

# Standards for Public Health in Washington State

---

## *Adams County Health Department*

### *2011 Performance Review Report (Basic Set)*

#### **The Standards and the 2011 Performance Review**

Thank you for participating in the performance review of the Standards for Public Health in Washington State. The intent of the Standards is to provide an overarching measurement framework for the many services, programs, legislation, and state and local administrative codes that affect public health.

With permission from Public Health Accreditation Board (PHAB), the 2010-2011 Standards for Public Health in Washington are based on the PHAB Standards (Beta Test version) as well as recommendations from the 2008 Washington State site reviews. In late 2010 the Public Health Standards Workgroup, with approval from the Public Health Improvement Partnership, developed a Basic Set of public health performance standards for the 2010-2011 Standards Review cycle. This set of standards contains approximately 40% of the measures found in the Washington 'required' set of standards. The intent was to reduce the burden on smaller local health agencies and to encourage statewide participation in the standards review.

Agencies had a choice about the scope of the 2010-2011 review. Those who wanted to prepare for accreditation in the future could use this cycle to prepare by agreeing to be reviewed on all standards and measures. Local health agencies had three options for their type of review:

1. The full set of PHAB/National Standards as well as several Washington only measures
2. The Washington set of standards and measures (80% overlap with the PHAB Beta set)
3. The Basic set (reduced set by 60% fewer measures than the WA set)

#### **This Report**

The site reviews again demonstrated the incredible commitment, creativity and hard work of the people in the public health system. This report is specific to your local health jurisdiction and is intended to give you feedback about the documentation you provided as a demonstration of how you met each measure. However, before describing the details that are in the report, we want to summarize overall observations regarding your organization's strengths and opportunities for improvement as observed during the standards review.

## Strengths

- Administrative capacity and governance
- Written Risk Communication Plan
- Analyzing and using public health data for public health action
- Investigating, containing and mitigating health problems and environmental public health hazards
- Active participation in collaborative partnerships and coalitions to address public health issues
- ACHD Local Emergency Response Plan
- Educating the public about public health laws
- Participating in a collaborative process to establish strategies to improve access to healthcare services
- Making laws and permit/license application requirements accessible to the public
- Demonstration and documentation of leadership and management development training activities
- Implementation of quality improvement activities
- CD Program documentation
- Numerous exemplary documents representing multiple strengths in your programs

## Areas for Improvement

- Update ACHD emergency contact lists at least twice a year
- Clarify path to Health Data on Website
- Develop targets in the Strategic Plan that are measurable and connected to a time frame
- Strengthen documentation of public health information being communicated to a variety of constituents in various mediums
- Strengthen link between established quality improvement targets and monitoring of those targets

## The Performance Review Approach

The performance review included the 2010 Department of Health review as a PHAB Beta Test site and 34 local health jurisdictions (LHJs) sites. Each site was asked to use the appropriate Guidelines to prepare for the performance review, organizing documentation supporting the review of each measure.

During the performance review, an independent consultant from MarMason Consulting, LLC evaluated the documents and scored each measure. For those LHJs that opted to submit documentation for either the full PHAB/National standards or the Washington Standards, an internal DOH reviewer also participated in the scoring. When the reviewer had questions regarding the documentation, an informal interview was conducted with the appropriate manager or staff person from the agency. In addition, potential exemplary practice documentation was collected from each site. The reviews concluded with a closing conference in which general strengths and opportunities for improvement were discussed, and feedback on the standards and assessment process was obtained. All of this information will be

compiled into a statewide system report, with recommendations regarding the next steps for the performance improvement of public health practice across the State.

## Results of the Site Review

The attached report is organized into three sections. First there is a summary showing Part A and each of the ten domains and the performance on each measure in each standard. This section is color coded with green to indicate that the measure was demonstrated, yellow to indicate that the measure was partially demonstrated and red to indicate that the measure was not demonstrated. The measure is blank if it was scored as 'not applicable.' This summary gives the agency immediate information on performance in each of the standards. The second section is a detailed summary for each measure with a list of all the documents used to score the measure and related comments for all measures applicable at the agency level. In this second section, measures that were scored at the program level show the calculated score derived from the program scores and the documentation and comments for all programs. The third section of this report is the program detail with the list of documents and comments for each of the programs reviewed for the LHJ. The scores from each of the programs were aggregated to provide a single score for that measure at the agency level that is reported in section two.

