

Standards for Public Health in Washington State

Public Health - Seattle and King County

2011 Performance Review Report (National)

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 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 comprehensive Communicable Disease (CD) Surveillance System providing the information to investigation and response to reports of notifiable conditions and other health issues,
- The use of proven CD communication processes, such as the EpiLog and Vaccine newsletters and use of social media such as YouTube for messaging to youths and adolescents,
- The communication processes for sharing the PH-SKC mission, vision, and values, translation processes and media policies and lists
- Documentation of CPPW initiative and priorities PPTs and Data/Indicator Maps
- The strategic planning process and King County Strategic Plan Initial Implementation Plan,
- The emergency preparedness initiatives and efforts, including H1N1 After Action Report attachment 2 06-17-10, WAC 246-101-505B legal flow chart, Multi-Agency Response Plan
- Development and awards for promising practices, such as Perinatal H1N1 vaccine, pediatric tool kit, and community communications.net
- The broad scope of mechanisms and initiatives for meeting the needs of your diverse populations
- Medical Reserve Corps (Back-up surge capacity)
- Engagement in QI activities that are resulting in improvement and the Q Leaders Charter_6-28-2010

Areas for Improvement

- Ensure that technical assistance to community groups and other organizations is documented
- Strengthen the community health improvement plan (CHIP) by showing how the initiatives are developed from the analysis and conclusions from the Community Health Assessment and that they are comprehensive in scope
- Establish and monitor of quantifiable, time-framed program performance measures and outcomes in all program areas and activities
- Ensure specific strategies to address access to personal healthcare services
- Document Board of Health Orientation processes and materials

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.

Exemplary documents lists documents collected for review as potential examples in the Exemplary Practices Compendium.

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

Public Health - Seattle and King County 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	2	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	2	Demonstrated

**Public Health - Seattle and King County
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

**Public Health - Seattle and King County
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	2	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

**Public Health - Seattle and King County
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	↑ 1	Partially Demonstrated

**Public Health - Seattle and King County
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	1 [†]	Partially 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

**Public Health - Seattle and King County
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	2	Demonstrated
5.2.3 L	2	Demonstrated
5.2.4 L	2	Demonstrated

Standard: 3 Conduct a Community Health Improvement Planning Process

Measure	Score	Compliance Demonstration
5.3.1 L	2	Demonstrated
5.3.2 L	2	Demonstrated
5.3.3 L	2	Demonstrated
5.3.4 L	1	Partially Demonstrated

Standard: 4 Maintain All Hazards/Emergency Response Plan

Measure	Score	Compliance Demonstration
5.4.1 L	2	Demonstrated

**Public Health - Seattle and King County
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	2	Demonstrated
6.3.2 L	2	Demonstrated
6.3.3 L	2	Demonstrated

**Public Health - Seattle and King County
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	2	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

**Public Health - Seattle and King County
Summary Site Report**

Score Key:

2 = Demonstrates ■
1 = Partially Demonstrates ■
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	↑ 1	Partially 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	↑ 1	Partially Demonstrated
9.1.5 L	↑ 1	Partially Demonstrated
9.1.6 L	↑ 1	Partially Demonstrated
9.1.7 L	2	Demonstrated
9.1.8 L	↑ 1	Partially Demonstrated

Public Health - Seattle and King County 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	2	Demonstrated
9.2.2 L	2	Demonstrated
9.2.3 L	2	Demonstrated
9.2.4 L	2	Demonstrated

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

Public Health - Seattle and King County
Summary Site Report

Score Key:

2 = Demonstrates



1 = Partially Demonstrates



0 = Does Not Demonstrate



NA = Not Applicable

Overall Score Totals

	Specific LHJ Totals
Demonstrated	92%
Partially Demonstrated	8%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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		INF 1-1 (DPH DP) PH Policies & Procedures, INF 1-1 Policy Implementation Plan, INF 1-1 Review and Approval for DPH Policies 2010 Ammend, PH Org Chart High Level 09-2010, Portal Screen Shot, Updated INF 1-1 Policy
A.1.2 L	2		Confidentiality Agreement, HIPAA Training , 2010 HIPAA Training Completion Log, PRT Agenda 2011-01-25, PRT Agenda 2011-02-9, 1-05-05-005 Policy- Health Info Privacy(Gen)
A.1.3 L	2		ESJI Awareness Facilitator Guide, ESJI Awareness Training - Supervisors, HealthTranslationKit2009, PHTranslationManual, PHTranslationPolicy, Public Health materials in multiple languages, Translation Manual and Policy link
A.1.4 L	2	Accepted explanation that King County controls and updates the HR Personnel Guidelines, which are supplemented by periodic HR Bulletins.	2005 Personnel Guidelines Highlight, A1.4 Cover Letter
A.1.5 L	2		SystemsSwEquipCombined
A.1.6 L	2		Environment of Care Assessment Cleveland, Environment of Care Assessment Kent, Services Level Agreement.
A.1.7 L	2		Scan Results, Policies, Reminder! DO NOT SHARE your UserName or Passwords! , Reminder about security and use of your password, VulnerabilityAssessmentandManagementPolicy, memo style (moved from 8.1.1), acceptable use of county IT resources, Acceptable_Use_Policy
A.1.8 L	2		STRATEGIC_TECHNOLOGY_PLAN_2009_2012

**Public Health - Seattle and King County
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
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Score Totals for Standard: 1 Provide Infrastructure for Public Health Services

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

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
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		2008 King County Single Audit Report, Financial Review Site Visit Report 11-2007.
A.2.2 L	2		Evergreen Treatment Services - Exhibits, Evergreen Treatment Services Contract, YWCA 2011 HCH contract.
A.2.3 L	2		2008 CAFR – Audited Financial Statements, 2009 CAFR – Audited Financial Statements , PH 2Q Financial Report 071510, PH 3Q Financial Report 101910, 2011 Budget Adoption Notice, 2011 budget sig on Pg 91
A.2.4 L	2		Ordinance #15861 - Levy Authorization, FINAL - MEDIC ONE EMS Strategic Plan 2007, LetterOfParticipation_Phase I.

