



## ADAMS COUNTY HEALTH DEPARTMENT

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### Quality Improvement Plan 9-27-11 (Based on results of Standards Review 05-26-2011) DRAFT

Objectives	Activities	Outputs	Results	Date	Standard	Staff
Beginning September, 2011 HIPAA will be reviewed annually	HIPAA policies annual review form in front of policies will be signed and dated	HIPAA policies will have a form added for annual review, signature and date	Policies and Procedures including HIPAA are reviewed and dated as laws change	9-2011	A.1.2	Kate
Emergency contact list is updated every six months with current staff contact information	Send out email 2 time yearly to staff with current contact information on 24/7 contact list to solicit updates. After updating send to SO for their reference for emergency contact. Date document at the bottom each time updated.	The ACHD emergency contact list will be updated at least twice yearly	Emergency contact list updated in June/July and December/January	12-2011	2.4.1	Callie
Website will be current and Health Department site will be accessible	Website will be checked every 6 months for working links and current documents and updated as needed.	Website will be reviewed biannually for accessibility and currency of documents	This was completed in June and will be reviewed again in December/January	6-2011	3.2.4	Christina Kate
Strategic plan will have SMART objectives. HD programs will follow SMART objectives.	Targets in the Strategic Plan were added that are measurable and connected to a time frame	Strategic Plan has additional columns to indicate results and completion time and SMART objectives	Strategic Plan was updated 9-2011 and circulated to staff for review. It will be reviewed annually to document performance and changes.	9-2011	5.2.2 9.1.3 9.1.4	Callie

**SMART OBJECTIVES= Specific – Measurable – Achievable – Realistic - Timebound**