## Comparability to Previous Results

Due to the adoption of the PHAB standards, a major revision from the previous WA Standards, as well as changes in the type of review for many measures, comparison with the three earlier cycles of standards review cannot be made.

## Scoring and Related Information in the Site Reports

For each measure scored by the reviewer:

- 2 = demonstrates the measure,
- 1 = partially demonstrates the measure,
- 0 = does not demonstrate the measure,

Note that some measures were Not Applicable due to scoring in previous measures or the determination that they are not part of the activities of a specific program and these measures are noted as NA.

*Comments* provide clarification regarding the intent of the measure or the score assigned.

*Documents* lists, in abbreviated form, the documents that were the basis for the score. When multiple documents were provided and some did not demonstrate the measure or there were many more examples than needed, they are not all listed.

*For each Standard:* at the end of each Standard, there is a roll-up of the scores on all *applicable* measures in the Standard (the percent of measures scored as *demonstrates*, the percent scored as *partially demonstrates*, the percent scored as *does not demonstrate*).

## Next Steps

**First, celebrate what you have accomplished.** In the period between the 2008 Performance Review and this performance cycle, it was clear to the site reviewers that improvements had been developed and implemented. Again, thank you for all of your hard work every day and especially for your work in preparing for the standards reviews.

**Next, select the areas where you want to improve your performance.** All of the information provided in this report is intended to support improvement of your organization's work on behalf of the citizens in your community and Washington State. After you have had a chance to digest this report and share it with staff and your Board of Health, you should review the data again to determine which areas of your work might benefit from a *focused improvement process*. Develop a brief, but specific and doable work plan—don't try to improve everything at once!

In selecting your areas of improvement you will be able to look at your overall strengths and opportunities for improvement (summarized above), or at the scores of specific Standards or measures. You will be assisted in this effort by several initiatives:

- **Exemplary practices:** The Exemplary Practices Compendium provides you with documentation from many of the LHJs in Washington State. Potential exemplary practice documents were gathered from each of the sites and the very best examples for each measure will be organized into an electronic tool kit. This material will be available at [www.doh.wa.gov/hip/Standards/BestPractices/StandardsExemplaryPractices.htm](http://www.doh.wa.gov/hip/Standards/BestPractices/StandardsExemplaryPractices.htm).
- **Statewide initiatives** such as the Multistate Learning Collaborative and other efforts like the 5930 Initiative provide opportunities for formal efforts to improve performance. Based on the recommendations in the system wide report, the Public Health Improvement Partnership will adopt additional statewide initiatives related to the measures.

**Finally, begin preparing now for the next performance review.** The Standards Performance process itself has been conducted using quality improvement principles and methods, including the Plan-Do-Study-Act cycle. At this time, the next cycle is planned for 2013-2014.

## Strategies for building on your current performance:

- Save the documentation you have used in this cycle as a good starting point for continuing to identify documentation for demonstrating performance.
- Establish an electronic document library for collecting documentation and to facilitate the continued use of an electronic format for the next cycle.
- Adopt or adapt as many exemplary practices as possible to improve your performance against the measures. There is no reason to 're-invent the wheel,' when another LHJ may have an excellent process or documentation method that you can start using with less time and effort.

- Identify methods for getting technical assistance from state programs, or from other LHJs that may have targeted the same areas for improvement. Great gains can be made through sharing ideas and resources.

Again, we thank you for all your work in preparing for this performance review, and especially for the terrific work you do in protecting and promoting the health of the citizens of Washington State that we were privileged to review.