Score Totals for Standard: 2 Provide Financial Management Systems

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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	M06129 Interlocal Agreement 1984; Although this document is from 1984, verified it is still in use.	Body of law and operationalizing authority_12-20-2010 , M06129 Interlocal Agreement 1984.
A.3.2 L	2	BOH Member Handbook is from 2004. The Read me states that it is still used, but it does not meet the review timeline for materials.	Body of law and operationalizing authority_12-20-2010, BOH Code - Title2, 2010 New member orientation (from A4.1)
A.3.3 L	2		State PH Compliance - letter R Berry 1-18-2011, A3.3 Cover Letter

Score Totals for Standard: 3 Define Public Health Authority

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

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
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		BOH Meeting Minutes 06-17-10, BOH H1N1 Powerpoint 06-17-10, 2010 NEW MEMBER ORIENTATION, BOH Staff Report 12-13-07, BOH Meeting Minutes 12-13-2007, Chapter 2.04 BOH Code 7-09.
A.4.2 L	2		2010 BOH Work Plan, 2010 NEW MEMBER ORIENTATION, BOH Meeting Minutes 12-13-2007, BOH Minutes 01-18-07, BOH Mtg Minutes 02-2010, BOH Resolution Adopting 2010 Workplan, BOH Staff Report 12-13-07, Chapter 2.04 BOH Code 7-09, KC BOH 2010 meeting schedule, KC BOH Membership Roster 2010, Staff Report BOH Rulemaking 1-18-07, Welcome to Public Health in Washington State.

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

Public Health - Seattle and King County

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		<p>Notifiable Condition Reporting, Protocol for immediately notifiable conditions (needs agency name and logo in a header), Enterprise Information Security Policy, CD Database User Guide, CD EPI PHONE TRIAGE LIST, 24-7 Response System Template_2009.after work hr, 24-7 Response System Template_2009.during work hrs (some dates in document were for 2008--- please ensure dates are accurate, HIPAA Training and 2010 HIPAA Training Completion Log. (added from Part A1.2B to address confidentiality processes,</p>
1.1.2 L	2		<p>List of King County Emergency Departments, List of King County School Districts, sentinel providers, Notifiable Conditions Reporting-- FAQs-5-2010, Epilog, Vac-Scene, How to subscribe to PHSKC email update service, PHSKC CD Website, Protocol for immediately notifiable conditions, Communication Coordination Projectexp.ppt, Medical Response to InfectiousDisease Outbreaks AND Public Health Emergencies, RCEUpdate10-09, Training and education presentations'06-'10, TrainingEducationCoreProgress09 (2)</p>
1.1.3 L	2		<p>Community Health Indicators - King County Community Health I (page updated 9-2010 but most recent data is 2008), Communities Count 2008, WA State Healthy Youth Survey, Behavioral Risk Factor Surveillance System (BRFSS)</p>

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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
1.1.4 L	2		5930 CDES Official Report, Community Health Indicators - King County Community Health I (added to show secondary data)
1.1.5 L	2	Recommend making the process for identifying new KC providers a permanent procedure description, as this is the documentation needed to meet this measure.	Protocol for immediately notifiable conditions, Process for identifying new KC providers

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

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

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
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		KC BOH Staff Report Tobacco Prevention 2-18-10, KC BOH PowerPoint Tobacco Prevention 2-18-10 FINAL[1], KC BOH Mtg Agenda February 18, 2010, KC BOH Staff Report Healthy Eating 3-18-10, KC BOH PowerPoint Healthy Eating 3-18-10 FINAL[1], BOH Mtg Agenda March 18, 2010,
1.2.2 L	2		Health of Native Hawaiians and Other, PIWA_Meet_0630081, King County Community Health Indicators, King County BOH Staff Report 9.17.2009, Press Release CHI 2009, Press Release News Report Draws Attention, Seattle Times Newspaper Article- NHPI

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

Public Health - Seattle and King County
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		KC BOH Staff Report Tobacco Prevention 2-18-10, KC BOH PowerPoint Tobacco Prevention 2-18-10 FINAL[1], KC BOH Mtg Agenda February 18, 2010, KC BOH Staff Report Healthy Eating 3-18-10, KC BOH PowerPoint Healthy Eating 3-18-10 FINAL[1], BOH Mtg Agenda March 18, 2010,
1.3.2 L	2		Communities Count 2008, Conference Talking Points, Press Release-Residents of King County Face Increasing Challenges
1.3.3 L	2		BOH Minutes 09-17-2009, BOH Staff Report Health of KC 09-17-2009, Health of King County Residents, Washington State Local Public Health Indicators, Other data & reports on public health website, WA Department of Health data sources

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

Public Health - Seattle and King County
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		salmonella protocol, pertussis PHSKC, CD EPI Investigation Team, CD EPI PHONE TRIAGE LIST
2.1.2 L	2		Inspection Quality Control Measures, Overview of FDA EPI conference, Training Checklist
2.1.3 L	2		Remedial Action Grant Agreement, Site Hazard Assessment
2.1.4 L	2		2010 Vulnerable Populations Outreach for H1N1 Vaccination, Remedial Action Grant Agreement, Site Hazard Assessment, Vulnerable Populations Outreach Grant Proposal
2.1.5 L	2		5930 CDES Official Report July - Dec 2009, Communicable Disease Database screenshots, Notifiable Condition Reporting

