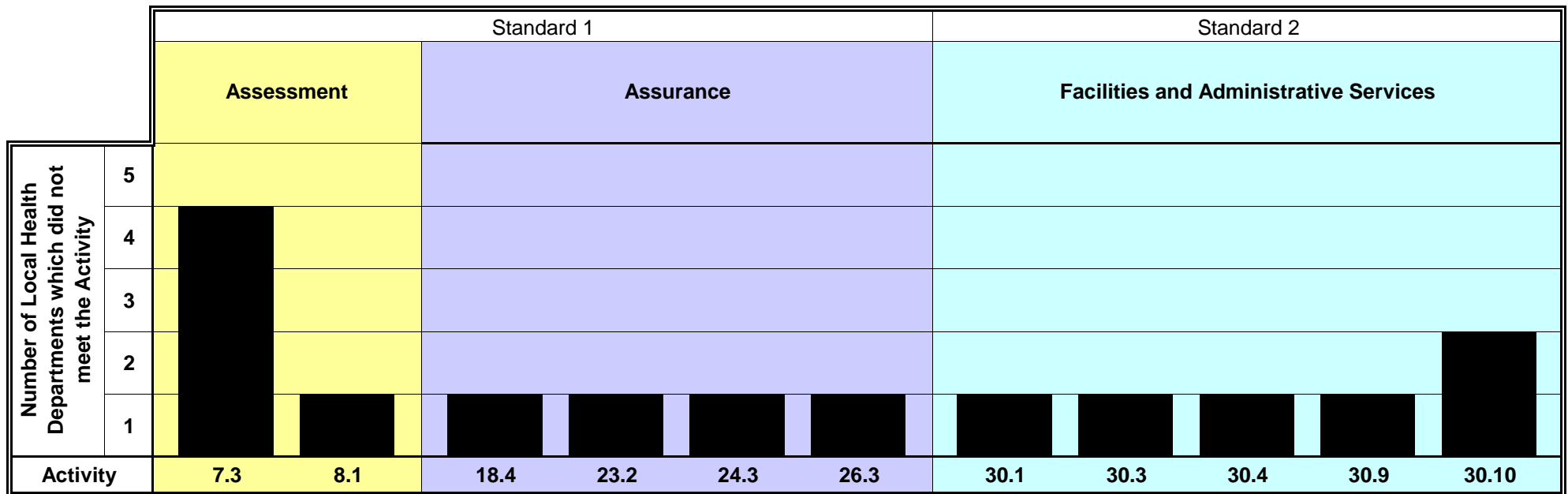




North Carolina LOCAL HEALTH DEPARTMENT ACCREDITATION

Health Department Self-Assessment Instrument (HDSA) "Not Met" Activities for the 13 Health Departments Accredited In Fiscal Year 2008



