

## **Clackamas County Public Health Division's Assessment of Overlap with the Oregon Health Authority's Triennial Review Process**

CLHO Healthy Structure Committee Members,

We hope that the table provided on the pages that follow will assist local health departments throughout Oregon identify opportunities to streamline their preparation for both the Oregon Health Authority's Triennial Review and Public Health Accreditation Board (PHAB) documentation collection processes. This information was compiled during Clackamas County Public Health Division's (CCPHD) January 2014 Triennial Review. CCPHD submitted all the required accreditation documentation to PHAB in November 2013. By having gone through the accreditation process it allowed an opportunity for our agency to go through a comprehensive review of plans, policies and documentation that helped make the triennial review process more manageable. The left hand side of the table contains specific triennial review requirements for each tool as it relates to public health accreditation. The right hand side of the table contains the examples of documentation we used to meet the triennial review requirements that were also submitted to PHAB.

If you have any questions, concerns or would like to have any additional conversations about the materials submitted please don't hesitate to contact me.

Best regards,

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Triennial Review Requirements	Public Health Accreditation (version 1.0) Documentation Submitted
<p style="text-align: center;"><b>Administrative Tool</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• Organization defined as LPHA</li> <li>• Communication between LPHA and BCC</li> <li>• Annual public health plan</li> <li>• Essential services provided</li> <li>• Other services provided</li> <li>• Annual budget</li> <li>• Annual financial audits</li> <li>• Fee schedules</li> <li>• Staff and credentialing</li> <li>• Confidentiality policy</li> <li>• Updated policies &amp; procedures</li> <li>• Publicized location of LPHA</li> <li>• Culturally Competent materials &amp; staff training</li> </ul>	<p><b>Domain 3--</b> Examples provided: culturally competent health promotion materials &amp; interventions; proof of publicizing LPHA to community at-large</p> <p><b>Domain 5 --</b> Examples provided: strategic plan</p> <p><b>Domain 6--</b> Examples provided: fee schedules approved by BCC</p> <p><b>Domain 8--</b> Examples provided: staff development in diversity and inclusion</p> <p><b>Domain 11--</b> Examples provided: administrative policies &amp; procedures; cultural competency assessment; staff training records; culturally competent administrative documentation &amp; processes; credentialing procedures; confidentiality policy; annual budget, financial statements &amp; audits</p> <p><b>Domain 12--</b> Examples provided: legal brief written by county counsel defining LPHA and BCC roles/responsibilities; board orders &amp; state statutes; BCC presentations/study sessions</p>
<p style="text-align: center;"><b>Babies First!</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• Number of PHNs and FTEs</li> <li>• Description of PHN services</li> <li>• Policies &amp; procedures</li> </ul>	<p><b>Domain 3--</b> Examples provided: PHN webpages &amp; brochures</p> <p><b>Domain 8--</b> Examples provided: Staff training plan for PHNs</p> <p><b>Domain 9--</b> Examples provided: Performance measure development; Lines-of-sight; QI Projects on increasing # of referrals received</p> <p><b>Domain 11--</b> Examples provided: organizational chart; administrative policies &amp; procedures</p> <p><b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b></p>

