

ACCREDITATION RESOURCES:

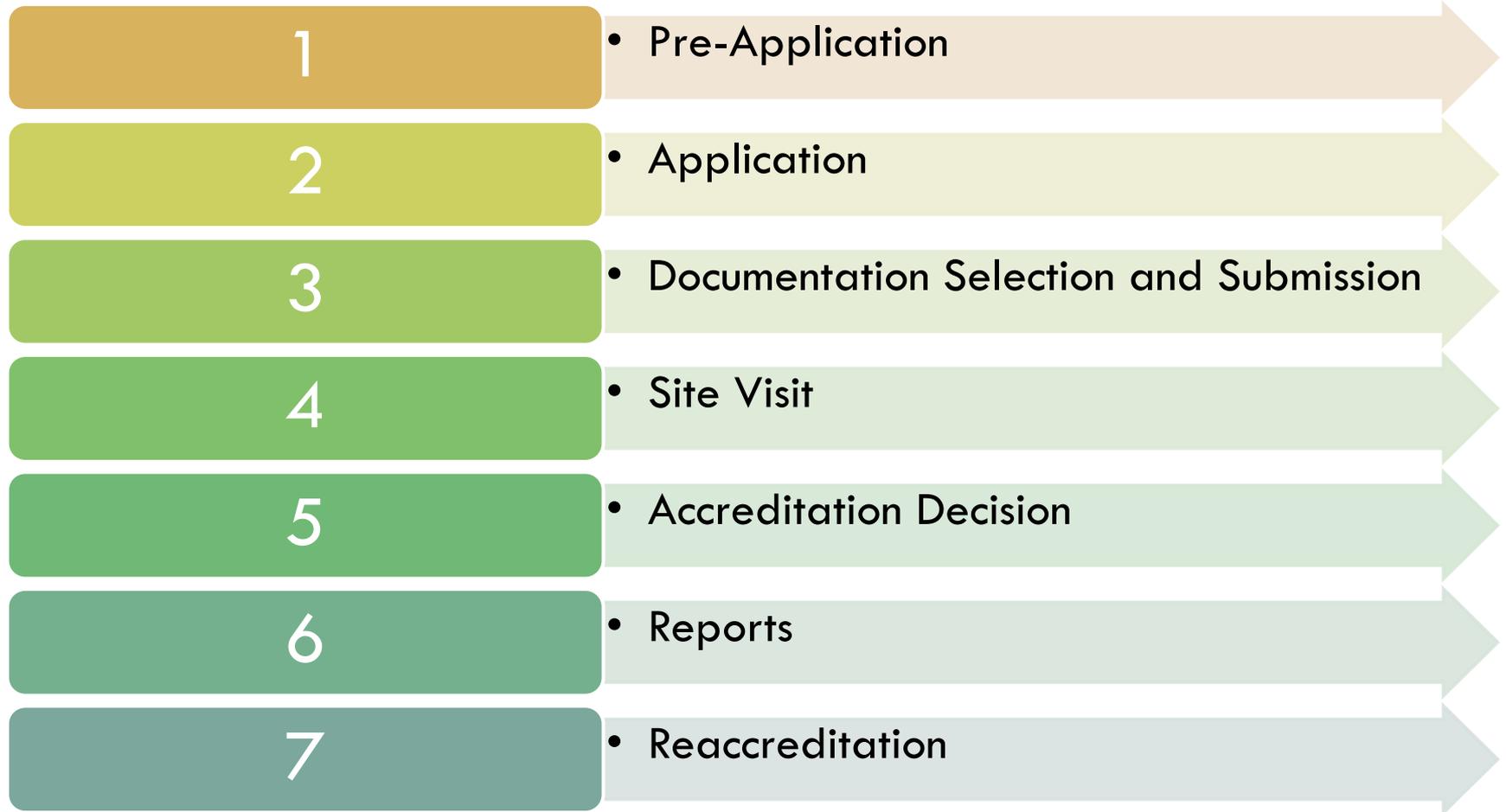
JULY 27, 2011

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Learning Objectives

- Review the Accreditation Process
- The Public Health and Safety Division's Road to Accreditation
- Establishing a Core Team
- Documentation Collection Process

Accreditation Process Overview



The Public Health and Safety Division's Road to Accreditation

- **Initial Readiness Review** – *Management Team, January through April 2010, approx. 17 hours*
- **Work done on six high priority/low performance measures** – *division wide May through December 2010*
- **Appointed Core Team and provided training** – *December 2010*
- **Initial documentation collection process** – *January through April 2011*
- **Review of documentation and identification of strengths and weaknesses** – *Management Team, July through November 2011*
- **Identify and prioritize gaps** – *Management Team*
- **Implement quality improvement processes** – *division wide*