Please contact Wanda Williams if you have any questions at [wanda.williams@doh.wa.gov](mailto:wanda.williams@doh.wa.gov)

## Adams County Health Department Summary Site Report

**Score Key:**

- 2 = Demonstrates
- 1 = Partially Demonstrates
- 0 = Does Not Demonstrate
- NA = Not Applicable

Domain: A Administrative Capacity and Governance

Standard: 1 Provide Infrastructure for Public Health Services

Measure	Score	Compliance Demonstration
A.1.2 L	1	Partially Demonstrated

Standard: 2 Provide Financial Management Systems

Measure	Score	Compliance Demonstration
A.2.3 L	2	Demonstrated

Domain: 1 Conduct and disseminate assessments focused on population health status and public health issues facing the community

Standard: 1 Collect and Maintain Population Health Data

Measure	Score	Compliance Demonstration
1.1.1 L	2	Demonstrated

Standard: 2 Analyze Public Health Data

Measure	Score	Compliance Demonstration
1.2.1 L	2	Demonstrated
1.2.2 L	2	Demonstrated

Standard: 3 Use Data for Public Health Action

Measure	Score	Compliance Demonstration
1.3.1 L	2	Demonstrated

## Adams County Health Department Summary Site Report

**Score Key:**

- 2 = Demonstrates
- 1 = Partially Demonstrates
- 0 = Does Not Demonstrate
- NA = Not Applicable

Standard: 3 Use Data for Public Health Action

Measure	Score	Compliance Demonstration
1.3.3 L	2	Demonstrated

Domain: 2 Investigate health problems and environmental public health hazards to protect the community

Standard: 1 Investigate Health Problems and Environmental Public Health Hazards

Measure	Score	Compliance Demonstration
2.1.1 L	2	Demonstrated
2.1.5 L	2	Demonstrated

Standard: 2 Contain/Mitigate Health Problems and Environmental Public Health Hazards

Measure	Score	Compliance Demonstration
2.2.3 L	2	Demonstrated

Standard: 4 Maintain Policies for Communication

Measure	Score	Compliance Demonstration
2.4.1 L	1	Partially Demonstrated
2.4.2 L	2	Demonstrated
2.4.4 L	2	Demonstrated

Domain: 3 Inform and educate about public health issues and functions

## Adams County Health Department Summary Site Report

**Score Key:**

- 2 = Demonstrates
- 1 = Partially Demonstrates
- 0 = Does Not Demonstrate
- NA = Not Applicable

Standard: 1 Provide Prevention and Wellness Policies, Programs, Processes, and Interventions

Measure	Score	Compliance Demonstration
3.1.1 L	2	Demonstrated
3.1.2 L	2	Demonstrated

Standard: 2 Communicate Information on Public Health Issues and Functions

Measure	Score	Compliance Demonstration
3.2.3 L	2	Demonstrated
3.2.4 L	1	Partially Demonstrated

Domain: 4 Engage with the community to identify and address health problems

Standard: 1 Engage the Public Health System and the Community in Identifying and Addressing Health Problems

Measure	Score	Compliance Demonstration
4.1.1 L	2	Demonstrated

Standard: 2 Engage the Community to Promote Policies to Improve the Public's Health

Measure	Score	Compliance Demonstration
4.2.1 L	2	Demonstrated

Domain: 5 Develop public health policies and plans

## Adams County Health Department Summary Site Report

**Score Key:**

- 2 = Demonstrates
- 1 = Partially Demonstrates
- 0 = Does Not Demonstrate
- NA = Not Applicable

Standard: 2 Develop and Implement a Strategic Plan

Measure	Score	Compliance Demonstration
5.2.2 L	1	Partially Demonstrated
5.2.3 L	2	Demonstrated

Standard: 4 Maintain All Hazards/Emergency Response Plan

Measure	Score	Compliance Demonstration
5.4.2 L	2	Demonstrated

Domain: 6 Enforce public health laws and regulations

Standard: 2 Educate About Public Health Laws

Measure	Score	Compliance Demonstration
6.2.2 L	2	Demonstrated
6.2.3 L	1	Partially Demonstrated

Standard: 3 Conduct Enforcement Activities

Measure	Score	Compliance Demonstration
6.3.1 L	2	Demonstrated
6.3.2 L	2	Demonstrated
6.3.3 L	2	Demonstrated
6.3.4 L	2	Demonstrated

Domain: 7 Promote strategies to improve access to healthcare services

## Adams County Health Department Summary Site Report

**Score Key:**

- 2 = Demonstrates
- 1 = Partially Demonstrates
- 0 = Does Not Demonstrate
- NA = Not Applicable

