

## **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 36.1:** board of health handbook