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

Public Health - Seattle and King County
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		WAC 246-101-505., Control of tuberculosis RCW, TB legal flow chart, TB Agreement for DOT, TB Hospital - PH Iso Order Protocol, TB Emergency Detention Order, pertussis PHSKC, BOT Protocol, Emergency Biologics
2.2.2 L	2		Outline for Epidemiologic Response for Outbreaks and Investigations-7-2010, SEAKC_ESF8_FunctionalAnnex_Epidemiology, SEAKC_ESF8_ProceduralAnnex_Area Command, SEAKC_ESF8_ProceduralAnnex_PHS KC ERP, SEAKC_ESF8_ResponsePlan, BC PLAN FINAL BASIC 102008
2.2.3 L	2		SEAKC_ESF8_ProceduralAnnex_PHS KC ERP-page 41- 8-2010, H1N1_Spring 2009_AAR_fnl, H1N1_AAR_final, Real World Events, SEAKC_ESF8_FunctionalAnnex_Epidemiology

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

Public Health - Seattle and King County
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	The Business Continuity Plan from 2.2.2 used to help demonstrate compliance.	Duty Officer SOP, SEAKC_ESF8_FunctionalAnnex_Epidemiology, SEAKC_ESF8_ResponsePlan, BC PLAN FINAL BASIC 102008
2.3.2 L	2		Gen Lab Spec Transport Protocol, cd epi response plan, CLIA Licenses
2.3.3 L	2		Public Health Reserve Corps, SEAKC_ESF8_ProceduralAnnex_PHS KC ERP, BC Plan Final Appendices 102008
2.3.4 L	2		GoalsandObjectivesBASEdit[1], NotesfromRRTMeetingApril7thfinal[1], Rapid Response Team Joint Planning Committee member list, Rapid Response Team Tabletop After Action Report_Improvement

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

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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		Protocol for immediately notifiable conditions, PH main web page, PH Front line phone script after hours, 24 Hour Environmental Emergency Response
2.4.2 L	2		CCN Procedure, CCN Enrollment Form
2.4.3 L	2		0600309 agranulocytosis, Media list 11.16.10, Media Release Local health care workers receive H1N1, Who What Where and When of Flu Vaccine
2.4.4 L	2		Carbon monoxide facts, Four free H1N1 vaccine clinic, H1N1 vaccinations available, King County pharmacies, Local carbon monoxide poisoning

Score Totals for Standard: 4 Maintain Policies for Communication

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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		040309 Public Health Week, HIVAlcoholPosterEN, 3.1.1 Cover Letter, CAP Distribution List_01262011
3.1.2 L	2		The Health of King County Residents, Data Sources & Public Health Priorities presentation- 9-2009, CPPW External Partners Plan 10-13-10, KC Obesity grantees screen shot, KC Tobacco grantees screen shot, CPPW Fact Sheet 10-21-10
3.1.3 L	2		Executive Summary of the Healthy Eating and Active Living grant application for CPPW, executive summary of the tobacco use prevention grant application that PH submitted to the Federal Government's "Communities Putting Prevention to Work" (CPPW) initiative, PHSKC website for CPPW
3.1.4 L	1	Documentation shows that at least every other year review of prevention and health educations information has not taken place, many of the most current reviews or revisions having taken place in 2008. Documentation provided did not demonstrate review at least every other year of prevention and health education materials. Documentation provided does not demonstrate at least every other year review of prevention and health educations information.	Fact Sheet Tracking List11-10-10, Producing Public Education Materials and Reports Policy, GiardiasisFactSheet10-07, GiardiasisFactSheet11-05, Hep A factsheet, HepatitisAFactSheet03-13-2009, 10STRATPLAN091510Update Food1-21-10 Counter Team Minutes6-10, Food 5/19/10 Minutes 6-10, Producing Public Education Materials and Reports Policy, Food Inspection Webpage 6-10, Food Handouts Coordination Memo 6-10, Food News Archive Online Inspection 6-10, News Letter 2010, Menu Review Web 2011 Producing Public Education Materials and Reports Policy, EducationMaterialsDevelopmentReview Process, MaterialsAuditRecord, 2008 Business Letter, 2010 Business Letter, BTIS Fact Sheet 2007, BTIS Fact Sheet 2010

**Public Health - Seattle and King County
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
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Score Totals for Standard: 1 Provide Prevention and Wellness Policies, Programs, Processes, and Interventions

	Specific LHJ Totals
Demonstrated	75%
Partially Demonstrated	25%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County

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		PH Mission YouTube, PSA -Sugar Drinks-2009, Three PPTs for Dr. Fleming's presentation on PH mission,
3.2.2 L	2		Media Guidelines, Media list, Media Tips, Emergency Comm Plan
3.2.3 L	2		Emergency Comm Plan,
3.2.4 L	2		King County Public Health Web Site.
3.2.5 L	2		PHTranslationManual, PHSKC TTY, HomeWithSeasonalFluVIETNAMESE, COFlyerUkrainian, Interpreter List NOVEMBER 2010, translation vendors

