Policies, Procedures & Protocols required by HDSAI

The policies or plans listed below may not be a direct requirement of each of the following activities but may be an option available to the local health department in the selection of documentation to submit as evidence.

Activity 2.4: disease incidence – analysis policy and procedures
Activity 4.1: community surveillance system policy and procedures
Activity 5.1: notification protocol (from local preparedness plan)
Activity 5.1: after-hours calls policy and procedures
Activity 7.1: epidemiological case investigation protocols
Activity 7.2: communicable disease investigations policy
Activity 7.3: environmental complaints - timely and appropriate action policy and procedures
Activity 8.1: clinical and environmental laboratory sample handling policies and procedures
Activity 8.4: access to laboratory services protocols
Activity 9.2: public access to community health information policy and procedures
Activity 9.4: requests for information policy and procedures
Activity 9.5: notification of changes in department’s policy and operations policy and procedures
Activity 9.6: Title VI of the Civil Rights Act compliance policy
Activity 15.2 & 15.6 & 22.3: program policies and procedures
Activity 15.3: policy on policies
Activity 15.4: new or updated policy as referenced
Activity 15.5: orientation policy with distribution procedures for policy changes
Activity 18.1: public health laws, rules and ordinances enforcement policies and procedures
Activity 18.3: complaints of enforcement of laws, rules and ordinances policies and procedures
Activity 21.1: policy or mechanism for dissemination of current resource list or directory
Activity 21.3: increasing utilization of programs and services plans or policies
Activity 24.1: staff access to training policies
Activity 26.1: non-discrimination policy
Activity 26.3: cultural sensitivity and competency training policy
Activity 27.1: consumer and community input policy and procedure
Activity 27.2: use of community satisfaction data to improve services policy/protocol
Activity 27.3: quality assurance/quality improvement policies and procedures
Activities 29.1 & 29.2: research policies
Activity 30.2: accommodating visually and hearing impaired policies and protocols
Activity 30.3: clinical privacy protocols
Activity 30.4: medical records policies
Activity 30.5: OSHA policies and procedures
Activity 30.6: cleaning, disinfection and maintenance of equipment and service areas policies and procedures
Activity 30.7: infection control policies and procedures
Activity 31.1: administrative policies and procedures
Activity 31.3: personnel - disciplinary, grievance and harassment policies
Activity 31.5: personnel - performance appraisal policies and procedures
Activity 32.3: computer/technology use policy
Activity 32.4: management information system security policies and procedures
Activity 33.4: segregation of financial management duties and accountability for funds policy
Activity 33.7: financial risk management for uncollected fees and bad debt policies and procedures
Activity 34.1: board operating procedures
Activity 34.4: adopting rules policy and procedures
Activity 34.5: adopting/amending rules policy and/or procedure manual
Activity 35.1: adjudications policy and procedures
Activity 37.6: recruitment, retention and workforce development policy
Activity 38.3: public participation policy

Plans or Operational Guides required by HDSAI

Activity 3.2: QI plan
Activity 5.2: health alert communication plan
Activity 5.3: crisis communication plan or communication/media plan
Activity 6.2: county emergency operations plan
Activity 7.4: local preparedness and response plan
Activity 15.1: strategic plan
Activity 22.1: community action plans (from community health assessment)

Note: Activity 38.2 requires Board of Health approval of community action plans

Activity 24.2: staff development plan
Activity 26.2: recruit and retain management team and staff plan
Activity 31.6: inventory replacement plan
Activity 34.2: board of health operating procedures
Activity 36.1: board of health handbook