

# California Department of Public Health Documentation Collection and Submission Tools

Office of Quality Performance and Accreditation (OQPA)

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Deputy Director

**Presented to**

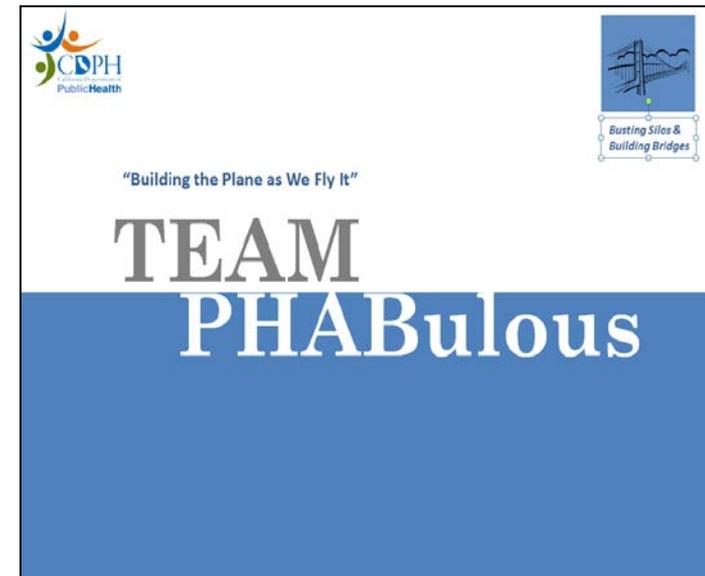
**2015 Public Health Accreditation Readiness Conference**

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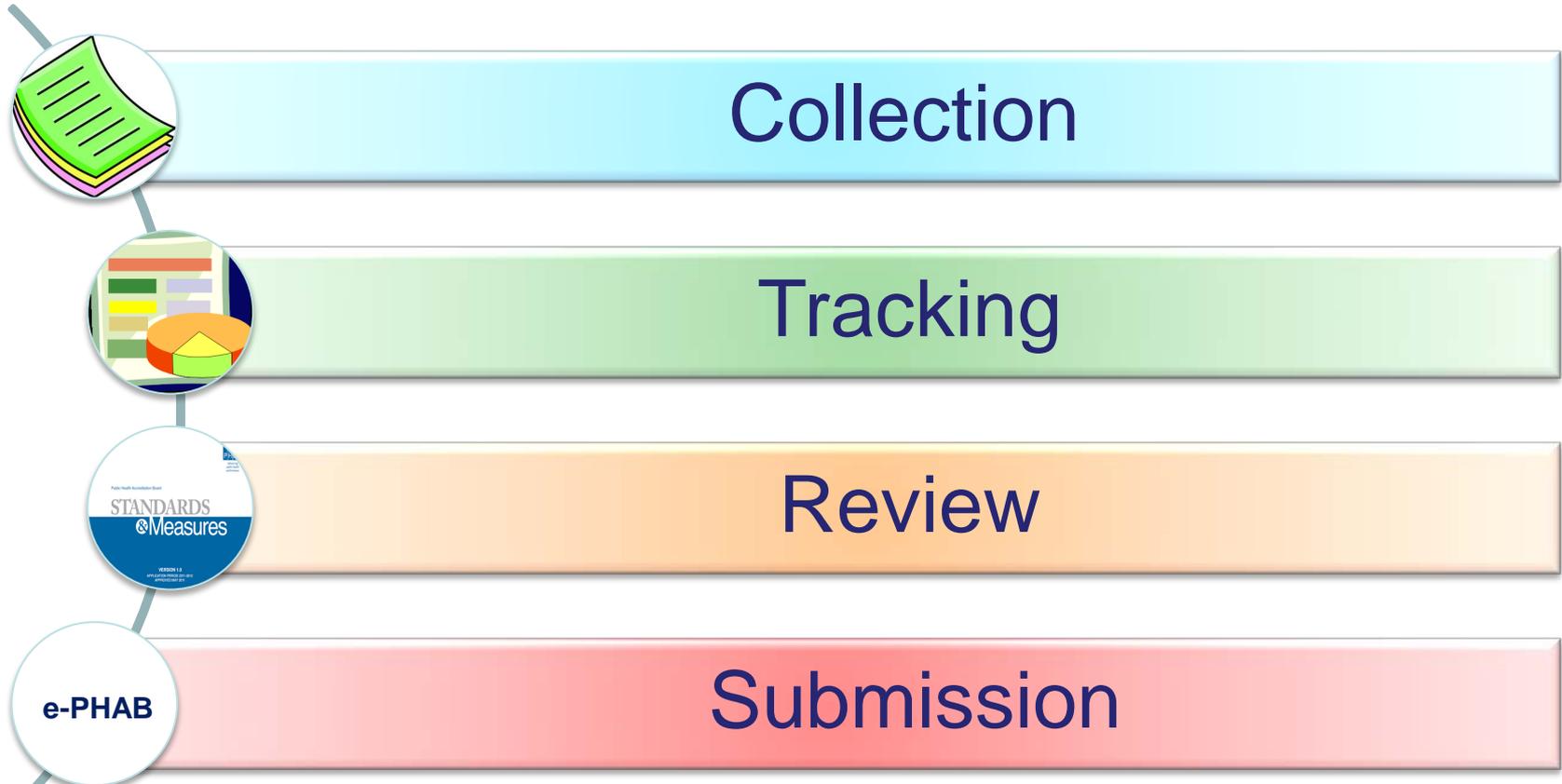


