



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

Summary of changes to HDSAI Interpretation Document

Effective Date: 01.01.18

Note: Please see the actual documents for the complete information. Also note that minor grammatical edits are not included in the table below.

| HDSAI Interpretation Document | | |
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| Page or Activity | Topic | Change |
| Entire Document | | Color scheme added (gold as seen here) to coincide with like changes to other documents for this revision cycle. All changes from last revision (1.1.17) in gold font. |
| Cover & Footer | | Effective date (1.1.18) and version (6.1) updated. |
| p. 8 | Home Health | Language added to clarify that Home Health staff, even if independently accredited, may be chosen for personnel record review. |
| p. 10 | Evidence – personnel records/training | Language added to clarify that local health departments must account for employee performance and basic training of all staff in policy or personnel contracts including contract and temporary staff. |
| 1.1 | CHA Self Assessment | NCDPH link removed as not currently active. Contact NCDPH for checklist. |
| 1.2 | SOTCH requirements | NCDPH link removed as not currently active. Contact NCDPH for requirements. |
| 3.2 | Annual evaluation of agency data system | Language added to the Guidance to clarify that plans and evaluation of the data system applies to the entire health department. |
| 4.2 | Monitor exposure to environmental health risks | Language added to Guidance to clarify that only reports with the needed action taken should be provided. |



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| 5.1 | 24/7 | The Guidance clarifies that employees working in communicable disease, environmental health and emergency response should be included on the after-hours call list. |
| 5.2 | Health alerts dissemination | Language added to the Guidance to clarify that using two different methods of alerts can be accomplished by using two different methods to reach the same group or by using two different methods to reach two different groups. |
| 6.1 | Local emergency planning committee | Deleted text stating it was a companion Activity to 7.5. |
| 7.3 | Environmental health complaints | Language added to the Guidance to clarify that logs can be pulled from an electronic system or from an agency-created spreadsheet. Additional clarification added that the log pulled for review by the site visitors will be either a monthly or an annual log, depending on the size of the health department. |
| 7.4 | Preparedness and response plan | <p>Removed the requirement and accompanying documentation to have a letter from the Office of Public Health Preparedness and Response indicating the plan has been accepted. Instead, any program letters from PHP&R should be included in the XXXXX County HDSAI Programs List like any other agreement addendum.</p> <p>The Guidance clarifies that more than one plan can be in place and that Medical Countermeasures is an example of a separate plan that may be included.</p> |
| 7.5 | Emergency managers communication | <p>Removed the requirement and documentation for having the Health Director as an active member of the local emergency preparedness committee as documentation required is redundant to Activity 6.1</p> <p>Added language the Guidance to clarify that communication can occur with multiple Emergency Managers.</p> |



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| | | <p>Guidance for District Health Departments was added to state that the evidence should show communication with the Emergency Managers relevant to each county.</p> <p>The SVT Review and Guiding Questions clarifies that there should be evidence of annual, on-going communication with the Local Emergency Manager since the previous site visit.</p> |
| 9.3 | Location of health data | Clarifies that if the website links to other sources of data, the link should be to primary data sources. |
| 11.1 | Collaborative community steering committee | The Guidance clarifies that Community Health Assessment may be used to develop evidence for this Activity; however, other processes or partnerships may also be used as evidence for this Activity. |
| 11.2 | Community member participation | The Guidance clarifies that the Community Health Assessment may be used as evidence for this Activity; however, other processes or partnerships may also be used as evidence. |
| 16.3 | Environmental Health law training | The Documentation and Guidance clarifies that the Activity pertains to contracted staff and employees. |
| 19.1 | Underserved populations | The Guidance clarifies that the examples may come from one program or different programs. |
| 24.2 | Training and continuing education | The Guidance clarifies that orientation is not the same as continuous training and continuing education as it related to the required staff development plan. |
| 30.4 | Medical records security | The Guidance clarifies that health departments should have policies and proper equipment to transport medical records to home visits, in addition to other facilities. |
| 30.6 | Cleaning of equipment | <p>Language has been added to clarify that the Activity pertains to clinical, laboratory and field equipment.</p> <p>The Documentation clarifies that a comprehensive equipment list should be included as part of the policies and procedures</p> |



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| | | <p>documentation. It also clarifies that training records should show where applicable staff were trained on the policies and procedures.</p> <p>Language was added to the Intent to clarify that the local health department must demonstrate they have the capacity to maintain accurate environmental health field equipment.</p> <p>Language was added to clarify what should be included in the policy/procedure: relevant items to include, the staff responsible for cleaning and maintenance of each item; how cleaning and maintenance will be performed and staff training on cleaning and maintenance.</p> <p>Language was added to the Guidance to clarify that the Local Health Department is responsible for identifying the clinical, laboratory and field equipment for cleaning and maintenance. Additionally, if a site visitor observes equipment during the facility tour that is not included in the policy/procedure, a question will be asked about the service area/equipment.</p> <p>Language was added to the Guidance to include verification of accuracy as part of equipment maintenance records.</p> <p>Clarification was added to the SVT Review and Guiding Questions to ensure all service areas are covered at that records show all applicable staff have been adequately trained and are following the policies and procedures.</p> |
| 31.4 | Position descriptions | The Guidance clarifies that electronic copies of position descriptions must include a date stamp and that the signed and dated copy must be able to be printed for the site visit personnel record review. Additionally clarifies that both the employee and supervisor must have reviewed and signed the position description. |
| 31.5 | Performance appraisals | The Guidance clarifies that if an electronic system is used for the performance appraisal, a copy signed and dated (authenticated) must be able to be printed off for the site visit. |



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| 33.2 | Approved budget | Removed reference to Activity 39.3 |
| 39.2 | Board of Health review of fiscal reports | The Guidance clarifies that the Board of Health should review the financial reports to assure the essential services of public health are covered. |
| 39.3 | Local Board of Health approval of fees | The Intent clarifies that the documentation needed for this Activity is only for the review and approval of fees. |