

Emily Elzeftawy, Acting Accreditation Coordinator

July 2018

# **ACCREDITATION UPDATE – ADVISORY BOARD**

**CURRENT STATUS – DATE ASSIGNED**

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**(Tentative) Site Visit Date**

**October 23 – 24, 2018**

## CURRENT STATUS – DATE ASSIGNED

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### + Why do we have a Site Visit?

- × Operational Context of the Documentation
- × Ask Questions and have in-person discussions
- × Verify the documentation submitted is current and in use
- × Learn structure and operations of our HD specifically
- × HD MAY NOT PROVIDE MEALS OR GIFTS TO THE SITE VISIT TEAM. (Snacks and drinks are ok).



## CURRENT STATUS - SITE VISITORS

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**+3 Site Visitors have been named**

**× David Souleles (Team Chair)**

**\* Deputy Agency Director -Orange County  
Health Care Agency CA**

**\* Domains 6, 7, 8 and 11**

## CURRENT STATUS - SITE VISITORS

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**+ 3 Site Visitors have been named**

**× Renee Recchia (Team Member)**

**\* Acting Deputy Commissioner  
Administration-Westchester County  
Department of Health - NY**

**\* Domains 3, 5, 9 and 12**

## CURRENT STATUS - SITE VISITORS

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**+ 3 Site Visitors have been named**

- × Robert Hines (Team Member)**
  - \* Staff Analyst/Accreditation Coordinator  
- Houston Health Department TX**
  - \* Domains 1, 2, 4 and 10**



# JULY 2018

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## +July 2018

- × Public Health Advisory Board Meeting Presentation and Preparation
- × Community Member Invitations will go out. We determine who we wish to invite.

# AUGUST 2018 - SEPTEMBER 2018

## + August 2018

- × Board of Health Presentation and Preparation
- × Site Visit Presentation for all staff via “Accreditation Monday” emails
- × Possible staff-wide training via PHAB’s “Preparing for the Site Visit” 30 minute webinar (ongoing through September).
  - \* <http://www.cecentral.com/activity/12735>
  - \* Some staff may receive CE credit for this training

## + September 2018

- × Domain Teams to Meet and Create Quick Reference Documents
- × Creation of Site Visit Team Information Packet
- × Mock Site Visit with Sample Interview Questions, Handouts for staff interviews, and Domain specific Documentation Worksheets



# OCTOBER 2018 – SITE VISIT

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## + Key Participants

- × Me as Accreditation Coordinator
- × Our HD Director, Dr. Iser
- × Accreditation Team/Domain Leads
- × Governing Entity Representatives (Board of Health & Public Health Advisory Board)
- × Community Partners (To Be Determined)
- × Marita Chilton, our Accreditation Specialist

# OCTOBER 2018 – SITE VISIT

## + Events

- × Times are somewhat flexible due to staff training, previous commitments, etc.
- × Day 1 – (October 23, 2018)
  - \* Facility Tour – 30 minutes
    - × Visitors will NOT enter Confidential Areas (OEDS)
  - \* Community Partner Session - Usually from 1:00-2:00pm
  - \* Domain Meetings and Staff Interviews
    - × If additional documents are needed, we will be given until 8am on Day 2 to upload to e-PHAB.

# OCTOBER 2018 – SITE VISIT

\* GENERAL AGENDA ITEMS (Subject to change as needed)

## Standard Agenda Items

- Entrance Conference
- Health Department Walk-Through
- Meeting (interview) on CHA/CHIP
- Meeting (interview) on Strategic Plan
- Domain interviews
- Meeting with governing entity reps and key community partners
- Meeting with the Health Department Director
- Executive Sessions of Site Visit Team
- Exit Conference



# OCTOBER 2018 – SITE VISIT

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## + Events

- × Day 2 – (October 24, 2018) Governing Entity Session
  - \* Usually from 10:30-11:30am
  - \* If you KNOW you will have conflicts for staff, please let me know as soon as possible
  - \* Domain Meetings and Staff Interviews
    - × If additional documents are needed, we will be given until 8am on Day 3 to upload to e-PHAB.

# OCTOBER 2018 – SITE VISIT

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## + Events

- × Day 2 – (October 24, 2018) Governing Entity Session
  - \* BOH Chair Kirkpatrick and 1-2 Advisory Board Members
  - \* Just be ready to engage in dialogue about your position on the Advisory Board, support of the Health Department, and your roles and authority.
  - \* I will have a brief handout with bullet points prepared shortly.

# GOVERNING ENTITY QUESTIONS

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- ✘ What is the relationship between GE and health department?
- ✘ How is communication exchanged between GE and health department?
- ✘ How does GE support leadership and staff?
- ✘ How does GE obtain input from stakeholders and public?
- ✘ What is the GE's role in plan and policy development and implementation for the HD?



# OCTOBER 2018 - SITE VISIT

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## + Events

### × Days 1 & 2

- × Site Visitors will meet with their assigned domain teams.
- × The three groups will meet concurrently so alternate staff may be needed. This will be discussed further as the schedule is identified.

## + Site Visit Recommendation

- × Visitors will provide their impressions to the Public Health Accreditation Board for their review at the quarterly meeting. SV Team does NOT make a recommendation on Accreditation Status.

**ANY QUESTIONS?**

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