# Accreditation Readiness Structure

- **Formed Accreditation Readiness Team**  
(executive sponsorship)
- **Formed Domain Teams**  
(subject matter expertise)
- **Centralized Documentation Collection and Organization** (Coordinated by OQPA)



# Documentation Process Overview



# Documentation Collection



## Cover Sheet:

- Standardize method for Domain Teams to submit documentation into shared electronic platform (SharePoint)
- Memorialize necessary information from subject matter experts

## Eligibility Checklist:

- Assess the presence of document elements (date, signature, etc.)
- Identify gaps that may require corrective response or additional information

# Documentation Tracking



Pre-populated by OQPA

Completed by Domain Team

Description and Required Documentation	# Examples Required	Guidance	Timeframe	Document Title	Description of Documentation	Document Last Updated Date	Document Hyperlink	Contact for document	Program/Center Information
Standard 1.2: Collect and maintain reliable, comparable, and valid data that provide information on conditions of public health importance and on the health status of the population									
1.2.1.A Maintain a surveillance system for receiving reports 24/7 in order to identify health problems, public health threats, and environmental public health hazards									
1. Processes and/or protocols to maintain the comprehensive collection, review, and analysis of data on multiple health conditions from multiple sources	2	<p>1. The health department must provide written processes and/or protocols to collect comprehensive data from multiple sources and to review and analyze those data. Processes and protocols must include how data are collected, such as fax, emails, web reports, phone calls to the health department or to another site, such as emergency management or a 9-1-1 call center. <b>The surveillance system must be able to receive reports at any time.</b> The health department defines from whom the reports are received.</p> <p>A Tribal surveillance system may include a diverse set of partners, including, but not limited to, federal entities, Tribal epidemiology centers, local and state health departments, or other system partners. Since many Tribal surveillance systems include multiple partners outside of the Tribe, MOUs, MOAs or other formal written agreements may be used as documentation to demonstrate processes, protocols, roles and responsibility, confidentiality protection (2 below) and reporting.</p>		Physician Requirements for Cancer Reporting in California	California Cancer Reporting System Standards	2013	<a href="http://cdphintranet/sites/executive/OQPA/ART/Shared%20Documents/Domain_Team_Documentation_Folders/Domain%20Team%201.2.1.A%20Documents/1.2.1.A1%20Final/Example%20Vol-IV-2013.pdf">http://cdphintranet/sites/executive/OQPA/ART/Shared%20Documents/Domain_Team_Documentation_Folders/Domain%20Team%201.2.1.A%20Documents/1.2.1.A1%20Final/Example%20Vol-IV-2013.pdf</a>	Fred Molitor	Center for Chronic Disease Prevention and Health Promotion