Standard: 2 Implement Strategies to Improve Access to Healthcare Services

Measure	Score	Compliance Demonstration
7.2.1 L	<b>2</b>	Demonstrated

Domain: 8 Maintain a competent public health workforce

Standard: 2 Maintain a Competent Public Health Workforce

Measure	Score	Compliance Demonstration
8.2.1 L	<b>2</b>	Demonstrated
8.2.3 L	<b>2</b>	Demonstrated

Domain: 9 Evaluate and continuously improve processes, programs, and interventions

Standard: 1 Evaluate the Effectiveness of Public Health Processes, Programs, and Interventions

Measure	Score	Compliance Demonstration
9.1.3 L	↑ <b>1</b>	Partially Demonstrated
9.1.4 L	↑ <b>1</b>	Partially Demonstrated

Standard: 2 Implement Quality Improvement

Measure	Score	Compliance Demonstration
9.2.2 L	<b>2</b>	Demonstrated
9.2.3 L	<b>2</b>	Demonstrated

**Adams County Health Department  
Summary Site Report**

**Score Key:**

- 2 = Demonstrates ■
- 1 = Partially Demonstrates ■
- 0 = Does Not Demonstrate ■
- NA = Not Applicable

**Overall Score Totals**

	<b>Specific LHJ Totals</b>
Demonstrated	80%
Partially Demonstrated	20%
NOT Demonstrated	0%

***Note: Totals may not equal 100% due to rounding***

# Adams County Health Department

## Detailed Agency Report

Domain: A Administrative Capacity and Governance

Standard: 1 Provide Infrastructure for Public Health Services

Develop and maintain an operational infrastructure to support the performance of public health functions.

	Score	Comments	Documents
A.1.2 L	1	Administrative Safeguards - Copy is undated. #2-01 Protecting Confidentiality of PHI - Copy is undated. #2-02 Safeguarding documents or Communications Containing PHI - Copy is undated with a reference to 4/2005 which is beyond 5 year time frame for review. #2-03 DISCLOSING PROTECTED HEALTH INFORMATION - Copy is undated. #2-04 Client's Right to Access, Amend and Restrict Their PHI - Copy is undated	4-23-10 Annual Staff Meeting Agenda - 1130am Conf Review, staff meeting 4-10 - summary of meeting, Staff meeting sign in sheet 4-23-10, Employee NonDisclosure Agreement, Administrative Safeguards - Copy, #2-01 Protecting Confidentiality of PHI - Copy, #2-02 Safeguarding documents or Communications Containing PHI - Copy, #2-03 DISCLOSING PROTECTED HEALTH INFORMATION - Copy, #2-04 Client's Right to Access, Amend and Restrict Their PHI - Copy

Score Totals for Standard: 1 Provide Infrastructure for Public Health Services

	Specific LHI Totals
Demonstrated	0%
Partially Demonstrated	100%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

# Adams County Health Department

## Detailed Agency Report

Domain: A Administrative Capacity and Governance

Standard: 2 Provide Financial Management Systems

Establish effective financial management systems.

	Score	Comments	Documents
--	-------	----------	-----------

A.2.3 L 2

Adoption of 2011 County Budget,  
Budget to Actual 2010-Nov 2010,  
Budget to Actual 2010-Oct 2010

Score Totals for Standard: 2 Provide Financial Management Systems

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 1 Conduct and disseminate assessments focused on population health status and public health issues facing the community

Standard: 1 Collect and Maintain Population Health Data

Collect and maintain reliable, comparable, and valid data that provide information on conditions of public health importance and on the health status of the population.

	Score	Comments	Documents
1.1.1 L	2		Notifiable Conditions, HEALTH ALERT notification form phone and fax update 1-11, Emergency response test documentation form 9-10, DOH Data Guidelines screen shot, Confidentiality policy for computer data (dated 2000), Communicable Disease Response 3-09, ACHD emergency phone list 9-10

Score Totals for Standard: 1 Collect and Maintain Population Health Data

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 1 Conduct and disseminate assessments focused on population health status and public health issues facing the community

Standard: 2 Analyze Public Health Data

Analyze public health data to identify health problems, environmental public health hazards, and social and economic risks that affect the public's health.

