

Summary of changes to HDSAI and Interpretation Document

Effective date 06-01-15

Note: The table below is not a complete list of all HDSAI documentation; please see the HDSAI, HDSAI Interpretation Document and Activities that Require Visual Observation for the complete guides.

HDSAI and HDSAI Interpretation Document Changes		
Page or Activity	Topic	Change
Cover		Effective date updated
4.2	Surveillance	<i>“for three of the following: Well sample, on-site wastewater survey, childhood blood lead levels, meth lab investigation, food and lodging, general inspection data, water quality monitoring, or air quality monitoring” removed from “For each year since the previous site visit, an Individual or Summary report monitoring exposure to environmental health risks including evidence of notification and follow-up as required”</i>
Old 34.2	Board of Health-Annual Review	Item Removed
Old 34.3-34.5	Board of Health- legal, procedures, evaluation	Old 34.3 has now become 34.2, 34.4 is now 34.3, and 34.5 is now 34.4
37.1	Board of health - health director qualifications	<p>The local board of health or the consolidated human services director shall assure that a qualified local health director has been appointed in accordance with G.S. 130A-40 or 40.1, is in place to lead the agency.</p> <p>Intent: The Board of Health in NC or the consolidated human services director has the authority and responsibility of hiring a qualified health director in accordance with G.S. 130A-40 or 40.1. While the hiring of a health director will mostly likely be a collaborative process, the BOH or the consolidated human services director is the agent granted statutory authority to hire the Health Director. Therefore the BOH or the consolidated human services director must be familiar with its responsibilities, be very engaged in the process and conduct all actions in accordance with statute.</p>
37.3	Board of Health – knowledge, skills	<p>The local board of health or the consolidated human services director shall describe and define knowledge, skills, and abilities that must be met by the local health director, consistent with the requirements in G.S. 130A-40.</p> <p>Intent: It is the responsibility of the BOH or the consolidated human services director to define the requirements – the knowledge, skills and abilities – for the agency’s health director. These must be consistent with G.S. 130A-40, but may have additional criteria that the candidate must meet. Anytime that a</p>

		<p>BOH or consolidated human services director is in the process of hiring a health director, the BOH or consolidated human services director should review the position requirements and confirm the knowledge, skills and abilities that the board wishes for a successful candidate must possess.</p> <p>Guidance: This activity has required documentation for a BOH or consolidated human services director that has a health director search underway or if a director has been hired within the past 4 years. The BOH or consolidated human services director must submit documentation or meeting minutes reflecting discussion of the knowledge, skills, and abilities that candidates must possess if they are to be considered for the Health Director position. If the Health Director has been in place for longer than 48 months, a statement indicating that “the local health department director has been in his/her position for xx number of years, therefore the local board of health or consolidated human services director has not needed to define the knowledge, skills and abilities needed for the position" is acceptable. This statement, along with a completed job description, as required in Activity 37.4, and the Health Director’s performance evaluation, as required in Activity 37.5, show that the board or the consolidated human services director is fulfilling its responsibility in regard to this activity. The BOH or consolidated human services director may choose to have and record a discussion on the knowledge, skills, and abilities that the current health director must possess.</p> <p>SVT Review: If yes, are the BOH minutes or consolidated human services director correspondence recorded to show discussion of knowledge, skills, and abilities that the candidate must have?</p>
37.4	Board of health – review of health director job description	<p>The local board of health or the consolidated human services director shall review and approve the job description of the local health director.</p> <p>Documentation: “Health Director job description that has been signed, dated and reviewed annually” changed to “Current health director job description that has been signed, dated and reviewed annually <i>since last site visit.</i>”</p> <p>BOH minutes or consolidated human services director correspondence reflecting discussion of Health Director job description.</p> <p>Intent: The Board of Health or the consolidated human services director hires and supervises the local health director. The health. Therefore, the BOH or the consolidated human services director should determine and be familiar with the requirements of the position of health director. The BOH or the consolidated human services director should have a role in determining the contents of</p>