Tracking sheet should be updated with identified examples and saved to shared electronic platform (SharePoint)

# Storing Your Documents



The Department utilized SharePoint as our shared electronic platform.

## Shared Documents

Type	Name
	Domain 1
	Domain 2
	Domain 3
	Domain 4
	Domain 5
	Domain 6
	Domain 7
	Domain 8
	Domain 9
	Domain 10
	Domain 11
	Domain 12
	Prerequisites

Add new document

Type	Name
	1.2.1.A Documents
	1.2.2.A Documents
	1.2.3.A Documents
	1.2.4.S Documents
	1.3.1.A Documents
	1.3.2.A Documents
	1.4.1.A Documents
	1.4.2.S Documents
	1.4.3.S Documents
	Team Meeting Information

# Documentation Review



## Documentation Review Principles

### Assess Documentation Conformity to the Measure

- Does the documentation fit with the guidance?
- Does the documentation meet the intent of the measure?
- Is the documentation reasonable and appropriate for the measure?

### Evaluate Documentation Details

- Is the document authenticated (i.e. CDPH logo, etc.)?
- Does the document meet the time frame established in PHAB requirements?
  - Dated within 5 years unless otherwise indicated in the PHAB guidance

## Narrative Writing Elements

### Explain Documentation (tell the story)

#### Identify and explain key concepts

- Provide context by describing background information for the concept being explained
- Utilize sufficient detail to adequately inform those who may be unfamiliar with the concepts

#### Answer who, what, where, when, why and how questions

- Consider these questions when explaining how the documentation meets the requirements of the measure

#### Tie multiple documents together to show collective conformity

- State why each document is being used
- Indicate how each document contributes to meeting the measure requirements

#### Specify page numbers and/or sections to identify text location

- Point to specific information that shows relevant evidence of where documentation conforms to the measure and highlight document

### Writing Conventions

- Use complete sentences, appropriate grammar and punctuation and avoid first person language (I think)
- Spell out an acronym name before the acronym is used in text
- Use phrases such as “OQPA has added or recommends” when providing a recommendation to strengthen
- Write the narrative so that a person unfamiliar with CDPH can understand the documentation

# Documentation Narrative



Domain 10: Standard 10.2: Promote understanding and use of the current body of research results, evaluations, and evidence-based practices with appropriate audiences