	Score	Comments	Documents
1.2.1 L	2		2010 ADAMS COUNTY SMILE SURVEY POWERPOINT, Oral Health Coalition meeting minutes 12-15-10
1.2.2 L	2		Adams County 2009 BOH Annual Report 4-28-2010, Documentation of Annual Report to Board of Health, Website Annual Report

Score Totals for Standard: 2 Analyze Public Health Data

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 1 Conduct and disseminate assessments focused on population health status and public health issues facing the community

Standard: 3 Use Data for Public Health Action

Provide and use the results of health data analysis to develop recommendations regarding public health policy, processes, programs or interventions.

	Score	Comments	Documents
1.3.1 L	2	Please add date to ACHD Healthy Communities Presentation.	ACHD Healthy Communities Presentation, ADAMS COUNTY Action Plan-HC Project final 9-21-2010, Handout for Healthy Communities Forum 2-26-2010 (data used), Healthy Communities Forum Attendance Sheet 2-26-10, Public Health Indicator power point 12-1-10, Sign in sheet from healthy communities mtg 12-1-10, Use of Data to inform public health policy-newspaper article
1.3.3 L	2		2009 BOH Annual Report, Documentation of Annual Report to Board of Health

Score Totals for Standard: 3 Use Data for Public Health Action

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 2 Investigate health problems and environmental public health hazards to protect the community

Standard: 1 Investigate Health Problems and Environmental Public Health Hazards

Conduct timely investigations of health problems and environmental public health hazards in coordination with other governmental agencies and key stakeholders.

	Score	Comments	Documents
2.1.1 L	2		Communicable Disease Response
2.1.5 L	2		Communicable Disease Response, CD results POWERPOINT 4-10 staff meeting, staff meeting 4-10 - summary of meeting

Score Totals for Standard: 1 Investigate Health Problems and Environmental Public Health Hazards

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 2 Investigate health problems and environmental public health hazards to protect the community

Standard: 2 Contain/Mitigate Health Problems and Environmental Public Health Hazards

Contain/mitigate health problems and environmental public health hazards in coordination with other governmental agencies and key stakeholders

	Score	Comments	Documents
2.2.3 L	2		AAR H1N1 School Clinics 1-10, AAR School Clinics 10-2010

Score Totals for Standard: 2 Contain/Mitigate Health Problems and Environmental Public Health Hazards

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 2 Investigate health problems and environmental public health hazards to protect the community

Standard: 4 Maintain Policies for Communication

Maintain a plan with policies and procedures required for urgent and non-urgent communications.

	Score	Comments	Documents
2.4.1 L	1	Unable to verify that two of the ACHD emergency contact lists have been updated at least twice a year.	ACHD community partners phone info-10 page 2, ACHD emergency phone list 9-10, Annual Notifiable Condition Letter och 10, annual partners emergency contact info 10 page 1, Email contact list 1-5-11, HEALTH ALERT notification form phone and fax update 1-11, Notifiable Conditions, Sending out NC information annually 9-10, Website screen shot emergency reporting
2.4.2 L	2		HAN alert 8-10, Health advisory influenza testing 8-26-10, Phone Emergency System Test Documentation Form 1-5-11 After Hours, Phone Emergency System Test Documentation Form 1-5-11 Ritzville
2.4.4 L	2		Carbon Monoxide Awareness Alert EH, Health AlerHCP-PertussisOctober2010, Media Release pertussis 10-14-10, Queso Fresco Recall Alert EH

Score Totals for Standard: 4 Maintain Policies for Communication

	Specific LHJ Totals
Demonstrated	67%
Partially Demonstrated	33%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 3 Inform and educate about public health issues and functions

Standard: 1 Provide Prevention and Wellness Policies, Programs, Processes, and Interventions

Provide health education and health promotion policies, programs, processes, and interventions to support prevention and wellness.

	Score	Comments	Documents
3.1.1 L	2		February 2010 Listeria Recall, November 2010 Carbon Monoxide Awareness Campaign
3.1.2 L	2		ADAMS COUNTY Action Plan-HC Project final 9-21-2010, Healthy Communities meeting minutes 2-2011, community garden brochure 2011

Score Totals for Standard: 1 Provide Prevention and Wellness Policies, Programs, Processes, and Interventions

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 3 Inform and educate about public health issues and functions

Standard: 2 Communicate Information on Public Health Issues and Functions

Provide information on public health issues and functions through multiple methods to a variety of audiences.

