



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
NOTICE OF INTENT**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.8 DATE 9/13/12  
YVONDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 9-13-12  
Agenda Item #: C.8  
Est. Start Time: 9:30 AM  
Date Submitted: 8-31-12

**Agenda Title:** NOTICE OF INTENT to submit an application for up to \$65,000 from the National Association of County and City Health Officials (NACCHO) Accreditation Support Initiative for Large, Metropolitan Local Health Departments grant.

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** September 13, 2012      **Amount of Time Needed:** N/A  
**Department:** Health      **Division:** HSJ-HAE  
**Contact(s):** Claire Smith; Laurel Bentley  
**Phone:** 503-988-3663      **Ext.** 28185; 26314      **I/O Address:** 160/9  
**Presenter Name(s) & Title(s):** N/A.

**General Information**

**1. What action are you requesting from the Board?**

Authorization for the Director of the Health Department to submit an application for up to \$65,000 to the National Association of County and City Health Officials (NACCHO) to engage in activities that will demonstrate a measurable increase in Health Department readiness to apply for and achieve accreditation by the Public Health Accreditation Board (PHAB).

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

The Multnomah County Health Department (MCHD) is preparing to apply for a national voluntary accreditation program through the Public Health Accreditation Board. The goal of accreditation is to improve public health outcomes by advancing the quality and performance of public health departments. Meeting the standards set forth by the Public Health Accreditation Board would provide clearer context and reference of the purpose and function of MCHD programs and projects to peer public health entities as well as the general public. Accreditation provides a way to define and measure success through standards and external benchmarks. There are three prerequisites to

Notice of Intent APR  
Submit to Board Clerk

applying for accreditation: applicant must complete a Community Health Assessment, Community Health Improvement Plan, and Strategic Plan. MCHD is currently conducting activities to meet these prerequisites, is well immersed in the public health accreditation process, and highly motivated to meet the required documentation criteria for all PHAB standards and measures.

Application to this NACCHO grant is by direct invitation from NACCHO only. This grant initiative is expected to fund 15 applications and is intended to allow local health departments serving large, metropolitan areas to address one or more of the following categories of need:

Category 1: Addressing PHAB documentation requirements not currently met. The accreditation process is based on demonstrating compliance with three prerequisite requirements as well as standards and measures spread across 12 domains, as described in PHAB's Guide to Accreditation and Version 1.0 of Standards and Measures. Applicants to this category may use this award to address deficiencies and ensure compliance with documentation requirements not currently met (e.g., development of a community health assessment (CHA), a community health improvement plan (CHIP), agency strategic plan, quality improvement (QI) plan, workforce development plan, or other activity that will aid in building documentation to meet specific measures).

Category 2: Contributing to payment of PHAB accreditation fees. PHAB application fees are based on the size of the population served by a health department. Agencies that have completed all prerequisites and are otherwise ready to apply for accreditation may choose to apply for this award to use funds to pay for up to 50% of the agency's total accreditation fee.

Category 3: Completing other accreditation readiness or continuous quality improvement activities. Local health departments have a variety of unique needs and processes related to their ability to apply to and achieve PHAB accreditation. This category allows applicants to describe their specific needs and their plans to meet those needs by way of this effort. Needs may include, but are not limited to: development of processes to prepare for accreditation application, staff accreditation or quality improvement training, support staff time of an Accreditation Coordinator, build a culture of QI, etc.

MCHD plans to apply for funding under Category 1. This will allow MCHD to move forward with its accreditation activities.

**3. Explain the fiscal impact (current year and ongoing).**

If funded, the grant will provide up to \$65,000 of monetary funding for proposed activities, paid in two installments. It will also provide technical assistance from NACCHO staff.

**4. Explain any legal and/or policy issues involved.**

None.

**5. Explain any citizen and/or other government participation that has or will take place.**

None.

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# ATTACHMENT A

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## Grant Application/Notice of Intent

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**  
The National Association of County and City Health Officials (NACCHO).
- **Specify grant (matching, reporting and other) requirements and goals.**  
If funded, selected grantees must designate one point of contact to participate in conference calls and in person activities, as well as to complete evaluation activities. Grantees must commit to providing individualized technical assistance (whether directly or through an association of county and city health officials) to one or more “connector sites,” (i.e., smaller local health departments) to assist these agencies in preparing for accreditation. Peer assistance to the connector site(s) may include: provision of shared templates, processes, or methods for collecting documentation; providing input on organizing for the accreditation process; providing training in a specific content area; or any other mutually agreed-upon assistance that will result in measurable progress in the readiness of the connector site(s) for accreditation. While applicants are not required to officially engage connector sites prior to application, they must identify in their application at least one agency for likely partnership, describe how they plan to connect with the agency, and articulate the expected objectives and deliverables within the application. Upon notification of selection, awardees must finalize the connector site(s) and scope of work prior to executing the NACCHO contract. Grantees must attend, along with one representative from a connector site, one national performance improvement meeting.
- **Explain grant funding detail – is this a one time only or long term commitment?**  
The NACCHO Accreditation and Support Initiative for Large, Metropolitan Local Health Departments grant is a one time funding opportunity available for a project period from November 1, 2012 through May 2013.
- **What are the estimated filing timelines?**  
The application is due September 17<sup>th</sup>, 2012.
- **If a grant, what period does the grant cover?**  
The grant covers a project period from November 1, 2012 through May 2013.
- **When the grant expires, what are funding plans?**  
When the grant expires, the project will be completed.
- **Is 100% of the central and departmental indirect recovered? If not, please explain why.**  
Yes, 100% of indirect costs will be covered by grant funds.

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**ATTACHMENT B**

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**Required Signatures**

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**Elected Official or  
Department/  
Agency Director:**

*Lillian Shirley*

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**Date: 8/31/2012**

**Budget Analyst:**

ALTHEA GREGORY /S/

**Date: 8/31/12**