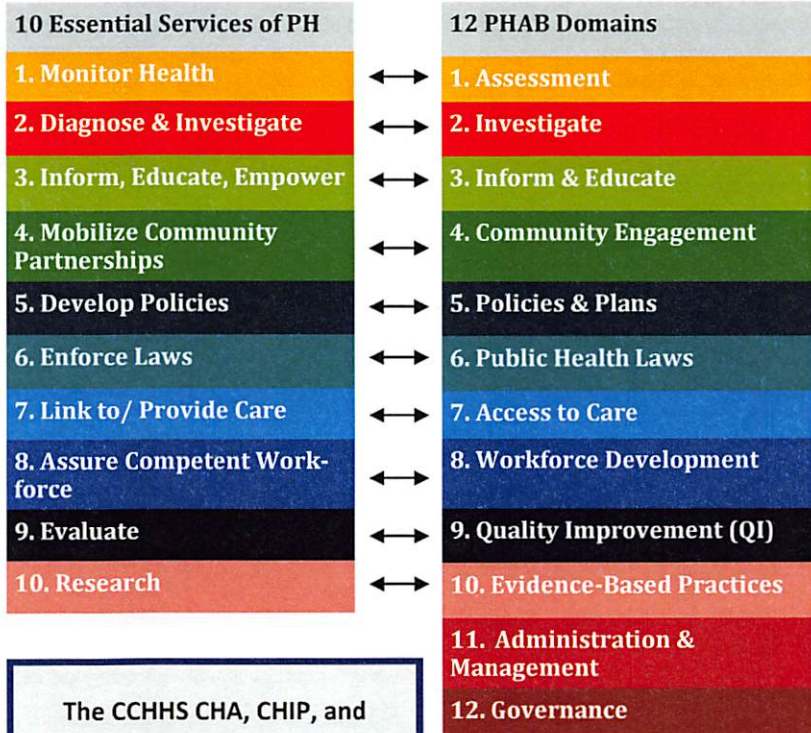
Purpose: a community-wide plan to improve health issues identified in the CHA. The CHIP is driven by community partners working together with CCHHS towards common goals.

3) Organization level Strategic Plan

Purpose: an internal plan to improve operations and programming, which includes activities related to the CHIP that are lead by CCHHS.

Other Major Documents Used in Accreditation:

- Emergency Operations Plan
- Organizational Policy Manual
- Workforce Development Plan
- Quality Improvement Plan
- Marketing and Communications Procedures



The CCHHS CHA, CHIP, and Strategic Plan can be found on the CCHHS website:
www.GetHealthyCarsonCity.org

How Does it All Fit Together?



Carson City Health & Human Services

Public Health Accreditation Cheat Sheet

Frequently Asked Questions

“Why is accreditation important to CCHHS?” Accreditation is important because it lets us celebrate our strengths, improve upon our weaknesses, makes us more prepared to fulfill future grant requirements and helps us improve our relationships within the community.

“How does this apply to me?” Each employee, regardless of division or program, contributes to the daily functions of the organization and has a role in ensuring the highest quality of programs and services are delivered to the community.

Domain Themes, Programs and Major Documents		
Domain	Theme	Description, Programs and Major Documents
1	Assessment	CHA, other assessment communication with surveillance sites and the DPBH
2	Investigation	Epi, EH, PHP
3	Inform & Educate	Marketing and Communications Procedures, all marketing and communication materials, PHP’s CERC Plan
4	Community Engagement	Meetings with external partners to address community needs (CAAN, SART, etc.)
5	Plans & Policies	CHIP, Strategic Plan, CCHHS EOP, City EOP
6	Public Health Laws	Implementing, reviewing and updating public health laws at local and state levels (Epi, EH, Admin)
7	Access to Care	Planning and partnerships—not direct services
8	Workforce	WFD Plan, training records, training plans and competency binders
9	Quality Improvement and Performance Management	QI Plan, performance management system, QI projects, QI and PM training for staff
10	Evidence-Based Practices	IRB Policy, use of evidence-based practices, sharing research findings (even if they are not our own) and best practices with staff and partners
11	Administration & Management	CCHHS Policy Manual, Organizational Chart, Cultural Competency training, HR policies and procedures, grant and fiscal management and facility management
12	Governance	Governance structure, relationship and communication with the Carson City BOH

Admin = Administration Division (Director, Finance, Front Desk); **BOH** = Board of Health; **CAAN** = Carson Area Agency Network; **CDPHP** = Chronic Disease Prevention and Health Promotion; **CHA** = Community Health Assessment; **CHIP** = Community Health Improvement Plan; **Clinic** = Clinical Services, **DPBH** = Nevada Department of Public and Behavioral Health; **EH** = Environmental Health; **EOP** = Emergency Operations Plan; **Epi** = Epidemiology; **HR** = Human Resources; **HS** = Human Services; **IRB** = Institutional Review Board; **PHP** = Public Health Preparedness; **PM** = Performance Management; **QI** = Quality Improvement; **SART** = Sexual Assault Response Team; **WFD** = Workforce Development

Carson City Health and Human Services Public Health Accreditation Cheat Sheet

Board of Health
September 17, 2015



“Cheat Sheet” Introduction

- Purpose: brief description of the purpose and principles of PHAB accreditation
- This tool is being used in conjunction with CCHHS staff training
- PHAB Site Visitors will also be meeting with the Board of Health, so it is important that the Board is also provided with relevant information



“Cheat Sheet” Content – 10 Essential Services of Public Health

- 10 areas of public health practice that are essential to high quality community health programs and services



“Cheat Sheet” Content – 10 Essential Services and the PHAB Domains

- 10 Essential Services of PH**
1. Monitor Health
 2. Diagnose & Investigate
 3. Inform, Educate, Empower
 4. Mobilize Community Partnerships
 5. Develop Policies
 6. Enforce Laws
 7. Link to/ Provide Care
 8. Assure Competent Workforce
 9. Evaluate
 10. Research



- 12 PHAB Domains**
1. Assessment
 2. Investigate
 3. Inform & Educate
 4. Community Engagement
 5. Policies & Plans
 6. Public Health Laws
 7. Access to Care
 8. Workforce Development
 9. Quality Improvement (QI)
 10. Evidence-Based Practices
 11. Administration & Management
 12. Governance

“Cheat Sheet” Content – 3 Prerequisite Documents

- The foundation for all of the areas of public health practice comes back to the implementation of three documents:
 - Community Health Assessment (CHA)
 - Community Health Improvement Plan (CHIP)
 - Organizational Strategic Plan



“Cheat Sheet” Content – How It Ties Together



“Cheat Sheet” Content – FAQs

- **“Why is accreditation important to CCHHS?”**

Accreditation is important because it lets us celebrate our strengths, improve upon our weaknesses, makes us more prepared to fulfill future grant requirements and helps us improve our relationships within the community.

- **“How does this apply to me?”**

Each employee, regardless of division or program, contributes to the daily functions of the organization and has a role in ensuring the highest quality of programs and services are delivered to the community.



“Cheat Sheet” Content – Domain Themes, Programs and Major Documents

CCHHS has developed many new systems, policies and documents in an effort to meet PHAB standards. This table shows how new and existing documents or programs fit together under each domain.

Domain Themes, Programs and Major Documents		
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Future Trainings

- Topics:
 - What to expect from the site visit
 - More detailed information about CCHHS processes and programs that you may need to be prepared for site visit interviews
- Formats:
 - Additional training in the November Board of Health meeting
 - “One-on-one” or small group format trainings (likely two in addition to the November BOH meeting)