	Score	Comments	Documents
3.2.3 L	2		Appendix VII Public Information, LERP appendix 8 communications 1-11
3.2.4 L	1	Unable to find Health Data on Website.	ACHD Website-24 hr-Notifiable Conditions-Link to Laws, Website 24hr contact-notifiable conditions-RCW-Wac link, Website Health Data - Assessment, Website Health Links-DOH-CDC-etc, Website-Program Activities

Score Totals for Standard: 2 Communicate Information on Public Health Issues and Functions

	Specific LHJ Totals
Demonstrated	50%
Partially Demonstrated	50%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 4 Engage with the community to identify and address health problems

Standard: 1 Engage the Public Health System and the Community in Identifying and Addressing Health Problems

the public health system and the community in identifying and addressing health problems through an ongoing, collaborative process.

	Score	Comments	Documents
4.1.1 L	2		ACHD Healthy Communities Presentation 2-26-10, ADAMS COUNTY Action Plan-HC Project final 9-21-2010, Evaluation Results 2 26 10, HC Community Forum Summary 2-26-10, Healthy communities email invite to mtg 12-1-10, Healthy Communities Forum Attendance Sheet 2-26-10, Oral Health Coalition meeting minutes 6-30-10, oral health coalition members listing 10-21-09

Score Totals for Standard: 1 Engage the Public Health System and the Community in Identifying and Addressing H

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

**Adams County Health Department  
Detailed Agency Report**

Domain: 4 Engage with the community to identify and address health problems

Standard: 2 Engage the Community to Promote Policies to Improve the Public's Health

Promote understanding of and support for policies and strategies that will improve the public's health.

	Score	Comments	Documents
4.2.1 L	2		2010 ADAMS COUNTY SMILE SURVEY POWERPOINT, Oral Health Coalition meeting minutes 12-15-10, Smile survey data 2010 elementary, smile survey narrative 2010

Score Totals for Standard: 2 Engage the Community to Promote Policies to Improve the Public's Health

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 5 Develop public health policies and plans

Standard: 2 Develop and Implement a Strategic Plan

Develop and implement a health department organizational strategic plan.

	Score	Comments	Documents
5.2.2 L	1	Goals and objectives within the plan do not have targets that are measurable and connected to a time frame.	ACHD Strategic Plan 2009 5-19-10 revision 1-18-11 revision to align w standards
5.2.3 L	2		ACHD Strategic Plan 2009 REV 4-10, staff meeting 4-10 - summary of meeting

Score Totals for Standard: 2 Develop and Implement a Strategic Plan

	Specific LHJ Totals
Demonstrated	50%
Partially Demonstrated	50%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 5 Develop public health policies and plans

Standard: 4 Maintain All Hazards/Emergency Response Plan

Maintain All Hazards/Emergency Response Plan (ERP).

	Score	Comments	Documents
5.4.2 L	2		ACHD LERP Main Body 2010 7-10, ACHD LERP Preface and Table of Contents 2010 7-10, LERP appendix 8 communications 1-11, Public information appendix VII update 1-11, Business Continuity Disaster Plan, AAR School Clinics 10-2010, staff meeting 4-10 - summary of meeting, Summary of staff meeting agenda 3-09, ICS form 207 adapted Othello Schools Flu Clinic Incident Command Structure- 2010

Score Totals for Standard: 4 Maintain All Hazards/Emergency Response Plan

	Specific LHI Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 6 Enforce public health laws and regulations

Standard: 2 Educate About Public Health Laws

Educate individuals and organizations on the meaning, purpose, and benefit of public health laws and how to comply.

