**Farmington Valley Health District Accreditation Plan**

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| **Plan/Domain** | **1st Half 2018** | **2nd Half 2018** | **1st Half 2019** | **2nd Half 2019** | **1st Half 2020** | **2nd Half 2020** | **1st Half 2021** | **2nd Half 2021** | **1st Half 2022** | **2nd Half 2022** |
| **Community Health Assessment** | 1. Hire coordinator  2. Coordinator trained & certified by PHAB  3. Decide on method for primary data collection  4. Develop draft questions for primary data collection  5. Identify members of the local public health system  6. Choose potential members of CHA/CHIP Advisory Group | 1. Invite identified members to organizational meeting  2. Develop meeting schedule and roles for group  3. Share draft questions for primary data collection for group input  4. Begin to assemble secondary data | 1. Begin to gather primary data  2. Share ongoing data collection with public & group for input | 1. Prepare draft Community Health Assessment  2. Share draft with advisory group for input  3. Finish CHA  4. Share CHA with  public, elected and appointed officials, BOH, other interested parties | 1. Prepare data summaries for specific health issues  2. Distribute the summaries |  |  | 1. Review Community Health Assessment  2. Use current data and trends in the review & updating process |  |  |
| **Community Health Improvement Plan** |  |  |  |  |  | 1. Prepare draft of Community Health Improvement Plan based on the CHA  2. Share draft CHIP with advisory group for input  3. Finish CHIP  4. Share CHIP with public, elected and appointed officials, BOH, other interested parties | 1. Implement CHIP | 1. Track the process of implementation | 1. Review CHIP and revise as needed |  |
| **FVHD Strategic Plan** |  |  |  |  | 1. Begin the strategic planning process  2. Identify groups to be included | 1. Develop tools to be used for soliciting input from groups  2. Implement tools | 1. Finish gathering responses  2. Write strategic Plan | 1. Implement plan | 1. Monitor and review progress |  |
| **Public Health Emergency Response Plan** | 1. Review Public Health Emergency Response Plan | 1. Participate in a joint exercise | 1. Develop an After-Action Report | 1. Review plan and make any needed changes |  |  |  |  |  |  |
| **Workforce Development Plan** |  |  |  | 1.. Form workforce development team  2. Begin working on Workforce development plan | 1. Identify the capacity and capability of the staff  2. Address gaps in capacity and capabilities | 1. Implement strategies that address identified gaps  2. Review, create policies that support employees |  |  |  |  |
| **Performance Management System** |  |  |  |  | 1. Designate members of a performance management team | 1. Adopt the FVHD Performance Management system  2. Implement system and identify goals and objectives | 1. Identify two goals and monitor progress  2. Analyze the progress of achieving goals & objectives  3. Identify next steps | 1. Assess the FVHD’s use of the performance management system  2. Seek customer input on satisfaction with the district |  |  |
| **Quality Improvement Plan** |  |  |  |  |  |  | 1. Develop a quality improvement Plan | 1. Implement the plan & monitor /analyze progress  2. Make any needed changes |  |  |
| **Comprehensive Communication Plan** | 1. Identify existing communication protocols | 1. Assemble the identified protocols  2. Create needed protocols | 1. Adopt a comprehensive communication plan that includes a Risk Communication |  |  |  |  |  |  |  |
| **Branding Strategy** |  |  | 1. Create a Formal Branding Strategy | 2. Regularly Implement strategy |  |  | 1. Analyze the effectiveness of the strategy |  |  |  |
| **Domain 1** | 1. Review Measures  For Documentation Status |  |  | 1. Identify/develop a 24/7 surveillance system for the collection/review & analysis of data | 1. Test the 24/7 surveillance system  2. Document routine communication with surveillance sites | 1. Document the provision of data to the CTDPH  2. Prepare data summaries or fact sheets & distribute |  | 1. Assemble a list of the individuals  or organizations that provide surveillance data to FVHD  2. Provide training to members of the surveillance system | 1. Distribute surveillance data |  |
| **Domain 2** | 1. Review Measures  For Documentation Status |  | 1. Develop written protocol(s) for investigations  2. Completed investigation of two non-infectious health problem or hazard  3. Tracking log of investigations conducted | 1. Laboratory has accreditation, and certification  2. list of public health laboratory services  3. Reportable disease laws  4. Protocols for the health department’s handling and submitting of specimens | 1. Coordinate with the FVHD PHERP |  |  |  |  |  |
