**Systems and Innovations Committee Minutes**

March 19th 2018 2 to 3:30 pm

PSOB room 915

Members present: Amanda Garcia-Snell, Sara Beaudrault, Brian Johnson, Florence Pourtal-Stevens, Frank Brown, Judy Bankman, Koua Cha, Lindsey Manfrin, Caitlin Hill, Janis Payne

Guests: Kim LaCroix, Andrew Epstein, Caitlin Hill

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| **Agenda Item** | **Detail** | **Presenter** |
| Welcome, Introductions (as needed) and roll call | Quorum is 50% +1 of committee membership  Quorum was not achieved. | Mike and Florence |
| Review of minutes | Review minutes from last meeting, make corrections as needed  Quorum was not achieved. | Mike and Florence |
| Approve Committee Charter | Approve Charter since we did not have quorum at January meeting  Approved at February meeting. | Mike and Florence |
| Presentation of the revised triennial review tools | Kim and Andrew will present on the revised triennial review administrative review tool, health officer tool and supplemental information form. They would like some feedback from our committee.  Our intention is to align the review tools with the current statutes and rules.Areas outside our purview to review have been removed. CLHO minimum standards were removed as those were supplanted by the modernization rules. We want to ensure we align with Federal and State content requirements and want to eliminate duplication in the review tools.  Administration review tool: We are trying to get a sense of how services and foundational programs are being delivered. LPHA’s have the option to do compliance only or compliance and quality assurance. We are not asking for specific documentation. It is more conversational, looking for awareness of OARs. There will be a one-pager titled “Preparing for the Administrative, Civil Rights and Health Officer Review” to walk LPHAs through what will be required.  Sub-awards and sub-contracting: This applies if a LPHA is contracting for a substantial amount of services. This ensures OHA is notified of sub-contracting and that the sub-contractor is sufficiently monitored. The sub-contractor will have to comply with all civil rights requirements. OHA will also need to see a copy of the contract to ensure it meets all the requirements of the FAA.  Nursing, pharmacy and personnel review requirements are greatly reduced. | Kim La Croix and Andrew Epstein |
| SI committee work plan | Review, discuss and approve draft work plan.  Objectives:   1. Ensure high quality measurement of program elements, perhaps using a checklist. 2. Identify methods to align public health modernization and accreditation. The Reed Group has been working with CLHO to develop a crosswalk between the two which we can use as a starting point. 3. Identify and make recommendations to eliminate duplicate reporting, especially fiscal reporting. We may have a role in the annual county public health budgeting report. 4. Develop a process for funding formulas inclusive of reviews or modifications to program elements. Can this be combined with objective one? 5. Identify methods and/or procedures to remain flexible as new public health and/or CLHO issues emerge.   It would be helpful to align accreditation requirements with triennial review requirements. A large portion of the accreditation process is developing a performance management plan and system and a quality improvement plan. North Central incorporated modernization into the performance management plan using the foundational programs and capabilities to guide the measures and goals then breaking it down according to foundational programs. Another suggestion is to compile comments on what offices need to work on before their re-accreditation comes up and see if there are any themes we could work into the triennial review process.  There is an accreditation support group that meets monthly. They highlight and share information on trainings, resources and experiences that would help with accreditation. They do not have projects. It is a shared learning forum. The Systems and Innovations Committee would like to ensure that they are not duplicating the work. Caitlin will take this committees ideas to the accreditation support group and bring their feedback. What is PHABs interest in modernization alignment? Re-accreditation is not a pressing issue to any of our offices right now. What is PHABs interest in modernization alignment?  Objectives one and four seem to be the priority for CLHO. We could develop a checklist to ensure the program elements are reviewed in tandem with the fiscal. Get direction from CLHO. | Florence |
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| To do item for next meeting | Florence will work with Mike to put objective 1 and four together in the work plan. They will build the next agenda around that.  How do we use PHAB’s funding formula as a guiding principle?  Caitlin will post the final report and tools developed by Re-Group. | Florence and Mike  Amanda  Caitlin |