Measure 10.2.3 Communicate research findings, including public health implications	
Required Documentation 1 of 1 (2 Examples)	
RD1: Documentation of communication of research findings and their public health implications to stakeholders, public health system partners, and/or the public	
Example 1: Documents	Description of Documentation and Conformity to Measure
1. CDPH Maternal and Infant Health Assessment (MIHA) County Report, February 2012	The Maternal and Infant Health Assessment (MIHA) County Report provides prevalence of health conditions and behaviors, along with demographic characteristics of women around the time of pregnancy in the top 20 birthing counties in California, compared with the state overall. A copy of this report is provided.
2. Email from CDPH MCAH Program (provides MIHA Distribution List)	Also provided is a copy of the email distribution list of the stakeholders that CDPH shared the report. The email distribution list was provided by CDPH's Maternal Child and Adolescent Health (MCAH) Program as noted in an email from Moreen Libet to Latesa Slone on September 30, 2013. Tribal partners are highlighted on the distribution list.
3. CDPH Email Distribution list for MIHA Report	These documents are an example of how CDPH communicates research findings that have been evaluated by experts, together with their public health implications, to stakeholders. Representatives of both Tribal and local health departments are included in the list.
Example 2: Documents	Description of Documentation and Conformity to Measure
1. CDPH Email to Stakeholders (Announce Breastfeeding Data), July 30, 2013	On July 30, 2013 CDPH's Maternal, Child and Adolescent Health (MCAH) Division produced and shared their 2012 report in-hospital breastfeeding initiation rates, via email with stakeholders.  To produce this report, MCAH monitors in-hospital infant feeding practices utilizing data obtained during newborn screening for genetic diseases. These data are then posted on CDPH's website and the report is also shared by email with various stakeholders that include local and tribal health departments, hospital administrators, nurse managers and obstetrics.
2. Hospital Breastfeeding Data from CDPH	
3. Email from MCAH (with Distribution List), August 23, 2013	The documentation provided is an email sent from CDPH on July 30, 2013 to share this data with these stakeholders, together with a copy of the data report printed from the web page link that is listed in the email.
4. Web Page Screen Shot of Indian Health Program Contact Info	An email distribution list was provided by the MCAH program used to distribute the 2012 breastfeeding data. One of the noted recipients is Patricia Lavalos (highlighted) with DHCS; Department of Health Care Services who is identified as being with the Indian Health Program (IHP) as noted by the website screen shot.
5. CDPH Letter to Stakeholders, July 29, 2013	Also provided is a copy of the signed letter dated July 29, 2013 from CDPH to inform stakeholders about the data.

## Narrative (Read Me) by OQPA:

- Lists documents being reviewed
- Tells the story of CDPH by explaining context, background and key concepts
- Ties multiple documents together to show collective conformity to a measure
- Specifies page numbers and sections to identify relevant evidence

Used as a part of our internal review process

# Document Conversion and e-PHAB Upload



## Document Conversion:

- Use **Adobe Pro** to convert (bind) final documents into **three PDF control files:**

- Read Me (Narrative)
- Example 1 Documents
- Example 2 Documents

Upload each PDF control file to e-PHAB

▼ Measure 10.2.3 A - Communicate research findings, including public health implications

► Required Documentation & Guidance for Measure 10.2.3 A

Upload the following supporting documents for this Measure. For each upload, enter a helpful Title (required) and Description (optional).

**Required Documentation 1.**

Documentation of communication of research findings and their public health implications to stakeholders, public health system partners, and/or the public

**Guidance:**

The health department must provide two examples of communication through which the department conveyed research findings and their public health implications to stakeholders, other health departments, members of the public health system and non public health system partners, and/or the public. Documentation could include: a presentation, prepared report, discussion at a meeting recorded in the minutes, web posting, email list-serve, newspaper article, webinar, or press release. Appropriate audiences could include: the health department's governing entity; elected/appointed officials; agencies, departments, or organizations that collaborate with the health department in the delivery of services; community and healthcare partners; and the general public. Audiences would be especially appropriate if involved in or affected by the research.

The research must have been evaluated by experts to provide valid implications.

In any state health department distribution list of research findings, the Tribal and local health departments in the state must be included.

In any local health department distribution list of research findings, the Tribal and state health department(s) in the state must be included.

In any Tribal health department distribution list of research findings, the state and local health department(s) in the state must be included.

DOCUMENTATION	TITLE	UPLOADED BY	ACTION
<a href="#">Document 10.2.3 A.1.1</a>	<a href="#">10.2.3 RD1 Read Me</a>	Leslie Stribling 01-08-2014	
<a href="#">Document 10.2.3 A.1.2</a>	<a href="#">10.2.3 RD1 Example 1 Documents</a>	Leslie Stribling 01-28-2014	
<a href="#">Document 10.2.3 A.1.3</a>	<a href="#">10.2.3 RD1 Example 2 Documents</a>	Leslie Stribling 01-28-2014	



# OQPA External Relations Staff



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