

Standards for Public Health in Washington State

Kitsap County Health District

2011 Performance Review Report (National 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

- The outstanding assessment unit work , including the comprehensive assessment processes for collecting and reporting health data
- Comprehensive data profiles, including the Health Indicators Report and Updates and the Water Quality report
- Strong surveillance systems with appropriate processes and protocols for your investigation process
- Policy for document review and tracking forms for showing progress on review
- Community partnerships as demonstrated with Kitsap County Medical Society
- The Human Resources policies and processes for recruitment and retention, the HR Benefits Survey, and the Way to Go Award are comprehensive
- The employee evaluation policies and the excellent reminder system for management
- The strategic planning process and Strategic Plan, especially the Strategic Management System policy, Logic Model, the 30K to service level and graphic description which is a model practice
- Customer Service Policy and surveys to monitor and improve client satisfaction

Areas for Improvement

- Consistently document of content for meetings/trainings to show topics of workforce development
- Consider development of a distribution list serve to be proactive for distributing health data
- Documenting staff expertise and capacity
- Document the process for community health improvement planning and ensure that the CHIP is comprehensive and reflects multiple priority health issues
- Ensure that the ERP describes the list of public health services and is able to demonstrate how those services are accessible to the public during an emergency
- Ensure that you monitor quantifiable, time-framed program performance measures and use the results to identify improvement opportunities in program areas and activities

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.
- **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

Kitsap County Health District 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.1.1 L	2	Demonstrated
A.1.2 L	2	Demonstrated
A.1.3 L	1	Partially Demonstrated
A.1.4 L	2	Demonstrated
A.1.5 L	2	Demonstrated
A.1.6 L	2	Demonstrated
A.1.7 L	2	Demonstrated
A.1.8 L	2	Demonstrated

Standard: 2 Provide Financial Management Systems

Measure	Score	Compliance Demonstration
A.2.1 L	2	Demonstrated
A.2.2 L	2	Demonstrated
A.2.3 L	2	Demonstrated
A.2.4 L	2	Demonstrated

Standard: 3 Define Public Health Authority

Measure	Score	Compliance Demonstration
A.3.1 L	2	Demonstrated
A.3.2 L	2	Demonstrated
A.3.3 L	1	Partially Demonstrated

Kitsap County Health District Summary Site Report

Score Key:

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

Standard: 3 Define Public Health Authority

Measure	Score	Compliance Demonstration
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Standard: 4 Provide Orientation / Information for the Governing Entity

Measure	Score	Compliance Demonstration
A.4.1 L	2	Demonstrated
A.4.2 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
1.1.2 L	2	Demonstrated
1.1.3 L	2	Demonstrated
1.1.4 L	2	Demonstrated
1.1.5 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

Kitsap County Health District 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
1.3.1 L	2	Demonstrated
1.3.2 L	1	Partially Demonstrated
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
2.1.2 L	2	Demonstrated
2.1.3 L	2	Demonstrated
2.1.4 L	2	Demonstrated
2.1.5 L	2	Demonstrated

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

Measure	Score	Compliance Demonstration
2.2.1 L	2	Demonstrated
2.2.2 L	2	Demonstrated
2.2.3 L	2	Demonstrated

Kitsap County Health District Summary Site Report

Score Key:

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

Standard: 3 Maintain Provision for Epidemiological, Laboratory, and Support Response Capacity

Measure	Score	Compliance Demonstration
2.3.1 L	2	Demonstrated
2.3.2 L	2	Demonstrated
2.3.3 L	2	Demonstrated
2.3.4 L	2	Demonstrated

Standard: 4 Maintain Policies for Communication

Measure	Score	Compliance Demonstration
2.4.1 L	2	Demonstrated
2.4.2 L	2	Demonstrated
2.4.3 L	2	Demonstrated
2.4.4 L	2	Demonstrated

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

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
3.1.3 L	2	Demonstrated
3.1.4 L	2	Demonstrated

Kitsap County Health District Summary Site Report

Score Key:

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

Standard: 2 Communicate Information on Public Health Issues and Functions

Measure	Score	Compliance Demonstration
3.2.1 L	2	Demonstrated
3.2.2 L	2	Demonstrated
3.2.3 L	2	Demonstrated
3.2.4 L	2	Demonstrated
3.2.5 L	2	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
4.1.2 L	2	Demonstrated
4.1.3 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
4.2.2 L	2	Demonstrated

Domain: 5 Develop public health policies and plans

Kitsap County Health District Summary Site Report

Score Key:

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

Standard: 1 Establish, Promote, and Maintain Public Health Policies

Measure	Score	Compliance Demonstration
5.1.1 L	2	Demonstrated
5.1.2 L	2	Demonstrated
5.1.3 L	2	Demonstrated

Standard: 2 Develop and Implement a Strategic Plan

Measure	Score	Compliance Demonstration
5.2.1 L	2	Demonstrated
5.2.2 L	0	NOT Demonstrated
5.2.3 L	NA	Not Applicable
5.2.4 L	NA	Not Applicable

Standard: 3 Conduct a Community Health Improvement Planning Process

Measure	Score	Compliance Demonstration
5.3.1 L	1	Partially Demonstrated
5.3.2 L	0	NOT Demonstrated
5.3.3 L	NA	Not Applicable
5.3.4 L	NA	Not Applicable

Standard: 4 Maintain All Hazards/Emergency Response Plan

Measure	Score	Compliance Demonstration
5.4.1 L	2	Demonstrated

Kitsap County Health District Summary Site Report

Score Key:

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

Standard: 4 Maintain All Hazards/Emergency Response Plan

Measure	Score	Compliance Demonstration
5.4.2 L	2	Demonstrated
5.4.3 L	2	Demonstrated

Domain: 6 Enforce public health laws and regulations

Standard: 1 Maintain Up-to-Date Laws

Measure	Score	Compliance Demonstration
6.1.1 L	2	Demonstrated
6.1.2 L	2	Demonstrated
6.1.3 L	2	Demonstrated