GOAL: Apply for Accreditation in 2012

Establishing a Core Team

- ❑ Desirable Core Team Characteristics
- ❑ Organization of Core Team
- ❑ Domain Lead Responsibilities

Desirable Core Team Characteristics

- Objective/Unbiased
- Effective delegators
- Effective communicators
- Strong leadership skills
- Organized and detail oriented
- Documentation skills
- Ability to find the right people or subject matter experts
- Positive attitude and enthusiastic

Domain Lead Responsibilities

- Lead the process for collecting evidence for assigned domain/s
- Make sure standard formats are used on all evidence collected
- Be a champion for accreditation
- Be involved with accreditation from evidence collection through site visit and review

What they were NOT responsible for:

- Creating plans, procedures or policies to meet a standard or measure
- Writing documents to meet a standard or measure

Core Team Training

- Training 1:
 - Getting acquainted with accreditation and their role
- Training 2:
 - Documentation management system
- Established regular meetings and target goals

Documentation Collection Process

- ❑ PHAB Requirements
- ❑ Cover Sheet Template
- ❑ Documentation Filing System

PHAB Requirements

- All documentation will need to be stored and provided to PHAB electronically
- All documents collected as evidence must be dated
- Documents collected as evidence must be revised within past five years of the PHAB accreditation site survey date (unless otherwise noted)
- Documents must exist and be used in regular agency operations prior to the PHAB accreditation site survey date
- No “DRAFT” documents may be used as evidence

Cover Sheet Template

COVER SHEET

Measure Number:			
Documentation Label/s	Documentation Name/s	Location (Link, Place, Person, Position)	Last Revision Date

Conformity to Measure:

<input type="checkbox"/>	Not Demonstrated
<input type="checkbox"/>	Slightly Demonstrated
<input type="checkbox"/>	Largely Demonstrated
<input type="checkbox"/>	Fully Demonstrated

Please **briefly** describe how the document/s shows conformity, based on PHAB's interpretation of the measure.

Please be as clear as possible!

Example – COVER SHEET

Measure Number: 5.2.2			
Documentation Label/s	Documentation Name/s	Location (Link, Hard Copy, Place, Person, Position)	Last Revision Date
5.2.2.1	MT DPHHS – Public Health and Safety Division Strategic Plan	Jane Smilie – Administrator (need to get current copy)	October 23, 2006
5.2.2.2	MT PHSD – Strategic Plan Tracking Template	Jane Smilie – Administrator (need to get current copy)	December 20, 2010
5.2.2.3	PHSD Management Team Meeting Minutes	OURS Website http://ours.hhs.mt.gov/phsd/managementmeetingminutes/index.shtml	November 29, 2010

Conformity to Measure:

<input type="checkbox"/>	Not Demonstrated
<input type="checkbox"/>	Slightly Demonstrated
<input checked="" type="checkbox"/>	Largely Demonstrated
<input type="checkbox"/>	Fully Demonstrated

Please **briefly** describe how the document/s shows conformity, based on PHAB's interpretation of the measure.

The documents referenced above are evidence that the Montana DPHHS Public Health and Safety Division has a strategic plan along with measurable and time-framed targets for objectives. Also included is evidence of revisions and progress made towards targeted objectives and performance measures.

The reason conformity is only partially demonstrated is that a revised plan must be documented (in 2011) to conform to PHAB's interpretation.

** Note: the above description is a broad overview (which may work with some groups of documents) you may need to be more specific with documentation and list the numbers out with the description, such as:*

5.2.2.1 – Is the current strategic plan (needs update to fully meet the measure)

5.2.2.2 – Is the most current update to the strategic plan

5.2.2.3 – Is the link to the management team minutes that show discussion of strategic plan review done by the leadership team in preparation for the division update

Please be as clear as possible!

Cover Sheet Template cont...

Measure Number: 5.2.2			
Documentation Label/s	Documentation Name/s	Location (Link, Place, Person, Position)	Last Revision Date
5.2.2.1	MT DPHHS – Public Health and Safety Division Strategic Plan	Jane Smilie – Administrator (need to get current copy)	October 23, 2006
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5.2.2.3	PHSD Management Team Meeting Minutes	OURS Website – http://ours.hhs.mt.gov/phsd/managementmeetingminutes/index.shtml	November 29, 2010

Cover Sheet Template cont...

Conformity to Measure:

	Not Demonstrated
	Slightly Demonstrated
X	Largely Demonstrated
	Fully Demonstrated

Please *briefly* describe how the document/s shows conformity, based on PHAB's interpretation of the measure.