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

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County

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	Neither CPPW roster or attendance lists are titled or dated, please ensure dates and titles for future reviews.	CPPW Coalition On-Going Eval Sample, CPPW Coalition Member Roster, CPPW Coalitions & Network Published Calendar, HIV AIDS Evaluation, HIV AIDS PC Bylaws, HIV AIDS PC Member Roster
4.1.2 L	2		CPPW LT & LT -WG Roster, CPPW LT -Working Group Notes, CPPW LTWG Agenda 2, CPPW LTWG Agenda, CPPW LTWG Agenda 3
4.1.3 L	1	This measure's focus is on TA to community organizations on recruitment of partnership members, building advocacy and developing on-going relationships to address public health problems. The strongest evidence for this measure would be a log of TA requests and what type of TA was provided or another example of TA to a community group. Documentation can be from any program or division in the agency.	CPPW December 2010 Monthly Meeting minutes

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

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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	This measure requires distribution to the community, and not to the BOH. Therefore, we applied documents found in measures in Domain 3 for this measure, especially the assessment reports found online on the PHSKC website.	PHSKC website for CPPW, Three PPTs for Dr. Fleming's presentation on CPPW Strategies, Data, IOM Strategies for Health Improvement
4.2.2 L	2		CDPPC Workshop Invite, CDPPC Workshop Info Sheet, CDPPC Workshop Participation List, CDPPC Workshop Meeting Agenda; KC BOH Mtg Agenda February 18, 2010, KC BOH PowerPoint Tobacco Prevention 2-18-10 FINAL[1]

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

**Public Health - Seattle and King County
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		BOH Membership Roster, Legislative Summary for BOH 05-20-2010, BOH Meeting Minutes 05-10-10, Email Assigning 2010 Exec and Mayor's Bi-weekly reports, Public Health Executive's Semi-Monthly Highlights 11 04 10, Suburban Cities Assoc Public Issues Committee meeting minute
5.1.2 L	2		King County's tuberculosis rate nearly double national average, MSS fact sheet final 11-10
5.1.3 L	2		Approved BOH Minutes 09-16-10, : 092810 CPPW Update MV KW, 102810 CPPW LTWG agenda, CPPW LT&WG, Minutes 10_28 CPPW Leadership Team Working Group Mtng, SugarLoadedBeveragesFactSheet

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

**Public Health - Seattle and King County
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		King County Strategic Plan 2010-2014
5.2.2 L	2	The PHOMP did not demonstrate measureable targets, but other documentation met measure.	PHOMP 082007, 2011 Business Plan, King County Strategic Plan Initial Implementation Plan
5.2.3 L	2		2011 Business Plan, BOH Minutes 9-2007, PHOMP on Web, HealthBeat _3-7-2007
5.2.4 L	2		King County Strategic Plan Initial Implementation Plan, King County Strategic Plan 2010-2014

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

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

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
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	2		Executive summary of the Healthy Eating and Active Living grant application (3.1.3 Example 1), CPPW Outcomes and Partners Final, HEAL CPPW Application, Health of KC website, CAP King County Final_Sept 8 2010
5.3.2 L	2	Document dated after 2/15/11 not reviewed.	Executive summary of the Healthy Eating and Active Living grant application (3.1.3 Example 1), health assessment data, HEAL CPPW Application priorities pg 15-16, CAP King County Final_Sept 8 2010, CAP King County policy changes, heal grantees, , UDS Report FINAL, Care Philosophy, HCHNPriorities2010-2014, BOH HCHN staff report 7-15-10, BPR Clinical and Financial Measures, Final of REACH MIS Interim Progress Report, prior work, Final of REACH MIS Interim Progress Report, LOS-MOA
5.3.3 L	2	Document dated after 2/15/11 not reviewed.	CAP King County Final_Sept 8 2010, Kent SOW example, 2009HCHNAnnualReport, HCH PC Minutes Feb 15, : REACH US workplanyear2, Final of REACH MIS Interim Progress Report
5.3.4 L	1	Documents dated after 2/15/11 not reviewed. The intent of this measure is to demonstrate evaluation reports on progress rated to CHIP strategies, which was not fully demonstrated for HEAL. Given the length of time these programs have been in place, more recent outcome data was expected to be available for review.	UDS Report FINAL, UDS Health Center Performance Comparison Report 2009, BOH HCHN staff report 7-15-10, 2009HCHNAnnualReport, Final of REACH MIS Interim Progress Report, REACH In Report, (AC) Quantitative Evaluation, REACH US - FINAL Narrative

**Public Health - Seattle and King County
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
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Score Totals for Standard: 3 Conduct a Community Health Improvement Planning Process

	Specific LHJ Totals
Demonstrated	75%
Partially Demonstrated	25%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
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		PPHR Recognition Seattle-King County Public Health
5.4.2 L	2		PPHR Recognition Seattle-King County Public Health
5.4.3 L	2		PPHR Recognition Seattle-King County Public Health

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

**Public Health - Seattle and King County
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	When legal advise is given via email, it would be helpful to ensure that the signature line includes the individual's credentials.	RCW 36.27.020 Duties , Legal Advice Example 2, FW Nutrition Labeling expert review 3 10 08 Measure 6 1 1
6.1.2 L	2		FW Nat'l Nutrition Labeling - CSPI update, R&R BOH 10-02, FW: Nutrition Labeling expert review 3.10.08 AND BOH RR 08-01 Emergency Menu Labelling THIRD DRAFT csc 2008-03-04, BOH RR 08-01 Emergency Menu Labeling THIRD DRAFT csc 2008-03-04, Latest draft - two , R&R BOH 10-02
6.1.3 L	2		BOH Menu Labeling FINAL, 10MayMinutes, 10-B12 staff report, 10-B12 attachment to staff report