Standard: 2 Educate About Public Health Laws

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

Standard: 3 Conduct Enforcement Activities

Measure	Score	Compliance Demonstration
6.3.1 L	↑ 1	Partially Demonstrated
6.3.2 L	2	Demonstrated
6.3.3 L	↑ 1	Partially Demonstrated

Kitsap County Health District Summary Site Report

Score Key:

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

Standard: 3 Conduct Enforcement Activities

Measure	Score	Compliance Demonstration
6.3.4 L	1	Partially Demonstrated
6.3.5 L	2	Demonstrated

Domain: 7 Promote strategies to improve access to healthcare services

Standard: 1 Assess Healthcare Capacity and Access to Healthcare Services

Measure	Score	Compliance Demonstration
7.1.1 L	2	Demonstrated
7.1.2 L	2	Demonstrated
7.1.3 L	2	Demonstrated

Standard: 2 Implement Strategies to Improve Access to Healthcare Services

Measure	Score	Compliance Demonstration
7.2.1 L	2	Demonstrated
7.2.2 L	2	Demonstrated
7.2.3 L	2	Demonstrated

Domain: 8 Maintain a competent public health workforce

Standard: 1 Maintain a Qualified Public Health Workforce

Measure	Score	Compliance Demonstration
8.1.1 L	2	Demonstrated

Kitsap County Health District Summary Site Report

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- 0 = Does Not Demonstrate
- NA = Not Applicable

Standard: 1 Maintain a Qualified Public Health Workforce

Measure	Score	Compliance Demonstration
8.1.2 L	2	Demonstrated
8.1.3 L	2	Demonstrated
8.1.4 L	2	Demonstrated

Standard: 2 Maintain a Competent Public Health Workforce

Measure	Score	Compliance Demonstration
8.2.1 L	2	Demonstrated
8.2.2 L	2	Demonstrated
8.2.3 L	2	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
9.1.1 L	2	Demonstrated
9.1.2 L	2	Demonstrated
9.1.3 L	2	Demonstrated
9.1.4 L	2	Demonstrated
9.1.5 L	2	Demonstrated
9.1.6 L	2	Demonstrated
9.1.7 L	2	Demonstrated
9.1.8 L	2	Demonstrated

Kitsap County Health District Summary Site Report

Score Key:

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

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

Measure	Score	Compliance Demonstration
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Standard: 2 Implement Quality Improvement

Measure	Score	Compliance Demonstration
9.2.1 L	1	Partially Demonstrated
9.2.2 L	1	Partially Demonstrated
9.2.3 L	2	Demonstrated
9.2.4 L	NA	Not Applicable

Domain: 10 Contribute to and apply the evidence base of public health

Standard: 1 Identify and Use Evidence-Based and Promising Practices

Measure	Score	Compliance Demonstration
10.1.1 L	2	Demonstrated

Standard: 2 Promote Understanding and Use of Research

Measure	Score	Compliance Demonstration
10.2.1 L	2	Demonstrated
10.2.2 L	2	Demonstrated

**Kitsap County Health District
Summary Site Report**

Score Key:

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

Overall Score Totals

	Specific LHJ Totals
Demonstrated	89%
Partially Demonstrated	10%
NOT Demonstrated	2%

Note: Totals may not equal 100% due to rounding

Kitsap County Health District

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.1.1 L	2		Collective Bargainng Agreement, Personnel Manual, AdminOrgChar, CommunityHealthOrgChar, EnvHealthOrgChart, KCHDOrgChart, PolicyReviewWorkPlan, PolicyReviewProcessUnionApproval, StaffAccessToManual, StaffAccessToPolicies
A.1.2 L	2		HIPAA Bldg Access, L-2 Protecting Confidentiality Of Health Information FINAL, Policy A-1 Information Technology Resources, 2009 HIPAA Sign In Sheets, Records training 2009 all staff, A-1B confidentialStatement, Physical review and confirmation of where and how the confidentiality forms are kept and secured was viewed by the reviewer at the on-site.
A.1.3 L	1	It is not evident by the material presented that a policy or procedure exists for all citizens in the agency's jurisdiction that includes people of multiple backgrounds and cultures. There was no evidence provided documenting the content used in training staff on culturally and linguistically appropriate interventions and materials.	ServicesPeoplewithLimitedEnglishProficiency, CulturalCompetencePersonnelManual, Contract with Culturally Speaking LLC, FirstStepsSpanishBrochure, Contract with International Federation of Professional and Technical Engineers, Local 17, TeleInterpreterMeasure,
A.1.4 L	2		BenefitPackageCBA2010-2012, CostAllocationTimeReportingPolicy, EqualEmploymentOppPersManual, HarassmentDiscriminationPolicy, HoursOfWorkPersManual, InformationTechnologyResourcesPolicy, MgmtNon-UnionSalarySchedule, OvertimePersManual
A.1.5 L	2		Laserfiche Scanning and Retrieval System, Ahler's Patient tracking System, Itstandards, Itstandards

Kitsap County Health District 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.1.6 L	2		Clinic Certificate, Certificate of Occupancy for Suite 300 & 400, Temperature Control Logs for Sample and Vaccine Refrigerators, Fleet Vehicle Maintenance Logs
A.1.7 L	2		Itstandardspolicy
A.1.8 L	2		Strategic Information Technology Plan

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

	Specific LHJ Totals
Demonstrated	88%
Partially Demonstrated	13%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: A Administrative Capacity and Governance

Standard: 2 Provide Financial Management Systems

Establish effective financial management systems.