	Score	Comments	Documents
6.2.2 L	2		homepage showing rules and regs are available for viewing, ACHD website showing permit application process, example of direct EH mailing with distribution list
6.2.3 L	1	Unable to verify the educational materials used for the training.	Health AlerHCP-PertussisOctober2010, PertussisChildCare letter 10-18-10 ENG.docx Example of Documentation of TA through mail MFU Letter, Example of Training Session for Regulated Entity FWC

Score Totals for Standard: 2 Educate About Public Health Laws

	Specific LHJ Totals
Demonstrated	50%
Partially Demonstrated	50%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 6 Enforce public health laws and regulations

Standard: 3 Conduct Enforcement Activities

Conduct and monitor enforcement activities for which the agency has the authority and coordinate notification of violations among appropriate agencies.

	Score	Comments	Documents
6.3.1 L	2		Example of Documented Authority to Enforcement Anmail Bite Protocol, Example of Inspection Work Plan Food Inspection Monthly, Example of Written Enforcement Procedure Food Enforcement Policy
6.3.2 L	2		Example of Datatbase Food Inspection Dates PDF 2010, Example of Scheduling Food Inspections Policy, List of Inspection Frequencies, DOH Food Handlers Manual
6.3.3 L	2	Thanks for including example of Food Complaint Analysis demonstrating internal quality control activity.	Example of Meeting About Complaint Compliance SW Bruce FollowUp Notes 7-20-10 PDF, Example of Database with AnalysisFood Complaint Spreadsheet 2010, Food Complaint Analysis 2010
6.3.4 L	2		2009 BOH Report Meeting Minutes PDF, Annual Complaint Data BOH Report 2009 PDF, Food Complaint Analysis 2010, Food Complaint Spreadsheet 2010

Score Totals for Standard: 3 Conduct Enforcement Activities

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 7 Promote strategies to improve access to healthcare services

Standard: 2 Implement Strategies to Improve Access to Healthcare Services

Identify and implement strategies to improve access to healthcare services.

	Score	Comments	Documents
7.2.1 L	2		ABCD grant application Adams 9-9-10 FINAL, Oral health coalition meeting minutes 2-24-10, Oral Health Coalition meeting minutes 10-21-09

Score Totals for Standard: 2 Implement Strategies to Improve Access to Healthcare Services

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 8 Maintain a competent public health workforce

Standard: 2 Maintain a Competent Public Health Workforce

Assess staff competencies and address gaps by enabling organizational and individual training and development opportunities.

	Score	Comments	Documents
8.2.1 L	2		Adams County Employee Evaluation Policy (undated), Annual training plan list of review and when updated 1-11, Performance Appraisal form Adams County Employee Evaluation Policy (undated), Annual training plan list of review and when updated 1-11-EH, Performance Appraisal form
8.2.3 L	2	Reviewed training certificates on-site.	ANNUAL INDIVIDUALIZED TRAINING plan Karen 10, ANNUAL INDIVIDUALIZED TRAINING plan Karen 09, Learning Objectives 5/4/10, Colfax Training Agenda 11/3/09

Score Totals for Standard: 2 Maintain a Competent Public Health Workforce

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 9 Evaluate and continuously improve processes, programs, and interventions

Standard: 1 Evaluate the Effectiveness of Public Health Processes, Programs, and Interventions

Evaluate public health processes, programs, and interventions provided by the agency and its contractors.

	Score	Comments	Documents
9.1.3 L	1	Examples of goals and objectives did not include targets that are measurable and connected to a time frame.	ACHD Strategic Plan 2009 5-19-10 revision 1-18-11 revision highlighted goals objectives, STD-EPT report 11-10 and chlamydia 09-10
9.1.4 L	1	Unable to verify monitoring of actual performance for measures presented	OBESITY POWERPOINT PRESENTATION June and October 2010 Karen Palmer, Healthy Communities 12-1-10 powerpoint of obesity and indicators Karen Palmer

Score Totals for Standard: 1 Evaluate the Effectiveness of Public Health Processes, Programs, and Interventions

	Specific LHJ Totals
Demonstrated	0%
Partially Demonstrated	100%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Detailed Agency Report

Domain: 9 Evaluate and continuously improve processes, programs, and interventions

Standard: 2 Implement Quality Improvement

Implement quality improvement of public health processes, programs, and interventions.