		<p>the job description for the individual who is serving as health director.</p> <p>Guidance: This activity requires two pieces of documentation: a copy of the current health director job description that has been signed, dated and reviewed annually since the last accreditation site visit and a copy of the BOH minutes <u>or consolidated human services director</u> correspondence</p> <p>SVT Review: Is there discussion on the job description recorded in the BOH minutes <u>or through consolidated human services director</u> correspondence?</p> <p>Possible Interview Question: How does the BOH <u>or consolidated human services director</u> develop, review, and/or approve the health director’s job description?</p>
37.5	Board of Health - Annual Performance	<p>The local board of health <u>or the consolidated human services director</u> shall conduct an annual performance review of the health director.</p> <p>Documentation: Signed and dated annual health director performance review by BOH <u>or consolidated human services director</u> within the last 12 months.</p> <p>Intent: Under this activity, the BOH <u>or the consolidated human services director</u> has the responsibility and requirement to conduct a performance review of the health director on an annual basis. This ensures that the BOH <u>or consolidated human services director</u>, which supervises the health director, is involved in evaluating the work of the health director.</p> <p>Guidance: The required documentation for this activity is a signed and dated copy of the annual health director performance review by BOH <u>or consolidated human services director</u> that has been conducted within the last 12 months. The 12 month period begins with the date of the notification and the BOH <u>or the consolidated human services director</u> has the previous 12 months to have conducted the performance review.</p> <p>A joint review would be acceptable if the BOH maintains its responsibility and involvement in the process. <u>However, if the consolidated human services director is also designated health director, then a performance review conducted by a county manager or other official will meet the requirements of this activity.</u></p> <p>The performance review should include an assessment related to the Health Director’s job description and any expected performance indicators identified by the BOH <u>or the consolidated human</u></p>

		<p>services director. The Health Director should have a current review in his/her personnel file with evidence that the BOH or the consolidated human services director contributed to the evaluation in some manner.</p> <p>The board may choose to work through a subcommittee of the BOH. The BOH or consolidated human services director may choose to use the same performance appraisal form that is used for other management staff, which is provided by county human resources or may develop a unique form specifically for the Health Director. It should be documented in the BOH minutes or through consolidated human services director correspondence that the performance appraisal of the health director was done, that any board member had the opportunity for input and that the results were reported back to the BOH.</p> <p>The BOH, consolidated human services director or LHD does not need to provide the completed performance review of the director, including any ratings or comments. Site visitors only need to verify that an appraisal was conducted and can do so by viewing a copy of the tool used, along with the signature page of the performance appraisal that includes the health director’s signature, signature of BOH chair or consolidated human services director (or county manager if the consolidated human services director is the health director), and the date completed.</p> <p>SVT Review: Possible interview question: How does the BOH or consolidated human services director conduct the performance review of the health director?</p>
37.6	Board of Health – Policy approval for staff	<p>The local board of health or the consolidated human services director shall approve policies for the recruitment, retention, and workforce development for agency staff.</p> <p>Documentation: BOH minutes or consolidated human services director correspondence indicating discussion and approval of policies, plans, or allocations through the budget process to provide for recruitment, retention and workforce development for agency staff.</p> <p>Intent: This activity is an indicator of the BOH or consolidated human services director role in policy making for the health department. It is not to suggest that the BOH or the consolidated human services director should be involved with operations related to workforce recruitment or hiring. Rather, the BOH or consolidated human services director has a role in supporting the department’s workforce by working with the health director to approve policies related to 1) recruitment, 2) retention activities, and 3) development.</p> <p>Guidance: The documentation required for this activity is a copy of</p>