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

Public Health - Seattle and King County
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	EH Investigator III job description dated 1997. District Field Operation Seniors Role is a draft job description. Documentation that demonstrates consistent application of public health laws was not provided such as internal audits, enforcement documents, or logs or a review of case reports.	List of Position with Regulatory and Enforcement Responsibilities, TB enforcement example, STAFF PHYSICIAN Job Description, DCO Job announcement and description, TB Travelogue 2009-11 Food and Facilities Winter Training, Staff Roster, Health&Env. Investigator 2, Health & Env. Investigator 3, Health & Env. Investigator 4, MPRAF COMPLIANCE OFFICER, 2010_EH Annual conference, Code Enforcement refresher, Fall2010 Food Safety Workshop, Food & Facilities Section Inspection Quality Control, Permit Suspension and Revocations PP
6.2.2 L	2		Common questions about food safety, Fact sheets, forms, applications and resources, Drinking Water Program
6.2.3 L	2		Immunization Training for Providers, imms resource list for providers, imms resource list for parents, Vac-Scene How to start a food business in King County, menu review

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

Public Health - Seattle and King County
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		WAC 246-101-505, WAC 246-101-505 legal flow chart, TB Hospital - PH Iso Order Protocol, TB Agreement for DOT, TB Isolation Order Example, CD-EPI Iso Order KCBOH Chapter 1_08 - Enforcement, Article II - Notice and Or, KCBOH Chapter 1_08 - Enforcement, Article III - Permit, Enforcement Flow Chart SW VN WW, 6.3.1. Food Read Me, KCBOH Chapter 5_60 - Permit Suspension, Revocation and Compl
6.3.2 L	2	This measure is NA for CD program.	King County Food Code_Title 5, 2010RiskBasedInspectionProgram, 2010RiskLevelsPermitClassifications
6.3.3 L	2	This measure is NA for CD program.	Asian Bubble Tea Support Materials, Envision Report 5102 Complaints
6.3.4 L	2	This measure is not applicable for CD.	Inspection Quality Control Measures April 2010, PHSKC 2009 CD-EPI report foodborne illness chapter, 2000-March2010 data 4-9-10
6.3.5 L	2	This measure is not applicable for CD. Permit Suspension Check List is an undated document	Permit Suspension Check List, Multi-Agency Response Plan; 6.3.5 Food Read Me re: no laws, protocols or policies that require public notification, FW Quad County meeting 10 Feb 2009, Restaurant inspection information, Restaurant inspection screenshot, Asian Bubble Tea Support Materials,

**Public Health - Seattle and King County
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
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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

**Public Health - Seattle and King County
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		HCHN-Governance Plan and Charter-3-09, HCHN_Meetings Set from 2010, Health Care for the Homeless Network flyer, HCHN Planning Council Members- 2010,
7.1.2 L	2		HealthCare for the Homeless Network DataSummary2008[1], Provision Assessment paper 2-5-08 (Access to Health Care in King County for the Uninsured, Underinsured and Medicaid Populations), Agenda_VP Coordinating_Feb08, 12_27_07 Minutes_VPCoordinating,
7.1.3 L	2		Provision Assessment paper 2-5-08 (Access to Health Care in King County for the Uninsured, Underinsured and Medicaid Populations), 2010 Vulnerable Populations Outreach for H1N1 Vaccination Af, H1N1OutreachEvaluation[1], 2009HCHNAnnualReport[1], Jail Homeless1-9-09,

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

**Public Health - Seattle and King County
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	This measure's focus is on improving access to healthcare services for vulnerable populations in the broader sense, not exclusively related to emergency services, therefore documentation for HCHN was used to score this measure.	HCHN-Governance Plan and Charter-3-09, HCHN_Meetings Set from 2010, Health Care for the Homeless Network flyer, HCHN Planning Council Members- 2010,
7.2.2 L	2		United way contract for Out of the Rain Homeless grant, Seattle-King_County_Department_of_Public_Health__Proposal1, 2009 & 2010 CCC Progress Reports, CCC Tenant Selection Policy and Procedure_Final_9 9 10
7.2.3 L	2		May 2009 Public Health_VPAT Response, WG_updateApril2010, FinalReportH1N1AIAN[1]

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

Public Health - Seattle and King County
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		Job Announcement for Breastfeeding Peer Counselor, PHSKC Affirmative Action Plan Implementation.doc, King County Executives website about Equity and Social Justice, BC Plan Final Appendices 102008 - redacted, Executive walk in the shoes of a county employee competition, http://146.129.29.21/ServiceAwards
8.1.2 L	2	Onsite, would like to review link: Public Folders/All Public Folders/Human Resources/Classification/Classification Specification Documents, Orientation Schedule Prev Admin	How job and position descriptions are made available to staff, Jobs Website for PHSKC, Orientation checklist, PHN CD How job and position descriptions are made available to staff, Jobs Website for PHSKC, Orientation checklist, EH Food, EH-HEI-1, 8.1.2. Read Me How job and position descriptions are made available to staff, Jobs Website for PHSKC, Orientation checklist, Tobacco, Tobacco HPA-2, Orientation Schedule Prev Admin
8.1.3 L	2	Cover letter stated that many of the hires were temp or internal placements in lieu of lay-off. It is suggested that all NEW hires are identified with evidence that their credentials/licenses were checked. On-site sample file review also completed. On-site sample file review also completed. On-site sample file review also completed.	8.1.3 Readme note, PHN CD, PER 9-1 Appdx 9 2 - FCRA Disclosure V2, PER 9-1 Employment Background Checks Final, Employment Process Map v2, CD 2 year hires 8.1.3. Read Me, PER 9-1 Appdx 9 2 - FCRA Disclosure V2, PER 9-1 Employment Background Checks Final, EH-HEI-1, EH 2 year hires, Employment Process Map v2 8.1.3 Readme note, PER 9-1 Appdx 9 2 - FCRA Disclosure V2, PER 9-1 Employment Background Checks Final, PER 9-1, Tobacco HPA-2, Tobacco 2 year hires, Employment Process Map v2
8.1.4 L	2		Affiliation Agreement