	Score	Comments	Documents
A.2.1 L	2		Kitsap Tobacco Alcohol and Other Substance Abuse Prevention Coalition, KTASC Progress Report, Family Planning and Reproductive Health, FPAR report to DOH
A.2.2 L	2		Twiss Analytical Laboratories Contract for Services, Professional Services Agreement with Dominic Ebacher
A.2.3 L	2		2011 Kitsap County Health District Annual Budget, Budget Status Reports for October 2010 and November 2010, Audit reports for the years ended 12/31/07, 12/31/08 and 12/31/09
A.2.4 L	2		State funding for Maternity Support Services (MSS) First Steps Program, Continuation Application of the Drug Free Communities Grant

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

Kitsap County Health District Detailed Agency Report

Domain: A Administrative Capacity and Governance

Standard: 3 Define Public Health Authority

Maintain current operational definitions and statements of the public health roles and responsibilities of specific authorities.

	Score	Comments	Documents
A.3.1 L	2		Key RCWs and Mandates, 2010 Budget Matrix and Priorities, KCHD Work Plan Director Health Officer
A.3.2 L	2		BOH Orientation manual, budget matrix, health officer work plan
A.3.3 L	1	It is not evident by the documents submitted that the current evaluation document is within the specified time period, 2003.	Kitsap County Health Director position description, current evaluation

Score Totals for Standard: 3 Define Public Health Authority

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: A Administrative Capacity and Governance

Standard: 4 Provide Orientation / Information for the Governing Entity

Provide orientation and regular information to members of the governing entity regarding their responsibilities and those of the public health agency.

	Score	Comments	Documents
A.4.1 L	2		October 2009 board meeting minutes, February 2010 board meeting minutes, 2010 Program and Budget Matrix, July 2010 board meeting minutes
A.4.2 L	2		March board meeting minutes, January 2010 board meeting minutes, January 2010 board meeting minutes, Board of Health by-laws

Score Totals for Standard: 4 Provide Orientation / Information for the Governing Entity

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		DiseaseSurveillanceProtocols, PHIMSConfidential, 24-7RDOProtocols, Regional Duty Officer Test System,
1.1.2 L	2		PHIMS – STD Reporting Clinic/Providers, Epidemiology, Health Statistics & Public Health Laboratories – Informatics Office – Electronic Laboratory Reporting Status, 2009FallProviderUpdate, CommunityLiaisonVisits, Communicable Disease Surveillance ReportMaterialsUsedInCommunity LiaisonVisits, New Reporting Requirements for Influenza Infections, Influenza Surveillance 1010-2011, School Influenza Surveillance, School Influenza Summary, Influenza Surveillance Report, Public Health Report for Region 2
1.1.3 L	2		Kitsap County Core Public Health Indicators, Kitsap County data prepared for Peninsula Community Health Services, Behavioral Risk Factor Surveillance System Questionnaire 2010 Form A, 2010 Healthy Youth Survey-Form A
1.1.4 L	2		Primary Data Report, Secondary Data Report
1.1.5 L	2		Summary highlighting the activities of the Community Liaisons, Community Liaison visit tracking report, Region 2 newsletter

Kitsap County Health District 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
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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

Kitsap County Health District 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		Kitsap County Pregnant and Parenting Women Tobacco Use Project, HIV in Kitsap County, November 2010 Kitsap Tobacco Alcohol and Substance Abuse Prevention Coalition (KTASC) Council meeting, Kitsap County Board of Health (BOH) meetings, October 2008 and December 2008
1.2.2 L	2		Kitsap County Core Public Health Indicators Report, Washington State Comparisons To: Kitsap County Core Public Health Indicators, Communicable Disease Surveillance Report: Kitsap, Clallam, and Jefferson Counties, IndicatorWebPosting, CDSurveillanceReportAug2010email, InfluenzaSurveillanceReportOct2009email, Region2Oct2009Blastfax

Score Totals for Standard: 2 Analyze Public Health Data

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		Kitsap County Board of Health Meeting Minutes October 14, 2008, NewHIVposition_20101215, HIVinKitsapBOHpresentation_20101215, CDRinviteemail, EffectiveCDRrecsPPpresentation, CDRSurveyReport_20101215, CDR6-2010agenda_20101215, CDRRecsTool_20101215
1.3.2 L	1	It is not evident from the materials presented that there is a documented distribution to public health system partners. The key term here is distributed versus the partners finding the information on the website.	KCHDHealthProfiles, KitsapAlcoholAbuseProfile, KitsapNutritionProfile, KCHDHealthProfileFactSheetsonWEB
1.3.3 L	2		Agenda and minutes from the July 2008 Kitsap County BOH meeting for the local public health indicators, Kitsap County Health District's 2009 Annual Report for community health status, January 2010 Kitsap County Board of Health review for communicable disease, March 2009 Kitsap BOH review for environmental health risks and related illness, May 2009 Kitsap Board of Health review access to critical health services, April 2009 BOH retreat

Kitsap County Health District 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
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Score Totals for Standard: 3 Use Data for Public Health Action

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		KCSewageSpillResponsePolicy, KCSewageSpilResponseProtocol, R2 ERP ENTIRE PLAN, R2PHDutyOfficerContactList2011, R2PHDutyOfficerProtocol2011,
2.1.2 L	2		Certificate 1 & 2 – Beth Phipps, Daina Brainerd, PHIMS Screen Shot, 2010 Epi Road show agenda, 2010 Zoonotic Disease agenda, CD Position Descriptions, PSS position description
2.1.3 L	2		NOCVNonInfectHazInvestigation, VOLUNTARY_CORRECTION_AGREEMENT_Herkert, Certificate 1 & 2 – Beth Phipps, Daina Brainerd, PHIMS Screen Shot, 2010 Epi Road show agenda, 2010 Zoonotic Disease agenda, CD Position Descriptions, PSS position description
2.1.4 L	2		Inter-Local Agreement (ILA) between the Kitsap County Health District and Kitsap County to provide medical seviles and Surface and Storm Water Management Program, 2007 FloodAfterActionReport, Kitsap County After H1N1 Action Report, Water Quality Policy
2.1.5 L	2		Percent STDCasesCompleted, 5930Report, Notifiable Diseases website,

Kitsap County Health District 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
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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

Kitsap County Health District 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
2.2.1 L	2		Region 2 Public Health Emergency Response Plan
2.2.2 L	2		Response Operations Procedures, Disease Surveillance Procedures, Spill Policy, Swimming Beach Closure Criteria, Unsatisfactory Coliform Sample Nov 2007
2.2.3 L	2		Response Operations Protocols, KCHD Real World Events, H1N1 AAR Spring 2009, H1N1 AAR March 2010

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

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

Standard: 3 Maintain Provision for Epidemiological, Laboratory, and Support Response Capacity

Maintain access to laboratory and epidemiological/environmental public health expertise and capacity to investigate and contain/mitigate public health problems and environmental public health hazards.

