

**Carson City  
Agenda Report**

**Date Submitted:** November 9, 2015

**Agenda Date Requested:** November 19, 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 second educational presentation in preparation for the Accreditation site visit tentatively scheduled for February 9-10, 2016. *(Valerie Cauhape)*

**Staff Summary:** Carson City Health and Human Services (CCHHS) has submitted documentation for Public Health Accreditation. This is the second educational presentation to the Board of Health about Public Health Accreditation in preparation for the site visit tentatively scheduled for February 9-10, 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 Board of Health – Public Health Accreditation Board (PHAB) Site Visit Preparation

**Prepared By:** Nicki Aaker, MSN, MPH, RN

**Reviewed By:** *N. Aaker* Date: *11/9/15*  
 (Department Head)  
*[Signature]* Date: *11/9/15*  
 (City Manager)  
*[Signature]* Date: *11/9/15*  
 (District Attorney)  
*Nancy Paulson* Date: *11/9/15*  
 (Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
 \_\_\_\_\_ 2) \_\_\_\_\_ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Vote Recorded By)



## **Carson City Board of Health – Public Health Accreditation Board (PHAB) Site Visit Preparation**

### **Purpose:**

The purpose of the Site Visit is to give context and clarity to the documentation submitted to the Public Health Accreditation Board (PHAB) by CCHHS as evidence of conformity to PHAB's Standards and Measures (v. 1.0). Site Visitors will be examining how the documentation submitted represents CCHHS programs and services offered made available to the community by CCHHS, as well as to give context to the nature of CCHHS' partnerships within the community and its governance.

### **Logistics:**

**Tentative Site Visit Dates: February 9-10, 2016** (will be finalized after the Site Visitors complete their documentation review and receive answers to any questions they may have pending).

**Members of the Carson City Board of Health and our community partners may be asked to attend one or two interviews throughout the course of the site visit.** The only two people required to be present for the entire site visit are the CCHHS Director (Nicki Aaker) and the Accreditation Coordinator (Valerie Cauhape). CCHHS staff members involved with the Accreditation Team may be asked to participate in several interviews.

The agenda for the site visit will be coordinated by both the CCHHS Accreditation Coordinator and PHAB closer to the site visit date.

### **Who are the Site Visitors?**

The Site Visitors are volunteers from other public health authorities outside the state who are acting as agents of PHAB. They have attended a multi-day training by PHAB as to how to interpret and rate our documentation. In order to qualify for this work, all Site Visitors are required to have five or more years of public health leadership and management experience. Our site visitors are from Colorado, Washington, and Nevada County, CA.

### **Who is the Accreditation Specialist?**

Jennifer Jimenez is our assigned Accreditation Specialist. She is an employee of PHAB and is in charge of coordinating the site visit and all communications between our organization and the Site Visitors.



## **What will be expected of members of the Board of Health?**

You may be asked to attend one or more interviews with the Site Visitors to give context to how the Carson City Board of Health interacts with CCHHS. Topics may include the nature of the CCHHS Resource Stewardship Advisory Committee, BOH participation or review of updated or new plans, or other topics as appropriate. Interviews are meant to be open and honest, and CCHHS staff worked to ensure that our documentation accurately represents our programs and services accordingly.

## **Confidentiality**

Site Visitors are trained to regard all materials reviewed as being confidential, and will not disclose any specific information about CCHHS documentation or outcomes to outside organizations or media outlets. However, CCHHS may share the results of the site visit if we so choose.

## **Encouraged Additional Digital Resources**

PHAB has provided all interested parties with free training modules regarding the accreditation process and preparation for the site visit. We highly encourage members of the Board of Health to complete these training modules at a time that is convenient. Both training modules are housed at the PHAB website, [phaboard.org](http://phaboard.org).

### **“Online Orientation”**

Phaboard.org > “Education Center” tab > “Online Orientation” on drop-down menu  
(<http://www.phaboard.org/education-center/phab-online-orientation/> )

### **“Preparing for the Site Visit”**

Phaboard.org > “Education Center” tab > “Online Training and Web Conferences” on drop-down menu > “Preparing for the Site Visit” link, will take you to the University of Kentucky CE Central website (<http://www.cecentral.com/node/541>)

## **Still have questions?**

Please feel free to contact the appropriate CCHHS staff with any questions regarding the site visit or the accreditation process as a whole. Thank you!