<p style="text-align: center;"><b>Civil Rights</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• ADA compliance</li> <li>• Non-discrimination policies</li> <li>• Communication with persons who are LEP</li> <li>• Auxiliary aids &amp; services for persons with disabilities</li> </ul>	<p><b>Domain 3--</b> Examples provided: culturally and linguistically appropriate information in a variety of methods and formats</p> <p><b>Domain 11--</b> Examples provided: civil rights policies; client feedback forms; birth &amp; death certificate forms; cultural competence assessment; quarterly safety/ADA tests</p>
<p style="text-align: center;"><b>Communicable Disease</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• Occupational health processes</li> <li>• Active surveillance plan</li> <li>• CD employee trainings</li> <li>• Standing orders</li> <li>• Summary of surveillance data</li> <li>• Case investigation timeliness</li> <li>• Outbreak investigation processes</li> </ul>	<p><b>Domain 1--</b> Examples provided: ORPHEUS protocols &amp; security documents; log of surveillance site reports &amp; meetings; analyzing, sharing &amp; distribution of CD data; health profiles of communicable diseases</p> <p><b>Domain 2--</b> Examples provided: active surveillance plan; investigative guidelines; OARs for disease investigation &amp; control; log of significant events; standing orders</p> <p><b>Domain 8--</b> Examples provided: Staff training plan for CD staff</p> <p><b>Domain 9--</b> Examples provided: CD timeliness for case and outbreak investigations performance measures; occupational health QI project</p>
<p style="text-align: center;"><b>Drinking Water</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• Emergency Response Plan</li> <li>• Conducting enforcement activities</li> <li>• Investigate water quality alerts</li> <li>• Resolve compliance issues</li> </ul>	<p><b>Domain 2--</b> Examples provided: active surveillance plan; investigative guidelines; emergency operations plan; incident response team guidelines; drinking water protocols</p> <p><b>Domain 6--</b> Examples provided: drinking water agreements; drinking water annual program reports; example of drinking water arsenic incident</p> <p><b>Domain 9--</b> Examples provided: coli-form alerts performance measure; drinking water survey performance measures; false positive coli-form QI project</p>
<p style="text-align: center;"><b>Family Planning Record Review</b></p>	<p style="text-align: center;"><b>None</b></p> <p><b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b></p>
<p style="text-align: center;"><b>CCAre Chart Audit</b></p>	<p style="text-align: center;"><b>None</b></p> <p><b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b></p>



<b>Family Planning FPEP Chart Audit</b>	<b>None</b> <b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b>
<b>Fiscal Review County</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Internal accounting controls</li> <li>• Reporting compliance</li> <li>• Audits</li> <li>• Sub-recipient monitoring</li> </ul>	<b>Domain 9--</b> Examples provided: fiscal timely reporting performance measures; lines-of-sight; contract & grant monitoring QI project  <b>Domain 11--</b> Examples provided: financial audits, program financial reports; contracts; annual budget, program reports; grant applications
<b>Fiscal Review Nonprofit</b> NOTE: Clackamas County Public Health Division completed the fiscal review above.	<b>N/A</b>
<b>Foodborne Program Review (Licensed facility)</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Licensing process</li> <li>• Licensing fees</li> <li>• Inspection processes</li> <li>• Inspection standards</li> <li>• Staff training</li> <li>• Enforcement &amp; investigation activities</li> </ul>	<b>Domain 1--</b> Examples provided: analyzing, sharing & distribution of EH data  <b>Domain 2--</b> Examples provided: active surveillance plan; investigative guidelines  <b>Domain 6--</b> Examples provided: FDA food code implementation; fees set by the BCC; communication with licensed facilities; list of enforcement activities; examples of complaints and follow-up processes  <b>Domain 8--</b> Examples provided: Staff training plan for EH staff
<b>Health Officer</b>	<b>None</b>
<b>Healthy Communities Implementation</b> NOTE: Clackamas County Public Health Division is not currently a recipient of the Healthy Communities grant from OHA.	<b>N/A</b>
<b>HIV Care &amp; Treatment</b>	<b>None</b>  <b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b>
<b>HIV Prevention</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Educational materials meet CDC guidelines</li> <li>• Confidentiality procedures</li> </ul>	<b>Domain 3--</b> Examples provided: HIV webpages & brochures; health promotion materials  <b>Domain 11--</b> Examples provided: confidentiality policy & staff training