	Score	Comments	Documents
2.3.1 L	2		24-7RDOProtocols, PublicHealthMutualAidAgreement
2.3.2 L	2		LabResponse, 24-7RDOProtocols
2.3.3 L	2		EmergencyMedicalResourcesStandard, PublicHealthMutualAidAgreement, AllStaffEmergencyContactList
2.3.4 L	2		DOHReg2ExerciseFeb2010, DOHRERCMeeting120910, DOHSNSMeeting102810,

Score Totals for Standard: 3 Maintain Provision for Epidemiological, Laboratory, and Support Response Capacity

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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	2		MassMessagingPolicyandInstructions, RDONumberWebsite, RDONotifications, MassMessagingPolicy Final
2.4.2 L	2		24-7RDOProtocols, SECURESScreenshot, 24-7SystemTest, MassMessagingPolicyandInstructions
2.4.3 L	2		H1N1 Vaccine Availability, Toxic Algae Advisory Issued for Kitsap Lake
2.4.4 L	2		H1N1 – No Ordinary Flu, H1N1 virus public meeting notice

Score Totals for Standard: 4 Maintain Policies for Communication

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		Kitsap County Tobacco Cessation Resource Brochure 7-10, Kitsap Kids Active for Life Bookmark and Ten Ways to Reduce TV Watching at Home
3.1.2 L	2		2008-1 Establishment of KTASC- Kitsap Tobacco, Alcohol & Other Substance Abuse Coalition, DFC Grant Community Assessment Section, KTASC brochure, Social Media Public Access TV, KTASC Work Plan Progress Report, KTASC 10-01-10 to 9-30-11 Work Plan, KTASC Council Member MOU, KTASC brochure, Council contact list, Organizing Effective Coalitions Workshop, CADCA Training Attendees, ABCD Logic Model, ABCD Evidence, ABCD Birthday Cards, ABCD English Flyer,
3.1.3 L	2		Kitsap County Health District web screen- KCHD2010 Priorities WebShot, 2010 version of the Kitsap County Public Health Indicators report, Priority Matrix Appendix A 2011 Budget, KITSAP COUNTY BOARD OF HEALTH Regular Meeting July 1, 2008,

Kitsap County Health District 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
3.1.4 L	2		2009CDWorkPlanYearEndReport, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form, LindquistLetterPertussis, 9-14-10ProviderMeetingAgenda 2009CDWorkPlanYearEndReport, ProviderMeetingVaccineUpdate, 2009 Immunization Schedule Part 1; 2009 Immunization Schedule Part 2; and 2010 Immunization Schedule, Blast Fax and 2008-04Facts_MumpsInfoForHCP, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form KCHDWorkPlanOn Site2009, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form, LoanInspectionBrochure, PropertyConveyanceBrochure,

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

Kitsap County Health District 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
3.2.1 L	2		KCHD General Brochure, County Health District -About Us, Links to Two Editorials, SeniorActivityGuide, Suicide Fact Sheet, PIC Programs2010MediaRelease,
3.2.2 L	2		Media Relations & Communications and Communication Standards (“Media Policy”) for External Communications, WebInquiryProcedure, Risk Communications Policy, MediaReleaseDistributionList, ProcessForInfoToPartners, CBODatabase1-25-11, A13AppendixMediaReleaseDistribution Procedure,
3.2.3 L	2		KitsapRiskCommPlan2010
3.2.4 L	2		Screen Shots From the District’s Website, WebInquiriesProcess
3.2.5 L	2		KCHD PH Indicators report- 2010, languages Spoken Report, AlternativeLanguage Report, TeleInterpreter Services Agreement, Interpreter MOU, Contract with Culturally Speaking LLC, Services for People with Limited English Proficiency Policy, CoverCoughPoster-Spanish, TTY email, Wallet med card

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		KTASCCouncilMemberMOU20110105, EstablishmentofKTASC20110105, OrganizingEffectiveCoalitionsWorkshopFlyer20110105, KTASC-10-1-09to9-30-10WorkPlan20110119, KCHD-OKPELC-CoalitionCharter20110119, OKPELC-ActionPlanThru12-31-11-UPDATED11-19-10-20110119, OKPELCMemberRoster11-18-10-20110119, KTASC-MembershipList20110119, OlympicKitsapPeninsulasEarlyLearningCoalitionMemberSurvey20110119
4.1.2 L	2		CHIPContactList20110113
4.1.3 L	2		OrganizingEffectiveCoalitionsworkshopinvite20110118, OrganizingEffectiveCoalitionsTrainingAttendeeList20110118, SAMHSA-StrategicPreventionFrameworkBrief20110118

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		2009KitsapCountyWaterMonitoringReport20110111, 2010KCHDHealthIndicators20110111, Director email to BOH regarding County Demographics and Health Indicator updates, 2009WQReportPosterPresentationDisplay20110112, 2009WQReportPressRelease20110112, KCHDIndicatorsMeasuresPresentationT oOC20110118,
4.2.2 L	2		BainbridgeIslandCommunityH1N1Presentation20110105, BI,Poulsbo&Bremerton Press Release H1N1 Presentation 20110105, RetsilMeetingPacketHandout3- 20110106, E- mailCommunicationStringOnSmokingP olicyEducation20110111

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 5 Develop public health policies and plans

Standard: 1 Establish, Promote, and Maintain Public Health Policies

Serve as a primary resource to governing entities and elected officials to establish and maintain public health policies, practices, and capacity based on current science and/or promising practice.