		<p>BOH minutes <u>or consolidated human services director</u> correspondence that record the discussion and approval of a policy, a plan, or an allocation through the budget process.</p> <p>The documentation for this activity is minutes from the board of health showing discussion and approval <u>or communication between the health director and the consolidated human services director</u> This could be BOH <u>or consolidated human services director</u> approval of the agency’s Staff Development Plan (required in activity 24.2) if the plan includes the three required elements indicated within this activity.</p> <p>If the BOH <u>or consolidated human services director</u> is meeting this activity through budget allocations, the documentation should record specify budgetary amounts and the purpose for the allocation.</p>
<p>38.2</p>	<p>Board of health – CHA review & action plan approval</p>	<p>The local board of health <u>or the advisory committee on health</u> shall review community health assessment data and citizen input used to plan and monitor progress toward health-related goals.</p> <p>Documentation: Evidence of BOH <u>or Advisory Committee on Health</u> review of SOTCH reports for each year in-between the CHA since the last time the agency was accredited or reaccredited. BOH <u>or Advisory Committee on Health</u> minutes reflecting discussion of specific aspects of CHA data</p> <p>Intent: This activity requires BOH <u>or Advisory Committee on Health</u> members to have an active role in setting health related goals. The previous activity required that the BOH <u>or Advisory Committee on Health</u> annually review reports on the community’s health. This activity requires that the BOH <u>or Advisory Committee on Health</u> review data from the Community Health Assessment. The BOH <u>or Advisory Committee on Health</u> must review the data and hear from residents before goal setting.</p> <p>The CHA is conducted once every 3-4 years, however board discussion and citizen input may be, indeed should be, more than a single event.</p> <p>Guidance: The first element is an annual review of the agency’s SOTCH report by the board of health <u>or Advisory Committee on Health</u>. The second is a copy of BOH <u>or Advisory Committee on Health</u> minutes demonstrating board member discussion of specific aspects of CHA data.</p> <p>The second element calls for the BOH <u>or Advisory Committee on Health</u> to approve action plans to address health related goals. The actions plans can also be specific to the BOH <u>or the Advisory Committee on Health</u>.</p> <p>This can be by several means – open forums at the BOH <u>or Advisory Committee on Health</u> meetings, advertisements requesting comment on agency goals, comment cards, on-line comments or</p>

		<p>surveys posted on the health department website, client/resident surveys, etc.</p> <p>The input should relate to the health goals adopted by the BOH or the Advisory Committee on Health for this activity. Again, it can be specific goals of the BOH or the Advisory Committee on Health or goals of the agency as determined by the CHA or Activity 22.1.</p> <p>Note that the documentation should demonstrate citizen input if there was any – while the BOH or Advisory Committee on Health must seek the input, it is not accountable if there is no response.</p> <p>SVT Review: Do the BOH or Advisory Committee on Health minutes record receipt and use of data from the community health assessment?</p> <p>Do the BOH or Advisory Committee on Health minutes record how citizen input was obtained?</p> <p>Do the BOH or Advisory Committee on Health minutes show approval of action plans to address health related goals?</p>
38.3	Board of health – community input	<p>The local board of health or the advisory committee on health shall assure that individuals, agencies, and organizations have the opportunity to participate in the development of goals, objectives and strategies for community health improvement.</p>
39.1	Board of health – communication in support of health department resources	<p>The local board of health or the advisory committee on health shall communicate with the board of county commissioners, units of government and private foundations in support of local health department efforts to secure national, state, and local financial resources.</p> <p>Documentation: BOH or Advisory Committee on Health minutes reflecting BOH or Advisory Committee on Health endorsement for a grant application, or a request for additional public health funding.</p> <p>Intent: The BOH or Advisory Committee on Health should be active advocates for public health in general and for the health department in particular. This activity requires that the BOH or Advisory Committee on Health express their support for financial resources for the agency with the commissioners, government and foundations. The BOH or Advisory Committee on Health should be active partners in obtaining financial resources from all levels of possible funding. BOH or Advisory Committee on Health representatives should, when possible, attend county commissioners or other meetings on behalf of the local health department when the agency is on the agenda and when there is a need for financial resources.</p> <p>Guidance: The third required piece of documentation is a record in the BOH or Advisory Committee on Health minutes showing an</p>