<p align="center"><b>Laboratory</b></p> <p>NOTE: Clackamas County Public Health Division did not complete a laboratory review.</p>	<p><b>Domain 2--</b> Examples provided: public health laboratory certificates from OSPHL; specimen handling policies</p>
<p align="center"><b>Immunization &amp; VFC State, Delegate and Private Site Visit Questionnaire</b></p> <p>NOTE: The OHA Immunization Program is following a separate contract management process outside the OHA Triennial Review moving forward.</p>	<p><b>Domain 3--</b> Examples provided: adult immunization grant materials; immunization program webpages; Tdap campaign</p> <p><b>Domain 4--</b> Examples provided: immunization clinics &amp; outreach materials</p> <p><b>Domain 6--</b> Examples provided: immunization exclusion process</p> <p><b>Domain 8--</b> Examples provided: Staff training plan for Immunization Coordinators</p> <p><b>Domain 9--</b> Examples provided: Performance measure development; lines-of-sight; QI projects on exclusion process</p> <p><b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b></p>
<p align="center"><b>MCH Record Review</b></p>	<p align="center"><b>None</b></p> <p><b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b></p>
<p align="center"><b>Perinatal</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• Maintain linkages and communication with community organizations</li> <li>• Provide outreach and referral services</li> <li>• Advocate for vulnerable populations</li> <li>• Cultural competency</li> <li>• Policies &amp; procedures</li> </ul>	<p><b>Domain 3--</b> Examples provided: BabyLink promotional materials; PHN webpages &amp; brochures</p> <p><b>Domain 4--</b> Examples provided: participation in committees and coalitions</p> <p><b>Domain 11--</b> Examples provided: policies &amp; procedures; cultural competency assessment</p>
<p align="center"><b>Reproductive Health</b></p> <p>Provide evidence of:</p> <ul style="list-style-type: none"> <li>• Policies &amp; procedures</li> <li>• Confidentiality training</li> </ul>	<p><b>Domain 11--</b> Examples provided: policies &amp; procedures; confidentiality training</p>
<p align="center"><b>STD</b></p>	<p align="center"><b>None</b></p> <p><b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b></p>

<b>Tobacco Prevention &amp; Education Program</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Creating smoke-free environments</li> <li>• Promoting quitting among adults &amp; youth</li> <li>• Facilitation of community partners</li> <li>• Enforcement</li> <li>• Reducing the burden of tobacco-related chronic disease</li> <li>• Counter pro-tobacco influences</li> </ul>	<b>Domain 1 &amp; 10--</b> Examples provided: tobacco retail assessment; smoke-free facility policies  <b>Domain 3--</b> Examples provided: smoke-free facility policies; quit line promotion materials  <b>Domain 4--</b> Examples provided: smoke-free parks  <b>Domain 6--</b> Examples provided: review of tobacco master settlement legislation; smoke-free workplace law webpage & enforcement activities
<b>Tuberculosis Review</b> Provide evidence of: <ul style="list-style-type: none"> <li>• TB standing orders &amp; policies</li> <li>• Enforcement activities</li> </ul>	<b>Domain 6--</b> Examples provided: TB standing orders; enforcement examples
<b>Vital Records</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Vital records instructions</li> <li>• Birth &amp; death certificate forms</li> <li>• Information on how to obtain birth &amp; death certificate to the public</li> </ul>	<b>Domain 3--</b> Examples provided: birth & death certificate webpage  <b>Domain 11--</b> Examples provided: OVERS manual; birth & death certificate forms
<b>WIC</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Civil rights staff training</li> <li>• Local policies &amp; procedures</li> <li>• Credentialing process</li> <li>• Confidentiality</li> <li>• Outreach &amp; nutrition education</li> <li>• Fiscal management</li> </ul>	<b>Domain 3--</b> Examples provided: WIC webpages; nutrition PSAs; recipe cards  <b>Domain 4--</b> Examples provided: nutrition fair & farmers market outreach materials  <b>Domain 9--</b> Examples provided: birth & death certificate webpage  <b>Domain 11--</b> Examples provided: civil rights policies & training; policies & procedures; confidentiality policies financial statements; credentialing procedures  <b>NOTE: PHAB does not review direct services, such as chart review information and direct patient care.</b>
<b>WIC Breastfeeding Peer Counseling Program</b>	None
<b>WIC Farm Direct Nutrition Program</b> Provide evidence of: <ul style="list-style-type: none"> <li>• Nutrition education</li> </ul>	<b>Domain 4--</b> Examples provided: nutrition fair & farmers market outreach materials