	Score	Comments	Documents
5.1.1 L	2		BOHMinutesOpiates 040610, March 3, 2009 and Oct 6, 2009 BOH minutes
5.1.2 L	2		Notes- testimony before the House Environment Committee in support of HB 1370- 2- 3, 2011, February 4, 2011 email to elected officials, Puget Sound Clean Air Agency Advisory Committee
5.1.3 L	2		Determination of Need For Opiate Substitution Treatment Program Certification April 2010, 3-25-2010 letter-REVISIONS TO KITSAP COUNTY PLANNING POLICIES,

Score Totals for Standard: 1 Establish, Promote, and Maintain Public Health Policies

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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
5.2.1 L	2		PlanningConsultantContractSOW, StratPlanParticipantList20110110, KHD Strategic Plan Work Plan as of 1 - 24-11, Structure and Vocabulary PPT
5.2.2 L	0		No documentation provided
5.2.3 L			
5.2.4 L			

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 5 Develop public health policies and plans

Standard: 3 Conduct a Community Health Improvement Planning Process

Conduct a comprehensive planning process resulting in a state health improvement plan [SHIP].

	Score	Comments	Documents
5.3.1 L	1	The CHIP planning process is not far enough along to provide documentation of identification of community assets and resources, establish a set of priority issues, or development of measurable objectives.	CHIP Contacts List, CHIP KCHD team agenda 20101208, CHIP Status Report Template, KCHD CHIP workplan 20110131, Summary Status Report, KCHD Health Indicators,20101221.,
5.3.2 L	0		No documentation provided
5.3.3 L			
5.3.4 L			

Score Totals for Standard: 3 Conduct a Community Health Improvement Planning Process

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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
5.4.1 L	2		HLSCouncilMeetingMinutes071310, KitsapCoalitionH1N1Call, KCHDH1N1ClinicAAR120909, RDONotifications, Region2ERP, several emails with ERPRecordofRevision to different portions of the ERP
5.4.2 L	2		Region 2 Public Health Emergency Response Plan, Kitsap County Risk Communications Plan, H1N1AARMarch2010, Email for 7-10 review meeting, several emails with ERPRecordofRevision to different portions of the ERP
5.4.3 L	2		ERP- Section IIIC- - Sample LHJ Essential Functions List, H1N1VaccineUpdateonWebsite, H1N1VaccineUpdateonFluLine

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 6 Enforce public health laws and regulations

Standard: 1 Maintain Up-to-Date Laws

Review existing laws and work with governing entities and elected officials to update as needed.

	Score	Comments	Documents
6.1.1 L	2		Contract for Legal Services with the Kitsap County Prosecuting Attorney's Office, CDC-Division of Tuberculosis Elimination and Public Health Law Program: Menu of Suggested Provisions for State TB Prevention and Control Laws
6.1.2 L	2		LegalOpinionPHAuthority4HomelessCamps20110129, SepticLawReviewwithBOH20110129, Solid Waste Ordinance 2010-01
6.1.3 L	2		BOHMeetingAgenda20110201,BOH minutes- Jan 2011, Dec 2010 memo to BOH

Score Totals for Standard: 1 Maintain Up-to-Date Laws

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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
6.2.1 L	1	Unable to verify OSS attendees to Legal training or how consistency in application of laws in OSS is done.	Two Epidemiologist position descriptions, KCHD org chart, EH and Community Health Division Org Chart, Oct 2010 TB training, 5930 CDES report KCHD Org Chart and EH Org Chart, Senior EH Specialist position Description, EHS II and III and EHT II descriptions, Drinking Water and OSS Program manager description, KCHD Legal Topics training PPT
6.2.2 L	2		KCHD website apges for Communicable Disease and for EH-OSS
6.2.3 L	2		Sept 2010 CD education, VFC Provider Compliance Questionaireform January and April 2008 OSS Regulation training PPTs,

Score Totals for Standard: 2 Educate About Public Health Laws

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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	1	This measure requires protocols for enforcement related to CD conditions, not only TB, such as Health Officer authorization.	CDTBManualandRegs, Kitsap County Board of Health Ordinance 2008-01
6.3.2 L	2	This measure is NA for CD program.	Logger database screen print to track inspections, Kitsap County Board of Health Ordinance 2008-01
6.3.3 L	1	This measure is NA for CD program. Unable to verify the analysis of these complaints, such as a log with analysis.	OSS2009KCSSWMAssessment, Wastewater Complaint procedures section of OSS manual, Voluntary Correction agreement
6.3.4 L	1	This measure is NA for CD program. Unable to identify the analysis of complaints, violations and enforcement activities to determine patterns, trends or effectiveness.	OSS2009KCSSWMAssessment
6.3.5 L	2	This measure is NA for CD program. As there are no legal requirements for notification of the public this part of the measure is NA.	KNATMOU20110201

Score Totals for Standard: 3 Conduct Enforcement Activities

	Specific LHJ Totals
Demonstrated	40%
Partially Demonstrated	60%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 7 Promote strategies to improve access to healthcare services

Standard: 1 Assess Healthcare Capacity and Access to Healthcare Services

Assess healthcare capacity and access to healthcare services.