**Public Health - Seattle and King County
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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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

Public Health - Seattle and King County
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 Appraisal and Merit Pay System Manual, Nursing Performance Appraisal, Communicable Disease Performance Appraisal final, local 17 PA manual, Copy of DPH Performance Appraisal Form - Enhanced (2) Performance Appraisal and Merit Pay System Manual, local 17 PA manual, Food Evaluations final, Copy of DPH Performance Appraisal Form - Enhanced (2) Tobacco Program Appraisal final, Performance Appraisal and Merit Pay System Manual, local 17 PA manual, Copy of DPH Performance Appraisal Form - Enhanced (2)
8.2.2 L	1	Individual discipline and program specific competencies are documented but no evidence of an overall health department workforce plan.	survey of staff asking for future training targets and goals, General Guidance for Nursing Performance Appraisal 4-06, ARNP Public Health Competency Performance Elements, SmartPH competencies in CHS
8.2.3 L	2		Attendance roster, BC Plan Final Appendices 102008 - redacted (document from 8.1.1), Negotiations Nuts and Bolts training, Training Agenda, HR training_9-17-2010

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

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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		KC Strategic Plan_Transmittal letter, KC Strategic Plan_Implementation Plan, KC Strategic Plan_2010-2014, Executive Team Mtg Notes 10 25 10
9.1.2 L	2		CQIP Charter_4-16-2010, Q Leaders Charter_6-28-2010, Quality Leaders minutes 2009-10
9.1.3 L	2		STRAT PLAN091510 update, DOH 5930 LHJ CD EPI Procedures, DOH 5930 LHJ CD EPI Procedures Productivity Expectations Memorandum Jan2010 09-11 Workplan C6, 09-11 Workplan, Cessation AIP (5.05 7.01 7.02 7.05), Copy of 09-11 Workplan C7
9.1.4 L	1	Compliance Check Tracking example provided quantifiable performance measurement. Monitoring based on Progress Reports provided broadly indicated progress (on track, needs attention) but did not meet the intention of the measure regarding quantifiable performance measurement. Documents dated after 2/15/11 are not reviewed.	5930 CDES Official Report July - Dec 2009 (2), CDSummary2008, VAX by year by age 98-08, Current Situation Report MARCH2010, Flu Surveillance Summary 2010 Week 40 Envision Report 5116 Facilities for District, Envision Report 5282 Summation of Employee Time by Program C, Envision Report 5290 Year to Date Productivity for District, 9.1.4. Read Me 2010-11 Projected Checks VERSION3, 09-11 Progress Report C6, 09-11 Progress Report C7, 09-11 Progress Report

Public Health - Seattle and King County
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
9.1.5 L	1	The intent of this measure is that key processes and all programs and interventions of the Food Program are evaluated and monitoring data from 9.1.4 B is used to identify areas and methods for improvement. The documentation provided focused more on employee productivity than analysis of the outcome measurement related to food safety.	Link to AIMS HIGH-Health Protection, Link to AIMSHIGH-Immunization, Imms Accountability Report to DOH 2009, AA SV Work Flow, IOM_H1N1_Duchin_SEPT_2009_FIN AL.ppt (2/2010)– 9 1 5 B Cover Letter Food, Envision Report 5290 Year to Date Productivity for District, Envision Report 5282 Summation of Employee Time by Program C, New Areas Assignments and 2010 Reminders CTCP Evaluation June 2009, Compliance Paper -all sections
9.1.6 L	1	Client Satisfaction annual averages and a Customer Service Assessment were provided without analysis or documentation of how results were used to improve department services or processes. Document dated after 2/15/11 not reviewed.	PHSKC customers, Intake Unit Work Group Opportunity Statement, Intake Unit Performance Measure Summary, ET email customer service_6-16-10, Customer service tracking log_blank, Customer Service Assessment_b2009,Client satisfaction_annual averages_2006-2008, Client satisfaction_annual averages_2006-2008, CHS Client sat reports and comments_2010, Acknowledgement of complaints_2010 run chart
9.1.7 L	2		CQIP meeting 10-21-10, FrontRunnersTrainingPacket_9-10, IHI Dashboard training_7-10
9.1.8 L	1	The intent of this measure is to demonstrate BOH review and recommendations of EACH significant outbreak, environmental event, natural disaster, table top exercise of other public health emergency. Documentation provided one for one example of an AAR and BOH report.	BOH staff report H1N1, 06-17-10, H1N1 After Action Report attachment 2 06-17-10, BOH H1N1 Powerpoint 06-17-10, BOH staff report H1N1, 06-17-10

**Public Health - Seattle and King County
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
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Score Totals for Standard: 1 Evaluate the Effectiveness of Public Health Processes, Programs, and Interventions