	Score	Comments	Documents
9.2.2 L	2		ABCD grant application Adams 9-9-10 highlighted improvements, Obesity indicator power point for healthy communities coalition 1-11 Karen Palmer, ADAMS COUNTY Action Plan-HC Project final 9-21-2010
9.2.3 L	2		karen palmer trng plan 09 final and 10 pre, karen palmer trng plan 09 final and 10 pre

Score Totals for Standard: 2 Implement Quality Improvement

	Specific LHJ Totals
Demonstrated	100%
Partially Demonstrated	0%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

**Adams County Health Department  
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
6.2.3 L	Provide education to regulated entities regarding their responsibilities and methods to achieve full compliance with applicable laws	2		Health AlerHCP- PertussisOctober2010, PertussisChildCare letter 10-18-10 ENG.docx	
6.3.1 L	Maintain current written procedures and protocols for conducting enforcement actions	2		Example of Documented Authority to Enforcement Animail Bite Protocal, Example of Inspection Work Plan Food Inspection Monthly, Example of Written Enforcement Procedure Food Enforcement Policy	
6.3.2 L	Conduct inspection activities of regulated entities according to mandated frequency and/or a risk analysis method that guides the frequency and scheduling of inspections of regulated entities	2		Example of Datatbase Food Inspection Dates PDF 2010, Example of Scheduling Food Inspections Policy, List of Inspection Frequencies, DOH Food Handlers Manual	

**Adams County Health Department  
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
6.3.3 L	Conduct enforcement activities and follow up on complaints according to procedures and protocols for both routine and emergency situations	2	Thanks for including example of Food Complaint Analysis demonstrating internal quality control activity.	Example of Meeting About Complaint Compliance SW Bruce FollowUp Notes 7-20-10 PDF, Example of Database with AnalysisFood Complaint Spreadsheet 2010, Food Complaint Analysis 2010	
6.3.4 L	Conduct analysis of complaints, violations and enforcement activities to determine patterns, trends, compliance and effectiveness	2		2009 BOH Report Meeting Minutes PDF, Annual Complaint Data BOH Report 2009 PDF, Food Complaint Analysis 2010, Food Complaint Spreadsheet 2010	
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Adams County Employee Evaluation Policy (undated), Annual training plan list of review and when updated 1-11, Performance Appraisal form	
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions				

## Adams County Health Department Program Report

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
9.1.4 L	Monitor performance measures for processes, programs and interventions	1	Unable to verify monitoring of actual performance for measures presented	OBESITY POWERPOINT PRESENTATION June and October 2010 Karen Palmer, Healthy Communities 12-1-10 powerpoint of obesity and indicators Karen Palmer	

Score Total for: Communicable Disease

	Specific LHJ Totals
Demonstrated	86%
Partially Demonstrated	14%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**

## Adams County Health Department Program Report

Program: Food Safety

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
6.2.3 L	Provide education to regulated entities regarding their responsibilities and methods to achieve full compliance with applicable laws	1	Unable to verify the educational materials used for the training.	Example of Documentation of TA through mail MFU Letter, Example of Training Session for Regulated Entity FWC	
6.3.1 L	Maintain current written procedures and protocols for conducting enforcement actions				
6.3.2 L	Conduct inspection activities of regulated entities according to mandated frequency and/or a risk analysis method that guides the frequency and scheduling of inspections of regulated entities				
6.3.3 L	Conduct enforcement activities and follow up on complaints according to procedures and protocols for both routine and emergency situations				
6.3.4 L	Conduct analysis of complaints, violations and enforcement activities to determine patterns, trends, compliance and effectiveness				
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Adams County Employee Evaluation Policy (undated), Annual training plan list of review and when updated 1-11-EH, Performance Appraisal form	

## Adams County Health Department Program Report

Program: Food Safety

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	1	Examples of goals and objectives did not include targets that are measurable and connected to a time frame.	ACHD Strategic Plan 2009 5-19-10 revision 1-18-11 revision highlighted goals objectives, STD-EPT report 11-10 and chlamydia 09-10	
9.1.4 L	Monitor performance measures for processes, programs and interventions				

Score Total for: Food Safety

	Specific LHJ Totals
Demonstrated	33%
Partially Demonstrated	67%
NOT Demonstrated	0%

**Note: Totals may not equal 100% due to rounding**