	Score	Comments	Documents
7.1.1 L	2		Opiate use in Kitsap County, Determination of Need Kitsap County, Thompson letter, 04 06 2010 BOH Minutes DRAFT, Drug Use Statistics, Opiate replacement therapy needs assessment, Time for a Methadone Clinic in Kitsap, BOH Meeting
7.1.2 L	2		Determination of Need Kitsap County 2010, Opiate use in Kitsap County, 04 06 2010 BOH Minutes DRAFT, Drug Use Statistics
7.1.3 L	2		Opiate use in Kitsap County, Drug Use Statistics, Opiate replacement therapy needs assessment,

Score Totals for Standard: 1 Assess Healthcare Capacity and Access to Healthcare Services

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		05 04 2010 BOH Minutes, 11 02 2010 Regular Board Meeting, RE Time for a Methadone Clinic in Kitsap, Opiate replacement therapy needs assessment,
7.2.2 L	2		Medication Format for TB Workgroup, TB Workgroup contact info 09-02-08, Tb survey, TBWorkGroup=DOT, Washington State TB Survey 2009, Washington State TB Workgroup Topics and Deadlines, 2010 09.24 - notes, 05 04 2010 BOH Minutes, 11 02 2010 Regular Board Meeting, RE Time for a Methadone Clinic in Kitsap, Opiate replacement therapy needs assessment,
7.2.3 L	2		Early Head Start Expansion

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 8 Maintain a competent public health workforce

Standard: 1 Maintain a Qualified Public Health Workforce

Recruit, hire and retain a qualified and diverse public health workforce.

	Score	Comments	Documents
8.1.1 L	2		Chapters 3 and 4 of the Personnel Manual, Recruitment and Appointment, Kitsap County Core Public Health Indicators, Diversity of New Hires Since 2008, Get REVED Recognize Employee Value Workshop Brochure, Way To Do Award and Posting, Human Resources Benefits Survey, Screen Capture of Staff Access to Personnel Manual and Policies, Accounting Manager and HIR Manager Job Postings, MgmtTrainingSign-inSheet20100615
8.1.2 L	2	No new CD staff within the last two years. No new Immunization staff within the last two years. No newOSS program staff within the last two years.	Signed job descriptions for five staff, Seniority List by program, Signed job descriptions for five new staff, Seniority List by program, Signed job descriptions for five staff, Seniority List by program,
8.1.3 L	2		RecruitmentSelectionProcedures, CriminalBackgroundCheckPolicy20090930, InterviewRatingSheet_BehaviorBased_200802, Application Review Form, LicensesCredentialReport20110112, NewEmployeeOrientationChecklist RecruitmentSelectionProcedures, CriminalBackgroundCheckPolicy20090930, InterviewRatingSheet_BehaviorBased_200802, Application Review Form, LicensesCredentialReport20110112, NewEmployeeOrientationChecklist RecruitmentSelectionProcedures, CriminalBackgroundCheckPolicy20090930, InterviewRatingSheet_BehaviorBased_200802, Application Review Form, LicensesCredentialReport20110112, NewEmployeeOrientationChecklist

Kitsap County Health District Detailed Agency Report

Domain: 8 Maintain a competent public health workforce

Standard: 1 Maintain a Qualified Public Health Workforce

Recruit, hire and retain a qualified and diverse public health workforce.

	Score	Comments	Documents
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8.1.4 L	2		UWClinicalFacultyAppointment20101230", Award to KCHD staff as "Preceptor of the Year" at Seattle University
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Score Totals for Standard: 1 Maintain a Qualified Public Health Workforce

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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		Performance Evaluation Procedures PersonnelManual 20110201, Supervisor Guide to Performance Evaluation, Performance Evaluation Form, Performance Evaluation Reminder, Performance Evaluation Status by employee- 2-15-2010 Performance Evaluation Procedures PersonnelManual 20110201, Supervisor Guide to Performance Evaluation, Performance Evaluation Form, Performance Evaluation Reminder, Performance Evaluation Status by employee- 2-15-2010 Performance Evaluation Procedures PersonnelManual 20110201, Supervisor Guide to Performance Evaluation, Performance Evaluation Form, Performance Evaluation Reminder, Performance Evaluation Status by employee- 2-15-2010
8.2.2 L	2		Training Matrix by job class;
8.2.3 L	2		Fifth Director Program, Get REVED Recognize Employee Value Workshop Brochure, Sexual Harassment Training for Managers, April 14, 2009 Managers Retreat Summary

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

Kitsap County Health District 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
9.1.1 L	2		2010 ADMINISTRATIVE PRIORITIES-priority #1, KITSAP COUNTY BOARD OF HEALTH-Special Meeting-April 28, 2009,
9.1.2 L	2	Wow! Great SMS policy with one consultative comment: The Policy purpose statement should be strengthened by removing the reference to the PHAB requirement.	StrategicManagementSystemPolicy20110201, EmailKickoff2010WorkPlanProcess, 2010 Work PlanTimeline, HIRMeasurementTraining4-13-09, BPATrainingKCHDLeaders
9.1.3 L	2		2009CDWorkPlanYearEndReport, Read Me Note for 9.1.3, 9.1.4 and 9.1.5 2009CDWorkPlanYearEndReport KCHDWorkPlanOn Site2009
9.1.4 L	2		20101230-5930Report20110202, NonSTDMonitoringTimeReport 5930WorkPlanForKitsap2008-Immunizations, ImmunizationMonitoringReportCHILD Profile20110203, ImmunizationMonitoringReportDosesOrdered20110203, KCHDWorkPlanOn Site2009, PCI status, OSS Code Count- 2010, OSMonitorDeficientReports
9.1.5 L	2	This measure could be strengthened by review of all the performance measures and identifying measures that are not meeting targets or goals and need improvement. This measure could be strengthened by review of all the performance measures and identifying measures that are not meeting targets or goals and need improvement.	5930WorkPlanForKitsap2008, 5930WorkPlanForKitsap2008-Immunizations KCHDWorkPlanOn Site2009

Kitsap County Health District 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
9.1.6 L	2		CustomerServicePolicy20110201, CH and EH Customer Service Surveys Final Templates, Nov2010CustSurveyResults, CustomerSurveyResultsFollowup
9.1.7 L	2		"HIRMeasurementTraining4-13-09, BPATrainingKCHDLeaders
9.1.8 L	2	Unable to use draft documents, including draft committee minutes.	10 06 2009 BOH Minutes, 11 03 2009 BOH Minutes FINAL amended, 2009_KCHD_annual report, H1N1_After_Action_Report_042810

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

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District 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
9.2.1 L	1	Unable to verify the goals and objectives, person responsible or tasks for the QI Plan.	KCHD-QUALITY COUNCIL CHARTER-2-1-2011, QIPlanLog10-28-10, QIProjectTrackingForm10-28-10
9.2.2 L	1	Unable to verify QI efforts that used formal QI methods and tools as part of a team improvement effort that is connected to the QI Plan.	Improved Pollution Identification and Correction Program Protocol Manual,
9.2.3 L	2		HIRMeasurementTraining4-13-09, BPATrainingKCHDLeaders, 2010SAMAgenda_20110121, HIR Program Manager and staff resumes and CVs, EmailQICongress attendance,
9.2.4 L			

Score Totals for Standard: 2 Implement Quality Improvement

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 10 Contribute to and apply the evidence base of public health

Standard: 1 Identify and Use Evidence-Based and Promising Practices

Identify and use evidence-based and promising practices.

