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| **Minutes (DRAFT)** | **Healthy Structures Meeting****July 27, 2015** |
| **Facilitator:** Pat Crozier |
| **On phone:**Pat Crozier Kathleen JohnsonJan Kaplan Matt GilmanPat Crozier Cindy BaskervilleKaren Woods **Attendees:**Marti Baird   |
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| **Meeting Objective(s):**   |
| **Agenda Topics** | **Lead** | **Notes** |
| 1. Call to order, Roll Call and approval of previous meeting minutes
 | Pat  | * Roll call and minutes from April 27th meeting has been approved and second.
* Kathleen will include minutes in the July meeting materials on the web
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| 1. Report from JLT on Minimum Standard
 | Pat | * Kathleen talked to Pat about the report from JLT regarding minimum standards
* Minimum standards were updated to mirror the accreditation standards
* When Erin Mowlds was with the program through CLHO, she asked if the minimum standards were to be kept as aspirational or find a way to operationalize them
* Sub-committee formed through Healthy Structures: Muriel DeLaVergne-Brown, Scott Johnson, Danna Drum, Jan Kaplan, Phillip Mason, Erin Mowlds and Kathleen Johnson, facilitated by Marnie Mason who designed a process that would operationalize the minimum standards
* In that work, the sub-committee came up with a recommendation
* The current Triennial Review process was revamped 15 years ago and had been updated
* Do an improvement process on the Triennial Review
* Once completed, look at a formal structure towards Standards Review Process that operationalize the minimum standards
* These list of standards have been adopted by CLHO and have been moved to JLT and will be with JLT until the QI project has been completed
* In HB3100 there are no longer standards referenced in statute, the standards have been removed
* Knowing that there are no longer standards mentioned in statute, does the committee want to work on this? Would the committee like to look at all of the definition documents? Does this group want to make recommendations to incorporate the standards to JLT?
* How much work does this group want to do and do we want to try and find a touch point with the current work?
* Does Healthy Structures want a more active role with the work that has already been done or in your own reviewing; do we want to make recommendations in the work that has been done?
* What should Healthy Structures role be?
* All the standards are not going to be included in the bill
* Personnel standards, do we want to take a look at how these were written?
* Core personnel: What are the qualifications for core personnel?
* In the definitions, specific capabilities, leadership and organizational competency are mentioned. In each of the documents, they called out core personnel. Epi’s and other personnel in those areas, where a specific personnel is mentioned, it defines who those core personnel are
* Healthy Structures will attempt to look at this and send it out to see where they fit
* Pat will look at personnel standards and HB3100 and will send it out to the group
* In HB3100, Organizational Competency is not mentioned pertaining to specific personnel
* Core personnel are mentioned relating to Environmental Health
* Recommendations for separate rule of defining the personal standards
* When looking at the documents, think about accreditation standards as well as looking at the capabilities and programs and language suggestions that better align the two
* Pat will work with Pam on this
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| 1. Triennial Review and QI Project update
 | Matt Gillman | * Wrapped up a large portion of the initial meetings and improvements
* Drafted recommendations document and will be shared at the CLHO retreat in September
* Had a group that was represented with state and local who went through the document top to bottom to make it easier for state and local
* Morgan and Priscilla were sponsors of this project
* Top 3 things for improvement:
* Reduce the amount of duplication in the program review; Ronit and Marti have started working on the program review tools
* Reduce the “asks” from state to county programs relating to:
* Confidentiality
* Nondiscrimination document
* 2-state electronic document process
* Getting the document’s through email/pdf
* Central depository like a “drop box” with access to SharePoint. If the documents get dropped, can access the depository/drop box and retrieve the document that they are asking for
* Matt and Danna met with Priscilla over recommendations and will share with workgroups and CLHO at the retreat for additional recommendations and then will move to JLT
* Office of Community Liaison have made a few changes
* At some point, they will re-administer the survey to see the improvements or anything that needs to be fixed
* Once this gets approved, there will be a pilot project to see how it works or will be implemented.
* With these recommendations, do we decide whether or not they need to be piloted with the central repository to test things out and to make sure they are working? Other things may be implemented right away, for example, regionalize more site visits to spend more time in areas of the state
* This committee is trying to streamline the Triennial Review process
* If you are accredited, will you have to submit the same things?
* Triennial Review process vs. Accreditation
* Accreditation process doesn’t look at clinical work
* This will be discussed in more detail at CLHO
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| 1. Review of the Charter
 | Pat | * Corrected and updated on July 14, 2015 and posted on the website
* Changes made to read and align the standards with modernization
* Made changes about the roles of the committee and about posting the materials on the CLHO website
* Encouraged the committee members to access the CLHO website and access the documents
* Once approved, will send back to CLHO and establish as the official charter
* Hold review of the charter to be discussed at a later meeting
* Received an email from Jan Kaplan about waiting for the projected revenue
* Some discussion about getting more instruction so that counties would get the same information
* Priscilla and Danna had a discussion about this and will have clear instruction to the counties. This is something that will be waiting until the fall to look at
* Healthy Structures Committee could ask to have input into the instructions for the Projected Revenues.
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| 1. What is the role of Healthy Structures?
 | Pat | * This will be discussed at the CLHO retreat
* Looking at all of the committees
* Especially with the whole modernization, with the standards removed
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| 1. Next agenda topics
 |  Pat | * To look at the documents and see where they align
* Review the comments
* Review the standards
* Review the documents
* Look at the Crosswalk tool
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| 1. Additional updates
 |   | * Marti: looking at the Triennial Review document and the Accreditation document
* It is very clear what is needed and what is not needed
* Jan: put some finishing touches on the funding formula and is being reviewed by PHD leadership
* We will get it out to Healthy Structures
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| 1. Action items
 |   | * Pat will send out the charter
* Pat will send out the Minimum Standards
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Transcribed by Jill Brackenbrough