The documents referenced above are evidence that the Montana DPHHS Public Health and Safety Division has a strategic plan along with measureable and time-framed targets for objectives. Also included is evidence of revisions and progress made towards targeted objectives and performance measures.

The reason conformity is marked largely demonstrated is that a revised plan must be documented (in 2011) to conform to PHAB's interpretation.

** Note: the above description is a broad overview (which may work with some groups of documents) you may need to be more specific with documentation and list the numbers out with the description, such as:*

5.2.2.1 – Is the current strategic plan (needs update to fully meet the measure)

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5.2.2.3 – Is the link to the management team minutes that show discussion of strategic plan review done by the leadership team in preparation for the division update

Please be as clear as possible!

Use of the Highlight Function

- When collecting the documents, use the highlight function to clearly point to the area that shows compliance. Save the entire document with highlighted areas. Make note of page numbers in the description box.

This is a 30 page document

ADMINISTRATIVE RULEMAKING MANUAL

Montana Department of Public Health and
Human Services

Prepared by the
Office of Legal Affairs, DPHHS
December 2008

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Phase 1: Initiating a Rule Project

1. A division administrator or bureau chief approves the initial concept for the rule project and a program officer is appointed to work on the rule project.
2. The program officer determines if the proposed rules are the **initial** set of rules to implement a Montana law or the **initial** set of amendments to rules that implement an amendment to Montana law. If so, the program officer should draft a letter notifying the legislator who was the primary bill sponsor that the department is in the process of drafting rules to implement the legislation. (Required by MCA 2-4-302.) Most divisions prefer that the letter be signed by the division administrator, but may indicate the name of the program officer to whom comments or suggestions may be sent.
3. The program officer gathers factual policy and legal reasons for the rule change. This step includes reviewing applicable state and federal statutes, regulations, rules, and policies, determining the changes to be made to existing rules and drafting new rules that may be needed.
4. It usually takes a minimum of four months to complete the rulemaking process from the time the checklist is submitted to OLA. A timetable, showing approximate filing dates, is available on the OURS website at <http://ours.hhs.mt.gov/director>.

Phase 2: Rulemaking Checklist

5. The program officer fills out the Rule Drafter Checklist. (See form #1 or OURS website at <http://ours.hhs.mt.gov/director>.) Most of the checklist is self-explanatory. Two items, however, are discussed in #5 and #7 below, because they are required by MCA 2-4-302 and 2-4-305. These two items, the summary/rationale and the fiscal impact statement, will be incorporated into the proposed rule notice.
6. The summary/rationale must include:
 - (a) a **description** of the new rules or rule changes and the **issues involved**; and
 - (b) a statement of the **reasons** for the change or adoption of new rules and **why that approach was taken** in contrast with other potential options.
7. A fiscal impact statement is required if the proposed rules will increase or decrease a monetary amount that a person shall pay or will receive, such as a fee, cost, or benefit. The fiscal note must include (a) the cumulative amount for all persons affected by the proposed increase, decrease, or new amount; and (b) the number of persons affected.
8. A memo from the division administrator to the department director should be prepared by the program officer. This memo should contain the elements discussed in #5 and #7 above. It must also contain a statement as to whether or not the proposed rules will be controversial. If controversial, explain why and identify what groups may oppose the rules.

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How to Save Cover Sheets and Documents

- Each measure folder will have a cover sheet and a various number of documents.
- Naming convention:
 - ▣ Cover sheets: “cs” + measure number Ex. cs5.2.2
 - ▣ Documents: “doc” + documentation label and name
Ex. doc5.2.2.1 – MT DPHHS PHSD Strategic Plan

Name ▲	Size	Type	Date Modified
 cs5.2.2.docx	11 KB	Microsoft Office Wo...	1/26/2011 3:26 PM
 doc5.2.2.1 - MT DPHHS PHSD Strategic Plan.docx	11 KB	Microsoft Office Wo...	1/26/2011 3:24 PM
 doc5.2.2.2 - PHSD Strategic Plan Update.docx	11 KB	Microsoft Office Wo...	1/26/2011 3:25 PM
 doc5.2.2.3 - PHSD Management Team Minutes.docx	11 KB	Microsoft Office Wo...	1/26/2011 3:25 PM

Reviewing the Process



CD Contents

- Core Team Training 1
- Core Team Training 2
- Core Team Responsibilities
- Blank Cover Sheet
- Example Cover Sheet
- Document Collection Process
- Domain 1 Template
- Accreditation Resources
PowerPoint



Questions?



Public Health Accreditation...

A Path to Performance Improvement