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

Note: Totals may not equal 100% due to rounding

Public Health - Seattle and King County
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	2		2011 quality workplan_2-3-11, 2010 Quality Work Plans, PHSKC Quality Program Description_2-3-11
9.2.2 L	2	It is clear that the agency is engaged in QI activities that are resulting in improvements.	Quality Leaders minutes_9-30-10, ET Notes 07 26 10_w slides, 2010 QI projects_9-30-10
9.2.3 L	2		Business Practices Improvement training 9-13-2010, CQIP meeting 10-21-10, Documentation of staff expertise, HR Training_9-17-10, IHI training agenda and cert_July 2010, QI iLinc 8-18-10, Screenshot of quality folder on portal_10-1-10
9.2.4 L	2	Quality Committee Charters_2010- some of pages are marked as DRAFT and therefore not reviewed. The 2011 Quality Plan was largely informed by preparations for the Performance Review process; no clear "line of sight" from previous QI Plan [revisions, and deletions] to newly approved 2011 QI Plan.	9.2.4 Read Me, 2009 Evaluation and 2010 Quality Work Plans, 2010 Quality Program Evaluation, 2011 quality workplan_2-3-11, ET notes + presentations 1-3-2011

Score Totals for Standard: 2 Implement Quality Improvement

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

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
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
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10.1.1 L 2

Community Communication Network application, Perinatal H1N1 vaccine project_2009

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

**Public Health - Seattle and King County
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		IntersectingInfectionsReport, Intersecting Infections Report -- screen print showing availability on website, EMS Study
10.2.2 L	2		Research Policy, PRT Agenda 2011-01-25, Research Study Example of use of policy

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

**Public Health - Seattle and King County
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	1	Documentation shows that at least every other year review of prevention and health educations information has not taken place, many of the most current reviews or revisions having taken place in 2008.	Fact Sheet Tracking List11-10-10, Producing Public Education Materials and Reports Policy, GiardiasisFactSheet10-07, GiardiasisFactSheet11-05, Hep A factsheet, HepatitisAFactSheet03-13-2009, 10STRATPLAN091510 Update	
6.2.1 L	Maintain agency knowledge and consistent application of public health laws	2		List of Position with Regulatory and Enforcement Responsibilities, TB enforcement example, STAFF PHYSICIAN Job Description, DCO Job announcement and description, TB Travelogue 2009-11	
6.2.3 L	Provide education to regulated entities regarding their responsibilities and methods to achieve full compliance with applicable laws	2		Immunization Training for Providers, imms resource list for providers, imms resource list for parents, Vac-Scene	

**Public Health - Seattle and King County
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
6.3.1 L	Maintain current written procedures and protocols for conducting enforcement actions	2		WAC 246-101-505, WAC 246-101-505 legal flow chart, TB Hospital - PH Iso Order Protocol, TB Agreement for DOT, TB Isolation Order Example, CD-EPI Iso Order	WAC 246-101-505B legal flow chart
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 not applicable for CD.		
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 not applicable for CD.		

**Public Health - Seattle and King County
Program Report**

Program: Communicable Disease

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
8.1.2 L	Make job standards and position descriptions available to staff	2		How job and position descriptions are made available to staff, Jobs Website for PHSKC, Orientation checklist, PHN CD	
8.1.3 L	Confirm that staff meet qualifications for their positions, job classifications and licensure	2	Cover letter stated that many of the hires were temp or internal placements in lieu of lay-off. It is suggested that all NEW hires are identified with evidence that their credentials/licenses were checked. On-site sample file review also completed.	8.1.3 Readme note, PHN CD, PER 9-1 Appdx 9 2 - FCRA Disclosure V2, PER 9-1 Employment Background Checks Final, Employment Process Map v2, CD 2 year hires	
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Performance Appraisal and Merit Pay System Manual, NursingPerformanceAppraisal, Communicable Disease Performance Appraisalfinal, local 17 PA manual, Copy of DPH Performance Appraisal Form - Enhanced (2)	
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	2		STRAT PLAN091510 update, DOH 5930 LHJ CD EPI Procedures, DOH 5930 LHJ CD EPI Procedures	

**Public Health - Seattle and King County
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	2		5930 CDES Official Report July - Dec 2009 (2), CDSummary2008, VAX by year by age 98-08, Current Situation Report MARCH2010, Flu Surveillance Summary 2010 Week 40	
9.1.5 L	Evaluate the effectiveness of processes, programs, and interventions and identify needs for improvement	2		Link to AIMS HIGH-Health Protection, Link to AIMSHIGH-Immunization, Imms Accountability Report to DOH 2009, AA SV Work Flow, IOM_H1N1_Duchin_S EPT_2009_FINAL.ppt (2/2010)–	

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

**Public Health - Seattle and King County
Program Report**

Program: Food Safety

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	1	Documentation provided did not demonstrate review at least every other year of prevention and health education materials.	Food1-21-10 Counter Team Minutes6-10, Food 5/19/10 Minutes 6-10, Producing Public Education Materials and Reports Policy, Food Inspection Webpage 6-10, Food Handouts Coordination Memo 6-10, Food News Archive Online Inspection 6-10, News Letter 2010, Menu Review Web 2011	
6.2.1 L	Maintain agency knowledge and consistent application of public health laws	1	EH Investigator III job description dated 1997. District Field Operation Seniors Role is a draft job description. Documentation that demonstrates consistent application of public health laws was not provided such as internal audits, enforcement documents, or logs or a review of case reports.	Food and Facilities Winter Training, Staff Roster, Health&Env. Investigator 2, Health & Env. Investigator 3, Health & Env. Investigator 4, MPRAF COMPLIANCE OFFICER, 2010_EH Annual conference, Code Enforcement refresher, Fall2010 Food Safety Workshop, Food & Facilities Section Inspection Quality Control, Permit Suspension and Revocations PP	

