**Chippewa County**

**Department of Public Health**

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**Chippewa County Department of Public Health**

**2017-2018 Accreditation Time Line**

**REQUIREMENTS FOR VOLUNTARY ADDREDITATION:**

* Agency strategic plan 2017-2020
* Community Health Assessment within last 5 years, using comprehensive data and including community partners to determine priority health issues. 2014-2015-CHA complete. 2017-2018 CHA in progress
* Community Health Improvement Plan (CHIP) that outlines implementation of evidence based strategies to impact on the priority problems 2016-2018
* Documentation related to the domains and standards with the self-assessment document
* Development and use of a performance management system including continuous quality improvement. (VMSG)

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| STEP | ACTIVITY | COMPLETED/DUE DATE |
| Accreditation Organizational Pre-Planning | NACCHO grant awarded Sept 29, 2017NACCHO contract signed by both parties-Oct. 16, 2017Accreditation Fiscal management meeting 1st invoice created & submitted to NACCHOAccreditation Coordinators appointedDirector & Accreditation Coordinators complete Online trainingDirector & Accreditation Coordinators read AC Book & AC Coordinator booksAccreditation Coordinators set meeting dates & times PHAB Letter of Intent Requirements: 1. Community Health Assessment 2014-2015 complete
* Community Health Assessment 2017-2018 in progress
1. Community Health Improvement Plan 2016-2018 complete
2. Agency Strategic Plan 2017-2020 complete
3. Health Officer & Accreditation Coordinators complete PHAB online training-Complete

Complete Accreditation Application Roadmap Accreditation presentation to Agency Leadership/Management team Accreditation update during December 2017 Board of Health meeting | **Complete****Complete****Jan. 1, 2018****Complete****Dec. 20 2017****Oct 19, 2017****Oct. 19, 2017****Feb. 21 2018****Oct. 24, 2017****Dec. 31, 2017****Complete** **Dec 21, 2017** |
| Accreditation Planning | Organized meetings for domain self-assessment with each domain team  | **Completed**  |
| Accreditation Team Planning  | Set up Domain Team Lead meeting to do PHAB online training Accreditation presentation during All -Staff meeting in December 2017 | **Dec 7, 2017****Dec. 20, 2017** |
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|  Meeting of accreditation domain team leads* Overview of accreditation
* Review of the self-assessment tool
* Discussed an internal system for organizing documentation (template)
* PHAB online training
* Domain binder
* Accreditation timeline
 | **December 7, 2017** |
| Meet monthly with the domain leadsMeet monthly all staff –giving updates to all staff  | **March 2018** |
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| Complete the Self-Assessment Tool for each domain  | Domain self-assessment meetings:* Do self-assessment for selected domain
* Delegation of domain team tasks and set meetings
* Review internal system for organization documentation on Q-drive
* Score measures based on documentation
 | **January/February 2018** |
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| Review completed Self-Assessment of all Domains  | * Meet with AC coordination team to review the self-assessment
* Meet with Domain team to discuss self-assessment
* Identify strengths and weakness and prioritize tasks
 | **March 2018** |
|   |  |  |
| Revise, review, and implement PM/QI, WFD, CP | * AC coordinators review plans and make recommendations to domain leads and strategic planning teams
* Plans updated and implemented
* Staff education about the plans presented at all staff meetings
 | **2018** |
| PHAB Accreditation Application Process | * Accreditation team will complete the required PHAB online orientation
* Complete the PHAB statement of intent
 | **Oct 2017****Feb 21, 2018** |
| Receive and complete the online application for accreditation | **March 21,2018** |
| Upload required documentation into the PHAB online accreditation system | **2018-2019** |
| If PHAB deems the documentation to be complete, a site visit is scheduled | **2018-2019** |