		<p>endorsement for a grant application, or a request for additional public health funding.</p> <p>It can also be through BOH <u>or Advisory Committee on Health</u> member attendance at a County Commissioner meeting when a public health funding request is on the agenda. BOH <u>or Advisory Committee on Health</u> members may speak on behalf of the agency at a commissioner meeting, either during a specific agenda or during an open forum.</p> <p>It is understood that the health director may serve, or be directed by the board to serve, as the designee for the BOH <u>or the Advisory Committee on Health</u> in writing and presenting the correspondence for this activity and that much communication will be from the health director. However, it is expected that there be some type of link back to the BOH <u>or Advisory Committee on Health</u> showing that the BOH <u>or Advisory Committee on Health</u> supports, discussed, and/or approved the communication. If correspondence directly from the BOH <u>or Advisory Committee on Health</u> is unavailable, the LHD should be prepared to provide the link back to the BOH <u>or Advisory Committee on Health</u>(i.e.minutes). It is preferable when feasible to have the chair of the BOH <u>or Advisory Committee on Health</u> sign the correspondence.</p> <p>SVT Review: How has the BOH or Advisory Committee on Health been involved in seeking additional funding?</p>
39.4	Board of health - communication in support of programs	<p>The local board of health <u>or the advisory committee on health</u> shall communicate with the board of county commissioners, units of government and private foundations in support of the development, implementation and evaluation of public health programs and a community health improvement process.</p> <p>Guidance: One reference is <u>Improving Health in the Community: A Role for Performance Monitoring Committee on Using Performance Monitoring to Improve Community Health.</u></p>
40	Benchmark: Board of Health - Advocate in community	<p>Benchmark: The local board of health <u>or the advisory committee on health</u> shall advocate in the community on the behalf of public health.</p>
40.1	Board of Health - Informing elected officials	<p>The local board of health <u>or the advisory committee on health</u> shall inform elected officials and community boards about community health issues.</p> <p>Documentation: correspondence between BOH/Health Director <u>or Advisory Committee on Health/Health Director</u> and an elected official, County Commission minutes reflecting a presentation by the BOH/Health Director <u>or Advisory Committee on Health/Health Director</u>, media articles showing BOH <u>or Advisory Committee on Health</u> support for community health issues, or documentation of BOH/Health Director <u>or Advisory Committee on Health/Health Director</u> presenting at meetings with other boards or commissions</p>

related to community health issues.

Intent: Board of Health members and Advisory Committee on Health members are ~~appointed as~~ residents and are not salaried staff, thus they can serve as effective spokespeople when talking with elected officials. BOH or Advisory Committee on Health members may be advocates for both the health department and its needs and for public health and the needs of the community. To a degree, the BOH and the Advisory Committee on Health serve as public health representatives to the County Commissioners. It is an important responsibility of the BOH or the Advisory Committee on Health to keep their commissioners informed about public health issues and the work of the health department. It is also an important role of both the boards to inform all elected officials, especially those with fiscal and policy controls, about the health issues affecting the community.