**Public Health - Seattle and King County
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	2		How to start a food business in King County, menu review	
6.3.1 L	Maintain current written procedures and protocols for conducting enforcement actions	2		KCBOH Chapter 1_08 - Enforcement, Article II - Notice and Or, KCBOH Chapter 1_08 - Enforcement, Article III - Permit, Enforcement Flow Chart SW VN WW, 6.3.1. Food Read Me, KCBOH Chapter 5_60 - Permit Suspension, Revocation and Compl	
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		King County Food Code Title 5, 2010RiskBasedInspectionProgram, 2010RiskLevelsPermitClassification	
6.3.3 L	Conduct enforcement activities and follow up on complaints according to procedures and protocols for both routine and emergency situations	2		Asian Bubble Tea Support Materials, Envision Report 5102 Complaints	

**Public Health - Seattle and King County
Program Report**

Program: Food Safety

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
6.3.4 L	Conduct analysis of complaints, violations and enforcement activities to determine patterns, trends, compliance and effectiveness	2		Inspection Quality Control Measures April 2010, PHSKC 2009 CD-EPI report foodborne illness chapter, 2000-March2010 data 4-9-10	
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	Permit Suspension Check List is an undated document	Permit Suspension Check List, Multi-Agency Response Plan; 6.3.5 Food Read Me re: no laws, protocols or policies that require public notification, FW Quad County meeting 10 Feb 2009, Restaurant inspection information, Restaurant inspection screenshot, Asian Bubble Tea Support Materials,	Multi-Agency Response Plan
8.1.2 L	Make job standards and position descriptions available to staff	2		How job and position descriptions are made available to staff, Jobs Website for PHSKC, Orientation checklist, EH Food, EH-HEI-1, 8.1.2. Read Me	

**Public Health - Seattle and King County
Program Report**

Program: Food Safety

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	On-site sample file review also completed.	8.1.3. Read Me, PER 9-1 Appdx 9 2 - FCRA Disclosure V2, PER 9-1 Employment Background Checks Final, EH-HEI-1, EH 2 year hires, Employment Process Map v2	
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Performance Appraisal and Merit Pay System Manual, local 17 PA manual, Food Evaluations final, Copy of DPH Performance Appraisal Form - Enhanced (2)	
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	2		Productivity Expectations Memorandum Jan2010	
9.1.4 L	Monitor performance measures for processes, programs and interventions	2		Envision Report 5116 Facilities for District, Envision Report 5282 Summation of Employee Time by Program C, Envision Report 5290 Year to Date Productivity for District, 9.1.4. Read Me	

**Public Health - Seattle and King County
Program Report**

Program: Food Safety

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	1	The intent of this measure is that key processes and all programs and interventions of the Food Program are evaluated and monitoring data from 9.1.4 B is used to identify areas and methods for improvement. The documentation provided focused more on employee productivity than analysis of the outcome measurement related to food safety.	9 1 5 B Cover Letter Food, Envision Report 5290 Year to Date Productivity for District, Envision Report 5282 Summation of Employee Time by Program C, New Areas Assignments and 2010 Reminders	

Score Total for: Food Safety

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

Note: Totals may not equal 100% due to rounding

**Public Health - Seattle and King County
Program Report**

Program: Tobacco

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	1	Documentation provided does not demonstrate at least every other year review of prevention and health educations information.	Producing Public Education Materials and Reports Policy, EducationMaterialsDevelopmentReviewProcess, MaterialsAuditRecord, 2008 Business Letter, 2010 Business Letter, BTIS Fact Sheet 2007, BTIS Fact Sheet 2010	
8.1.2 L	Make job standards and position descriptions available to staff	2	Onsite, would like to review link: Public Folders/All Public Folders/Human Resources/Classification/Classification Specification Documents, Orientation Schedule Prev Admin	How job and position descriptions are made available to staff, Jobs Website for PHSKC, Orientation checklist, Tobacco, Tobacco HPA-2, Orientation Schedule Prev Admin	
8.1.3 L	Confirm that staff meet qualifications for their positions, job classifications and licensure	2	On-site sample file review also completed.	8.1.3 Readme note, PER 9-1 Appdx 9 2 - FCRA Disclosure V2, PER 9-1 Employment Background Checks Final, PER 9-1, Tobacco HPA-2, Tobacco 2 year hires, Employment Process Map v2	

**Public Health - Seattle and King County
Program Report**

Program: Tobacco

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
8.2.1 L	Complete performance evaluations and improvement/training plans	2		Tobacco Program Appraisalsfinal, Performance Appraisal and Merit Pay System Manual, local 17 PA manual, Copy of DPH Performance Appraisal Form - Enhanced (2)	
9.1.3 L	Establish goals, objectives and performance measures for processes, programs and interventions	2		09-11 Workplan C6, 09-11 Workplan, Cessation AIP (5.05 7.01 7.02 7.05), Copy of 09-11 Workplan C7	
9.1.4 L	Monitor performance measures for processes, programs and interventions	1	Compliance Check Tracking example provided quantifiable performance measurement. Monitoring based on Progress Reports provided broadly indicated progress (on track, needs attention) but did not meet the intention of the measure regarding quantifiable performance measurement. Documents dated after 2/15/11 are not reviewed.	20010-11 Projected Checks VERSION3, 09-11 Progress Report C6, 09-11 Progress Report C7, 09-11 Progress Report	
9.1.5 L	Evaluate the effectiveness of processes, programs, and interventions and identify needs for improvement	2		CTCP Evaluation June 2009, Compliance Paper -all sections	CTCP Evaluation June 2009

**Public Health - Seattle and King County
Program Report**

Program: Tobacco

Domain Standard Measure	Measure	Score	Comments	Documents	Exemplary Documents
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Score Total for: Tobacco

	Specific LHI Totals
Demonstrated	71%
Partially Demonstrated	29%
NOT Demonstrated	0%

Note: Totals may not equal 100% due to rounding