| **Domain 3** | 1. Review Measures  For Documentation Status |  | 1. Comprehensive website | 1. Provide information to the public on health risks, health behaviors, disease prevention, or wellness | 1. Information provided to the public about what public health is, its value, and/ or on the health department’s roles, processes, programs, and interventions |  |  |  |  |  |
| **Domain 4** | 1. Review Measures  For Documentation Status |  |  |  | 1. Engagement with the BOH and others about policies and/ or strategies that will promote the public’s health | 1. CHA/CHIP |  |  |  |  |
| **Domain 5** | 1. Review Measures  For Documentation Status  2. Engagement of  specific community  group that will  be affected by  a policy and/or  strategy to promote  the public’s health |  | 1. Communicate and  collaborate with the BOH and elected officials concerning public health policy or strategy. | 1. Participate in a Health Alert Network (HAN) or similar system that receives and issues alerts 24/7. | 1. Collaborative planning with other government agencies | 1. Information provided to policy makers and/or the public about potential public health impacts of policies that are being considered or are in place |  |  |  |  |
| **Domain 6** | 1. Review Measures  For Documentation Status  2. Authority to conduct enforcement activities | 1. Access to legal counsel  2. Make recommendations  to BOH and other officials concerning  amendments or  updates to current  laws and/or  proposed new laws | 1. Efforts to ensure the consistent application of public health  2. Provision of information or education to regulated entities concerning their responsibilities for compliance with public health laws | 1. Provisions of training for staff in laws to support public health interventions and practice  2. Public access to information about laws and permit/license application processes | 1. Systematically schedule inspections of regulated entities and use of a database to record results of inspections  2. Investigate and follow-up on complaints and their adjudications | 1. Annual reports that summarize complaints and describe patterns and trends  2. Debrief on enforcement activities for process  improvements | 1. Coordinated notification  of violations to the  public and sharing  of information among  appropriate agencies |  |  |  |
| **Domain 7** | 1. Review Measures  For Documentation Status |  |  |  |  | 1. CHA/CHIP |  |  |  |  |
| **Domain 8** | 1. Review Measures  For Documentation Status  2. Recruitment of qualified individuals for specific positions  3. Recruitment of qualified individuals that represent the population served |  | 1. Relationship or collaboration that promotes public health as a career | 1. Describe employee retention efforts  2. Identify the process used to verify staff qualifications | 1. Formalize the annual review of employee personal professional development plan  2. Provide a supportive work environment | 1.Regular trainings for staff and managers |  |  |  |  |
| **Domain 9** | 1. Review Measures  For Documentation Status |  |  |  |  |  | 1. Offer staff training in performance management |  |  |  |
| **Domain 10** | 1. Review Measures  For Documentation Status |  |  | 1. Use evidence- based and/or promising practices in a process, program, or intervention | 1. Adopt a human  subjects research  protection policy | 1. Maintain a list of experts and a description of their  training or expertise that is available to the health district | 1. Share research findings  and their public  health implications  to stakeholders,  public health  system partners,  and/or the public |  |  |  |
| **Domain 11** | 1. Review Measures  For Documentation Status |  | 1. Confidentiality policies  2. Signed employee confidentiality form, as required by policies  3.Provide staff training in confidentiality laws & regulations  4. Employee Manual that includes the process for handling of complaints  5. Document employee working relationship | 1. Health department organizational chart  2. Identify the process for  consideration and resolution of ethical issues  3. Document the consideration, deliberation,  and resolution of an ethical issue  4. Image Silo and FoxPro IT Systems | 1. Compile/develop operational policies/procedures  2. Notify employees where to find the policies/procedures | 1. Per capita grant & block grant reports | 1. Audited financial statements  2. Approved health department budget | 1. Review operational policies and/or procedures | 1. Audited financial statements  2. Approved health department budget |  |
| **Domain 12** | 1. Review Measures  For Documentation Status | 1. Authority to conduct public health activities  2. The governing entity’s structure and composition  3. The governing entity’s authority | 1.Formalize the orientation process for new BOH members |  | 1. Operationalize periodical staff reviews of BOH actions |  | 1. Communicate the district’s assessment and improvement of its performance with the BOH |  |  |  |