Guidance: The first option for documentation is some type of correspondence between the BOH or Advisory Committee on Health and an elected official. The second option would be a copy of county commissioner meeting minutes recording a presentation by the BOH or Advisory Committee on Health, a BOH member or a member of the Advisory Committee on Health, or the Health Director on behalf of the BOH or Advisory Committee on Health. The next option would be media or newspaper articles showing BOH or Advisory Committee on Health support for community health issues. This may reflect a printed press release or may document BOH or Advisory Committee on Health meeting discussion or BOH or Advisory Committee on Health participation at a local event or meeting. The final option would be documentation – such as an agenda, participant’s list, minutes, copy of presentation - of the BOH or Advisory Committee on Health, a BOH or Advisory Committee on Health member or the Health Director on behalf of the BOH or the Advisory Committee on Health presenting at a joint meeting with other boards or commissions related to community health issues. This may be a joint meeting of the BOH or the Advisory Committee on Health and the County Commissioners or other community board or task force. As in Activity 39.4, it is understood that the health director may serve as the designee for the BOH or the Advisory Committee on Health for the work of this activity and that most communication will be from the health director. However, for Accreditation purposes, it is expected that *some* type of link back to the BOH or Advisory Committee on Health showing that the BOH or Advisory Committee on Health supports, discussed, and/or approved the communication must be provided.

The health director is not expected to have every communication discussed or approved by the BOH or Advisory Committee on

		<p>Health but the point for many of the activities within the Governance section is to show that the <u>BOH or the Advisory Committee on Health</u> is involved and engaged. Therefore, if correspondence directly from the BOH <u>or Advisory Committee on health</u> is unavailable, the LHD should be prepared to provide the link back to the BOH <u>or Advisory Committee on Health</u> (i.e. minutes).</p> <p>SVT Review: Review evidence provided to verify that the board of health <u>or Advisory Committee on Health</u> has informed elected officials and community boards about community health issues.</p>
40.2	Board of Health- Support enactment of laws	The local board of health <u>or the advisory committee on health</u> shall communicate support for the enactment and retention of laws and rules and the development of public health interventions that protect health and ensure safety.
41	Benchmark: Board of health – Development of Partnerships	Benchmark: The local board of health <u>or the advisory committee on health</u> shall promote the development of public health partnerships.
41.1	Board of Health – Community input	<p>The local board of health <u>or the advisory committee on health</u> shall take actions to foster community input regarding public health issues.</p> <p>Intent: While members of the Board of Health <u>or Advisory Committee on Health</u> are themselves residents, they may not represent all segments, views and needs of the county or the district. It is a responsibility of the BOH <u>or Advisory Committee on Health</u> to foster or promote input to the BOH <u>or Advisory Committee on Health</u> by the community by any variety of methods.</p> <p>Guidance: The required documentation calls for one piece of evidence to show how the BOH <u>or the Advisory Committee on Health</u> has taken action to promote input from the community on public health issues. These documents should show that the input is requested by the BOH <u>or the Advisory Committee on Health</u> or that the BOH <u>or Advisory Committee on Health</u> is involved in the process. For example, a public forum may be sponsored by the department; however the BOH <u>or Advisory Committee on Health</u> should be present to hear input from the public. Note that the activity states that the BOH <u>or Advisory Committee on Health</u> must foster input. This allows the BOH <u>or Advisory Committee on Health</u> to submit other documentation that demonstrates action taken to foster input if it feels that would best support conformity to the activity. Other documentation of BOH <u>or Advisory Committee on Health</u> response could be through board minutes, a letter of response to a citizen or group, a report or white paper, an action of the board as documented in the minutes, or media, such as newspaper articles.</p>

		<p>SVT Review: Review documentation provided to verify that the BOH or Advisory Committee on Health has taken actions to foster community input regarding public health issues.</p> <p>Does the documentation demonstrate actions by the BOH or Advisory Committee on Health to foster community input.</p> <p>While the action taken may have been done by the health director on behalf of the board, the documentation must demonstrate BOH or Advisory Committee on Health involvement</p> <p>BOH or Advisory Committee on Health minutes may be used to help substantiate the documentation submitted.</p>
41.2	Board of Health - partnership building with community	The local board of health or the advisory committee on health shall take actions to foster local health department partnership-building efforts and staff interactions with the community.
41.3	Board of health – partnerships/ collaborations	The local board of health or the advisory committee on health shall take actions to foster the coordination of resources to enhance partnerships and collaboration to achieve public health objectives.