August 2008

**Fiscal Year 2008 - NC Local Health Department Accreditation
"Not Met" Activities**

'Not Met' Activity	Number of LHDs that did Not Meet	Standard	General Content	Details of 'Not Met' Activity	Required Documentation of 'Not Met' Activity										
Activity 7.3	4	Core Functions and Essential Services: Assessment	Assessment	The local health department shall investigate and respond to environmental health complaints or referrals.	Documentation: Complaint/referral log should include the following required information: was the complaint justified, how long to take action, and if referred to another agency that referral information AND lab/investigation reports AND documentation of timely and appropriate action.										
Activity 8.1	1	Core Functions and Essential Services: Assessment	Assessment	The local health department shall have written policies and procedures for handling clinical and environmental laboratory samples.	Documentation: Provide evidence: of policies, procedures and protocols currently in place; AND current contract(s) with external laboratories, if other than the North Carolina State Laboratory.										
Activity 18.4	1	Core Functions and Essential Services: Assessment	Assurance	The local health department shall address complaints in accordance with its policies and procedures.	Documentation: Record of actions taken.										
Activity 23.2	1	Core Functions and Essential Services: Assessment	Assurance	The local health department staff shall meet all registration, certification or licensure requirements for positions held and duties assigned.	Documentation: Site Visitors will review randomly selected personnel records based on health department size: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Health Dept. Staff</td> <td style="width: 50%;">Personnel Records Accessed</td> </tr> <tr> <td>30 or fewer</td> <td>Up to 10</td> </tr> <tr> <td>31-100</td> <td>Up to 15</td> </tr> <tr> <td>101-299</td> <td>Up to 15% of total staff</td> </tr> <tr> <td>300 or more</td> <td>Up to 10% of total staff</td> </tr> </table> Site visitors should review at least one individual in each of the following roles: public health nursing, environmental health, health educator and administrative staff. If the randomly selected personnel records do not reflect these roles, additional personnel records may be requested. Note: Site Visitors will record their findings in the table located at Benchmark 24.	Health Dept. Staff	Personnel Records Accessed	30 or fewer	Up to 10	31-100	Up to 15	101-299	Up to 15% of total staff	300 or more	Up to 10% of total staff
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Activity 24.3	1	Core Functions and Essential Services: Assessment	Assurance	The local health department staff shall participate in orientation and on-going training and continuing education activities required by law, rule or contractual obligation.	<p>Documentation: Site Visitors will review randomly selected personnel records based on health department size:</p> <table border="0"> <tr> <td>Health Dept. Staff Accessed</td> <td>Personnel Records</td> </tr> <tr> <td>30 or fewer</td> <td>Up to 10</td> </tr> <tr> <td>31-100</td> <td>Up to 15</td> </tr> <tr> <td>101-299</td> <td>Up to 15% of total staff</td> </tr> <tr> <td>300 or more</td> <td>Up to 10% of total staff</td> </tr> </table> <p>Site visitors should review at least one individual in each of the following roles: public health nursing, environmental health, health educator and administrative staff. If the randomly selected personnel records do not reflect these roles, additional personnel records may be requested.</p>	Health Dept. Staff Accessed	Personnel Records	30 or fewer	Up to 10	31-100	Up to 15	101-299	Up to 15% of total staff	300 or more	Up to 10% of total staff
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Activity 26.3	1	Core Functions and Essential Services: Assessment	Assurance	The local health department shall assure that agency staff receives training in cultural sensitivity and competency.	<p>Documentation: Relevant policy AND appropriate staff training log, OR evidence of such training in individual personnel files. To be verified by the Site Visitors upon examination of personnel records.</p>										
Activity 30.1	1	Facilities & Administrative Services	Facilities & Administrative Services	The local health department shall have facilities that are clean, safe and secure for the specific activities being carried out in the facility or any area of the facility, such as laboratory analyses or patient examinations.	<p>Documentation: Visit to facilities and observations by Site Visitors.</p>										
Activity 30.3	1	Facilities & Administrative Services	Facilities & Administrative Services	The local health department shall have examination rooms and direct client service areas that are configured in a way that protects client privacy.	<p>Documentation: Written clinical protocols addressing privacy AND agency floor plan/layout conducive to privacy, to be verified through observations by Site Visitors.</p>										
Activity 30.4	1	Facilities & Administrative Services	Facilities & Administrative Services	The local health department shall ensure privacy and security of records containing privileged patient medical information or information protected by the federal Health Insurance Portability and Accountability Act.	<p>Documentation: Medical records policies AND proper handling and storage of medical records handling and storage, to be verified through observations by Site Visitors.</p>										
Activity 30.9	1	Facilities & Administrative Services	Facilities & Administrative Services	The local health department shall prohibit the use of tobacco in its facility.	<p>Documentation: Verification of signage.</p>										

'Not Met' Activity	Number of LHDs that did Not Meet	Standard	General Content	Details of 'Not Met' Activity	Required Documentation of 'Not Met' Activity
Activity 30.10	2	Facilities & Administrative Services	Facilities & Administrative Services	The local health department shall make efforts to prohibit the use of tobacco in all areas and grounds within fifty (50) feet of the health department facility.	Documentation: Correspondence with property owner and/or commissioner.