	Score	Comments	Documents
10.1.1 L	2		TrainingTobaccoInterventions, TobaccoQuitLineFaxReferralForm, TobaccoInterventionPresentation, TobaccoCessationTrainingGuide, TobaccoCessationHandout, ReviewEvidenceBasedCessationPractice s, QuitLineCoverageHandout, QuitLineBrochurePregnant, 2009LCDF- WithQuitLineReferrals, OmahaSystemDescription- JournalArticle, OmahaSystemImplementationHistory, OmahaSystemOutcomeReportNightinga leNotes, SampleOmahaSystemClientVisitReport

Score Totals for Standard: 1 Identify and Use Evidence-Based and Promising Practices

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

Note: Totals may not equal 100% due to rounding

Kitsap County Health District Detailed Agency Report

Domain: 10 Contribute to and apply the evidence base of public health

Standard: 2 Promote Understanding and Use of Research

Promote understanding and use of the current body of research results, evaluations, and evidence-based practices with appropriate audiences.

	Score	Comments	Documents
10.2.1 L	2	FelittitStudyAdverseChildhoodExpereince s article is not dated. The reviewer was able to go to the article link referenced in the document to get a date. To strengthen this measure it is suggested this article include a date.	ArticleByKitsapCountyHealthDistrictDirector, CoverMemoBOHPresentation, FelittitStudyAdverseChildhoodExpereinces, HistoryOfChildhoodMaltreatment, ParentChildHealth_Service Description, WAInstituteForPolicyResearchEarlyInterventionCost-BenefitReport
10.2.2 L	2		Washington State Practice-Based Research Charter, WA Practice-Based Research Network (WA PBRN) Membership Roster, Assessing and Comparing H1N1 Planning and Implementation Activities across Washington State: Final Report

Score Totals for Standard: 2 Promote Understanding and Use of Research

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

Note: Totals may not equal 100% due to rounding

**Kitsap County Health District
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
3.1.4 L	Review prevention and education information of all types (including technical assistance) at least every other year and update, expand or contract as needed based on revised regulations, changes in community needs, evidence-based practices and public health data. There is a process to evaluate the content and use of and to update materials	2		2009CDWorkPlanYear EndReport, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form, LindquistLetterPertussis , 9-14-10ProviderMeetingAgenda	Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form
6.2.1 L	Maintain agency knowledge and consistent application of public health laws	2		Two Epidemiologist position descriptions, KCHD org chart, EH and Community Health Division Org Chart, Oct 2010 TB training, 5930 CDES report	
6.2.3 L	Provide education to regulated entities regarding their responsibilities and methods to achieve full compliance with applicable laws	2		Sept 2010 CD education, VFC Provider Compliance Questionnaireform	
6.3.1 L	Maintain current written procedures and protocols for conducting enforcement actions	1	This measure requires protocols for enforcement related to CD conditions, not only TB, such as Health Officer authorization.	CDTBMannualandRegs,	

**Kitsap County Health District
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
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		This measure is NA for CD program.		
6.3.3 L	Conduct enforcement activities and follow up on complaints according to procedures and protocols for both routine and emergency situations		This measure is NA for CD program.		
6.3.4 L	Conduct analysis of complaints, violations and enforcement activities to determine patterns, trends, compliance and effectiveness		This measure is NA for CD program.		
6.3.5 L	Coordinate notification of violations to the public, when required, and coordinate the sharing of information about enforcement activities, analysis, results and follow-up activities among appropriate agencies		This measure is NA for CD program.		
8.1.2 L	Make job standards and position descriptions available to staff	2	No new CD staff within the last two years.	Signed job descriptions for five staff, Seniority List by program,	
8.1.3 L	Confirm that staff meet qualifications for their positions, job classifications and licensure	2		RecruitmentSelectionProcedures, CriminalBackgroundCheckPolicy20090930, InterviewRatingSheet_BehaviorBased_200802, Application Review Form, LicensesCredentialReport20110112, NewEmployeeOrientationChecklist	RecruitmentSelectionProcedures, CriminalBackgroundCheckPolicy20090930, InterviewRatingSheet_BehaviorBased_200802, NewEmployeeOrientationChecklist

**Kitsap County Health District
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Performance Evaluation Procedures Personnel Manual 20110201, Supervisor Guide to Performance Evaluation, Performance Evaluation Form, Performance Evaluation Reminder, Performance Evaluation Status by employee- 2-15-2010	Supervisor Guide to Performance Evaluation,
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	2		2009CDWorkPlanYear EndReport, Read Me Note for 9.1.3, 9.1.4 and 9.1.5	2009CDWorkPlanYear EndReport, Read Me Note for 9.1.3, 9.1.4 and 9.1.5
9.1.4 L	Monitor performance measures for processes, programs and interventions	2		20101230-5930Report20110202, NonSTDMonitoringTimeReport	
9.1.5 L	Evaluate the effectiveness of processes, programs, and interventions and identify needs for improvement	2	This measure could be strengthened by review of all the performance measures and identifying measures that are not meeting targets or goals and need improvement.	5930WorkPlanForKitsap2008,	

Kitsap County Health District Program Report

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
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Score Total for: Communicable Disease

	Specific LHJ Totals
Demonstrated	90%
Partially Demonstrated	10%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding

**Kitsap County Health District
Program Report**

Program: Immunizations

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
3.1.4 L	Review prevention and education information of all types (including technical assistance) at least every other year and update, expand or contract as needed based on revised regulations, changes in community needs, evidence-based practices and public health data. There is a process to evaluate the content and use of and to update materials	2		2009CDWorkPlanYear EndReport, ProviderMeetingVaccineUpdate, 2009 Immunization Schedule Part 1; 2009 Immunization Schedule Part 2; and 2010 Immunization Schedule, Blast Fax and 2008-04Facts_MumpsInfoForHCP, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form	Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form
8.1.2 L	Make job standards and position descriptions available to staff	2	No new Immunization staff within the last two years.	Signed job descriptions for five new staff, Seniority List by program,	

**Kitsap County Health District
Program Report**

Program: Immunizations

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
8.1.3 L	Confirm that staff meet qualifications for their positions, job classifications and licensure	2		RecruitmentSelectionPr ocedures, CriminalBackgroundCh eckPolicy20090930, InterviewRatingSheet_B ehaviorBased_200802, Application Review Form, LicensesCredentialRepo rt20110112, NewEmployeeOrientati onChecklist	
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Performance Evaluation Procedures PersonnelManual 20110201, Supervisor Guide to Performance Evaluation, Performance Evaluation Form, Performance Evaluation Reminder, Performance Eva;luation Status by employee- 2-15-2010	
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	2		2009CDWorkPlanYear EndReport	2009CDWorkPlanYear EndReport

Kitsap County Health District Program Report

Program: Immunizations

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
9.1.4 L	Monitor performance measures for processes, programs and interventions	2		5930WorkPlanForKitsap2008-Immunizations, ImmunizationMonitoringReportCHILDPProfile20110203, ImmunizationMonitoringReportDosesOrdered20110203,	
9.1.5 L	Evaluate the effectiveness of processes, programs, and interventions and identify needs for improvement	2		5930WorkPlanForKitsap2008-Immunizations	

Score Total for: Immunizations

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

Note: Totals may not equal 100% due to rounding

**Kitsap County Health District
Program Report**

Program: OSS-Waste Water

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
3.1.4 L	Review prevention and education information of all types (including technical assistance) at least every other year and update, expand or contract as needed based on revised regulations, changes in community needs, evidence-based practices and public health data. There is a process to evaluate the content and use of and to update materials	2		KCHDWorkPlanOn Site2009, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form, LoanInspectionBrochure, PropertyConveyanceBrochure,	KCHDWorkPlanOn Site2009, Communication Standards for External Communications, Kitsap Public Health District - Public Communications Contents Owners & Revision Tracking Form
6.2.1 L	Maintain agency knowledge and consistent application of public health laws	1	Unable to verify OSS attendees to Legal training or how consistency in application of laws in OSS is done.	KCHD Org Chart and EH Org Chart, Senior EH Specialist position Description, EHS II and III and EHT II descriptions, Drinking Water and OSS Program manager description, KCHD Legal Topics training PPT	
6.2.3 L	Provide education to regulated entities regarding their responsibilities and methods to achieve full compliance with applicable laws	2		January and April 2008 OSS Regulation training PPTs,	
6.3.1 L	Maintain current written procedures and protocols for conducting enforcement actions	2		Kitsap County Board of Health Ordinance 2008-01	

**Kitsap County Health District
Program Report**

Program: OSS-Waste Water

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
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		Logger database screen print to track inspections, Kitsap County Board of Health Ordinance 2008-	
6.3.3 L	Conduct enforcement activities and follow up on complaints according to procedures and protocols for both routine and emergency situations	1	Unable to verify the analysis of these complaints, such as a log with analysis.	OSS2009KCSSWMA nualMeasure, Wastewater Complaint procedures section of OSS manual, Voluntary Correction agreement	
6.3.4 L	Conduct analysis of complaints, violations and enforcement activities to determine patterns, trends, compliance and effectiveness	1	Unable to identify the analysis of complaints, violations and enforcement activities to determine patterns, trends or effectiveness.	OSS2009KCSSWMA nualMeasure	
6.3.5 L	Coordinate notification of violations to the public, when required, and coordinate the sharing of information about enforcement activities, analysis, results and follow-up activities among appropriate agencies	2	As there are no legal requirements for notification of the public this part of the measure is NA.	KNATMOU20110201	
8.1.2 L	Make job standards and position descriptions available to staff	2	No newOSS program staff within the last two years.	Signed job descriptions for five staff, Seniority List by program,	

**Kitsap County Health District
Program Report**

Program: OSS-Waste Water

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
8.1.3 L	Confirm that staff meet qualifications for their positions, job classifications and licensure	2		RecruitmentSelectionProcedures, CriminalBackgroundCheckPolicy20090930, InterviewRatingSheet_BehaviorBased_200802, Application Review Form, LicensesCredentialReport20110112, NewEmployeeOrientationChecklist	
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Performance Evaluation Procedures PersonnelManual 20110201, Supervisor Guide to Performance Evaluation, Performance Evaluation Form, Performance Evaluation Reminder, Performance Evaluation Status by employee- 2-15-2010	
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	2		KCHDWorkPlanOnSite2009	
9.1.4 L	Monitor performance measures for processes, programs and interventions	2		KCHDWorkPlanOnSite2009, PCI status, OSS Code Count-2010, OSMonitorDeficientReports	

Kitsap County Health District Program Report

Program: OSS-Waste Water

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
9.1.5 L	Evaluate the effectiveness of processes, programs, and interventions and identify needs for improvement	2	This measure could be strengthened by review of all the performance measures and identifying measures that are not meeting targets or goals and need improvement.	KCHDWorkPlanOn Site2009	KCHDWorkPlanOn Site2009

Score Total for: OSS-Waste Water

	Specific LHJ Totals
Demonstrated	79%
Partially Demonstrated	21%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding