

Gantt Chart

Livingston County Department of Health-Accreditation Preparation Process

Overview

Task	Time Frame												Assign to:	
	2000	2002	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013		
Educate Staff: Essential Services Operational Definition Voluntary National Accreditation Process	█	█	█	█	█	█	█							PHD
Apply Operational Definition/ES to LCDOH				█	█									PHD
Apply for NACCHO Grant							█							PHD
Complete QI Process for Grant							█							PHD, Center Directors, and Supervisors
Continue with QI process for DOH							█	█	█	█	█	█		PHD
Select another QI project from Matrix									█	█	█	█		Accreditation Team
Apply for Accreditation									█	█				Entire Staff
Celebrate Accreditation										█				Entire Staff
Continue with QI process for DOH										█	█	█		Accreditation Team

Gantt Chart

Livingston County Department of Health-Accreditation Preparation Process

Phase 1

Task	Time Frame												Assign to:
	02/29/08	03/28/08	04/04/08	05/16/08	05/30/08								
Submit application to NACCHO: Grant for Accreditation Preparation and Quality Improvement													PHD
Seek names of potential facilitators and make contact													PHD
Grant Award													NACCHO
Create Accreditation Steering Committee													PHD
Meet with facilitator for orientation/process/agenda setting													PHD
Steering Committee to complete matrix													Accreditation Team
Complete assessment and enter into software													Accreditation Team
Complete evaluation survey													Accreditation Team
Select a Quality Improvement Project													Accreditation Team

Gantt Chart

Livingston County Department of Health-Accreditation Preparation Process - Phase 1 continued

Improve the Application of Public Health Competencies in measuring performance Department wide

Task	Time Frame											Assign to:
	09/12/08	09/26/08	09/29/08	10/15/08	10/30/08	11/13/08	11/19/08	12/11/08	01/09/09	02/01/09	10/31/09	
Select a TA to assist with QI Project												PHD
Consult with TA to establish training, dates, orientation, develop agenda												PHD
Accreditation Steering Committee to meet with TA												Accreditation Team
Meeting to follow up on tasks assigned from training												Accreditation Team
Problem Statement Chart on Forces Radar Charts Perfor. A. flow charts												Accreditation Team
Centers to meet to prepare for next meeting												Centers
Fundamental Competencies PA flow charts												Accreditation Team
PA Flow Charts Fundamental Competencies												Accreditation Team
Communication Plan												Accreditation Team
Implement Communication Plan												PHD / Centers
Developing Competencies for incorporation, all titles												Accreditation Team

Gantt Chart

Livingston County Department of Health-Accreditation Preparation Process *Transition*

Task	Time Frame								Assign to:
	10/31/08	11/30/08	12/31/08	01/31/09	02/28/09	03/31/09	04/30/09	05/31/09	
Staff Meetings									CD's & SPHN's
Post Positions & Interview									CD's
Space Allocation									CD's & SPHN's
Orientation for Staff									CD's & SPHN's
Check Time Frames									CD's & SPHN's
6 Month Planning									CD's

Gantt Chart

Livingston County Department of Health-Accreditation Preparation Process

Communication Plan

Task	Time Frame											Assign to:
	12/11/08	12/31/08	01/31/09	02/28/09	03/31/09	04/30/09	05/31/09	06/30/09	07/31/09	08/31/09	09/30/09	
Develop Communication Plan												Accreditation Team
Develop Information for Presentations to Staff												Jim M, Lisa B, Bill
Present Overview at all 6 Center Staff Meetings												PHD, CD's
Develop Achieving Excellence Signage												Lisa B, MMS
Incorporate Fundamental Core Competencies into PA												CD's & Supervisors
Competency discussions at Staff Meetings												CD's & Supervisors
Group meetings to develop Competencies for inclusion into PA												Accreditation Team
Competencies for all staff												Accreditation Team
Annual Department Meeting- Overall Presentation												Accreditation Team

**Continuous Improvement
Livingston County Department of Health
Preparing for Accreditation
Part 1**

Completed Operational Definition Indicator Matrix with 4th column for LCDOH activities (10/30/06)

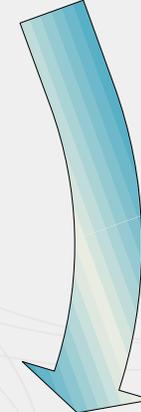
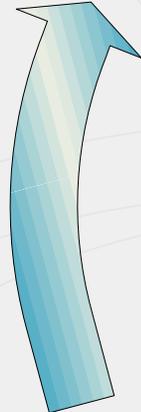
Applied for NACCHO Grant to prepare for Accreditation – (02/08)

Introduce Operational Definitions & Accreditation to Center Directors and Supervisors (2004)

Move toward Accreditation preparation (ongoing)

Act

Plan



Check

Do

Evaluate how we meet the ES (11/09/05)

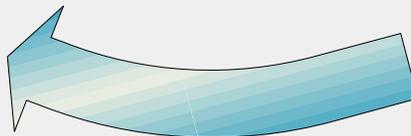
Shared final recommendations for Voluntary National Accreditation Program (09/12/06)

Discuss 10 Essential Services [Ideas Practice] (04/13/05)

Provide materials to explore how we meet the Essential Services/Operational Definitions (09/19/05)

Provide newest information on Essential Services & Accreditation process (ongoing)

Provide Update on voluntary National (05/06)



**Continuous Improvement
Livingston County Department of Health
Preparing for Accreditation
Part 2**

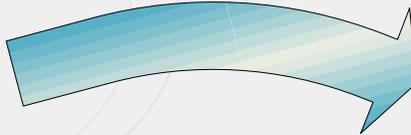
Decision making process decided (04/08/08)

Decided how to score with work still to be done (04/24/08)

Determine QI Project (05/08)

Submit report to NACCHO by 05/30/08

Act

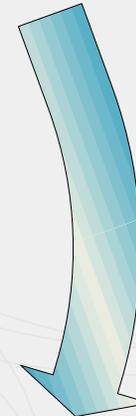


Seek facilitator to assist with process (03/08)

Schedule meetings to complete matrix (04/08)

Evaluate time frame for completion (04/08)

Plan



Facilitator hired (04/08)

Meeting schedule determined (04/08)

*Meetings to take place every 2 weeks
(04/08 - 05/08)*

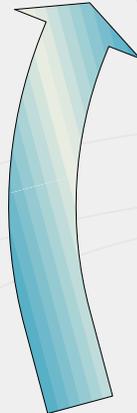
Do



Check

Complete matrix by 05/15/08

Review status of previously completed sections at each meeting



**Continuous Improvement
Livingston County Department of Health
Preparing for Accreditation
Part 3**

Next steps for 10/30/08 meeting:

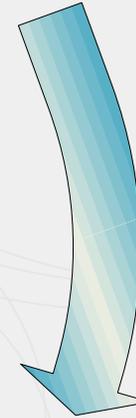
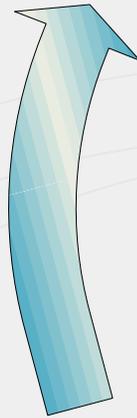
1. Fundamental Competencies for all staff
2. Complete flow chart for PA
3. Gather existing competencies
4. Develop a plan to communicate with other staff

See Technical Assistant for QI Project
(07/08 - 09/09)

Plan for meeting with TA and Accreditation
Steering Committee
(09/05/08 - 09/25/08)

Act

Plan



Follow up meeting (10/15/08)
after training to review:

1. Problem Statement
2. Review chart on forces
3. Review Radar charts by Center/Dept.
4. Review Performance Appraisal flow charts

Check

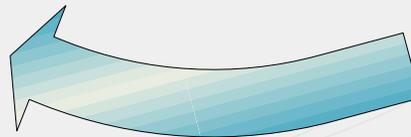
Do

Orient TA to matrix status and QI project
selection (09/05/08 – 09/25/08)

Provide TA with ToO and history

Develop Agenda for meeting with TA

TA provides training in QI process (09/29/08)



**Continuous Improvement
Livingston County Department of Health
Preparing for Accreditation
Part 4**

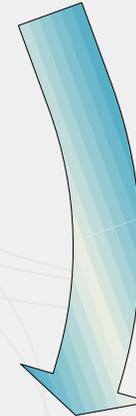
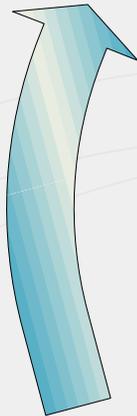
Next steps by 11/13/08:

1. Centers to meet to identify CORE Competencies for #2-8 PH Competencies
2. Centers to think about applicability of Competencies to the staff

Review progress to date (10/30/08)

Act

Plan



Check

Do

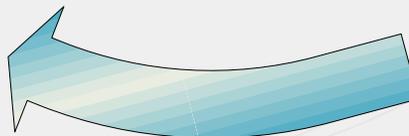
Focused on CORE Competencies (10/30/08)

Identified CORE Competencies for PH Competency #1 (10/30/08)

Reviewed GANTT(1-3) & PDCA(1-4) (10/30/08)

Review each Center's report in all 4 areas (10/30/08)

Decide next steps



**Continuous Improvement
Livingston County Department of Health
Preparing for Accreditation
Part 5**

Distribute uniform PA flow chart to all members of team (12/11/08)

Distribute Fundamental Core Competencies to all members of team (12/11/08)

Sub-committee established to develop details of implementing Communication Plan (12/11/08)

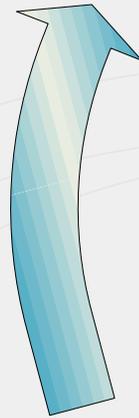
Meetings with Centers scheduled for January 09 to present Accreditation and QI to all staff (12/11/08)

Act

Develop a uniform flow chart for Performance Appraisals (PA) (11/13/08)

Communication Plan development for Accreditation & QI (12/11/08)

Plan

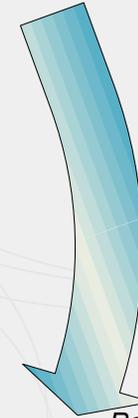


Flow charts for PA's compared and uniform flow chart prepared (11/19/08)

Check

Communication plan developed (12/11/08)

Plan to implement Communication Plan established (12/11/08)



Review flow charts from each Center for PA (11/13/08)

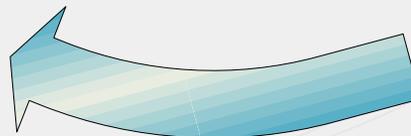
Do

Compare flow charts for PA; combine into one (11/19/08)

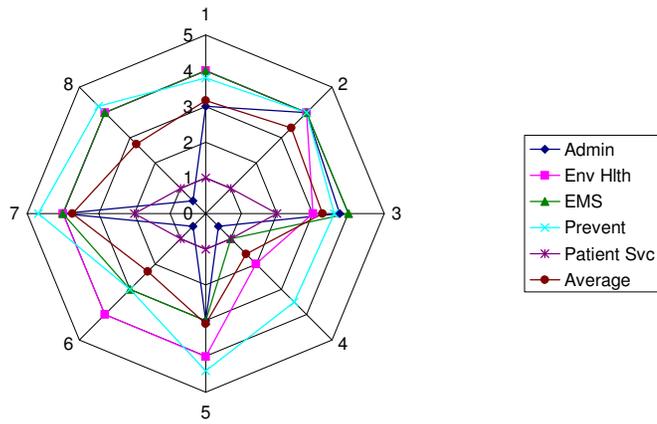
Develop Core Competencies applicable to all DoH staff (11/13/08)

Identify key elements for fundamental Core Competencies (11/13/08)

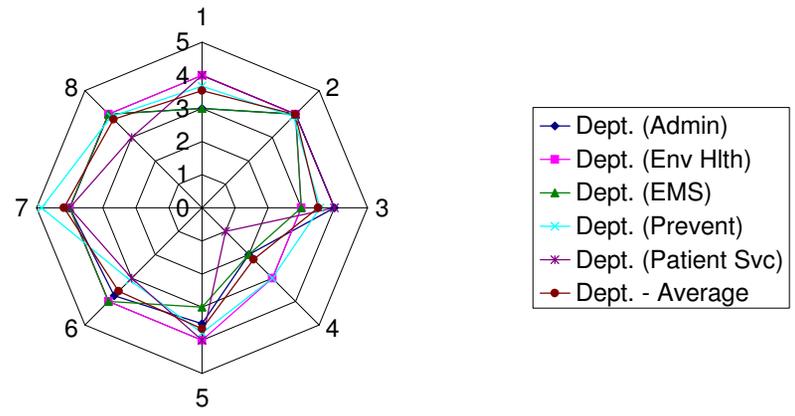
Track time line for PA (11/30/08 – 02/28/09)



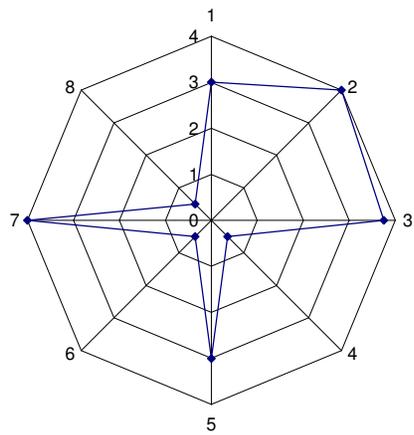
Center



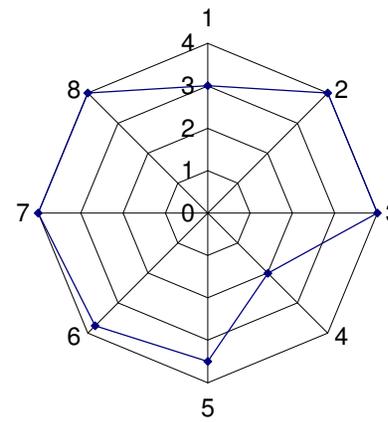
Department



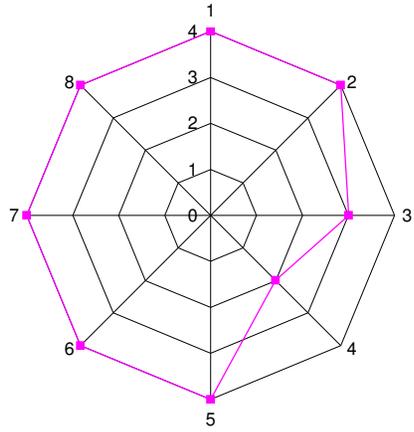
Admin



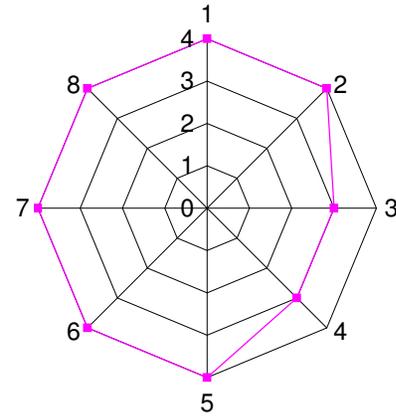
Dept. (Admin)



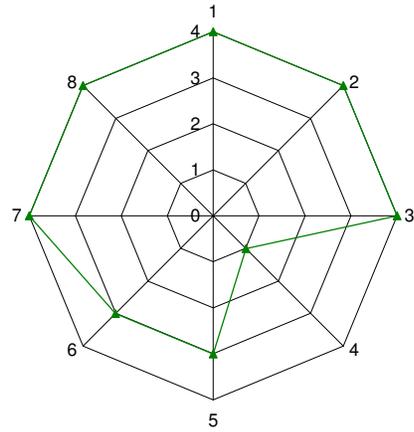
Env Hlth



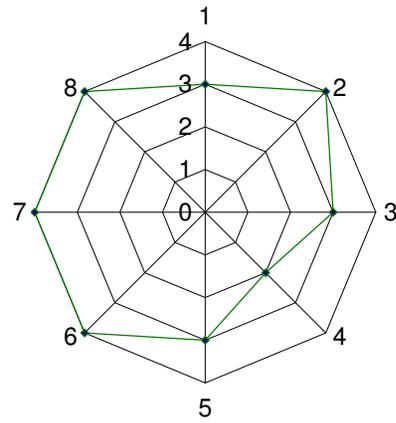
Dept. (Env Hlth)



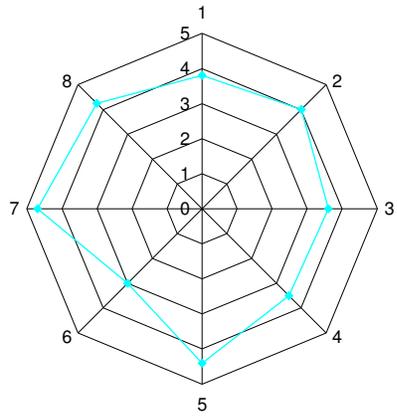
EMS



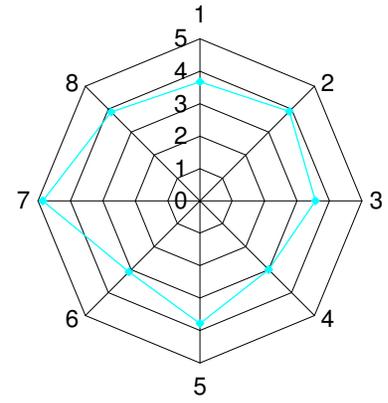
Dept. (EMS)



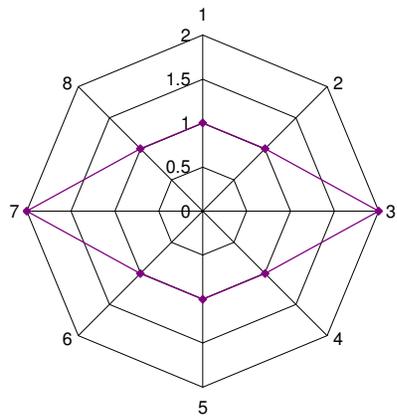
Prevent



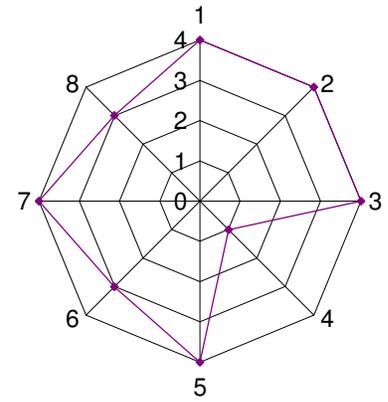
Dept. (Prevent)



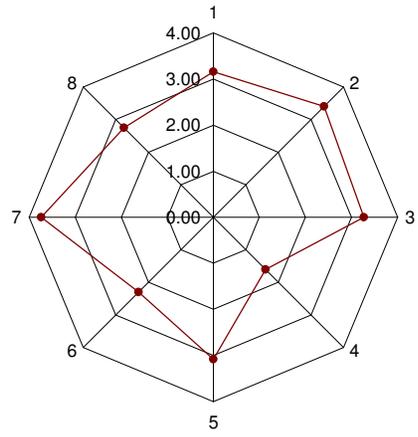
Patient Svc



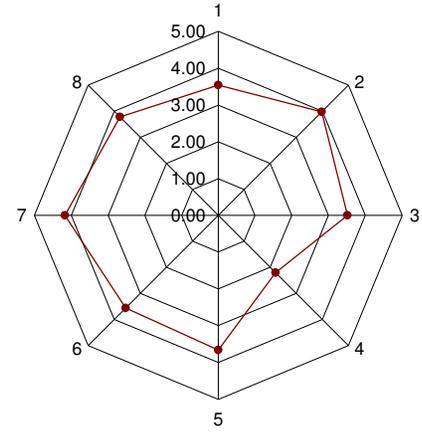
Dept. (Patient Svc)



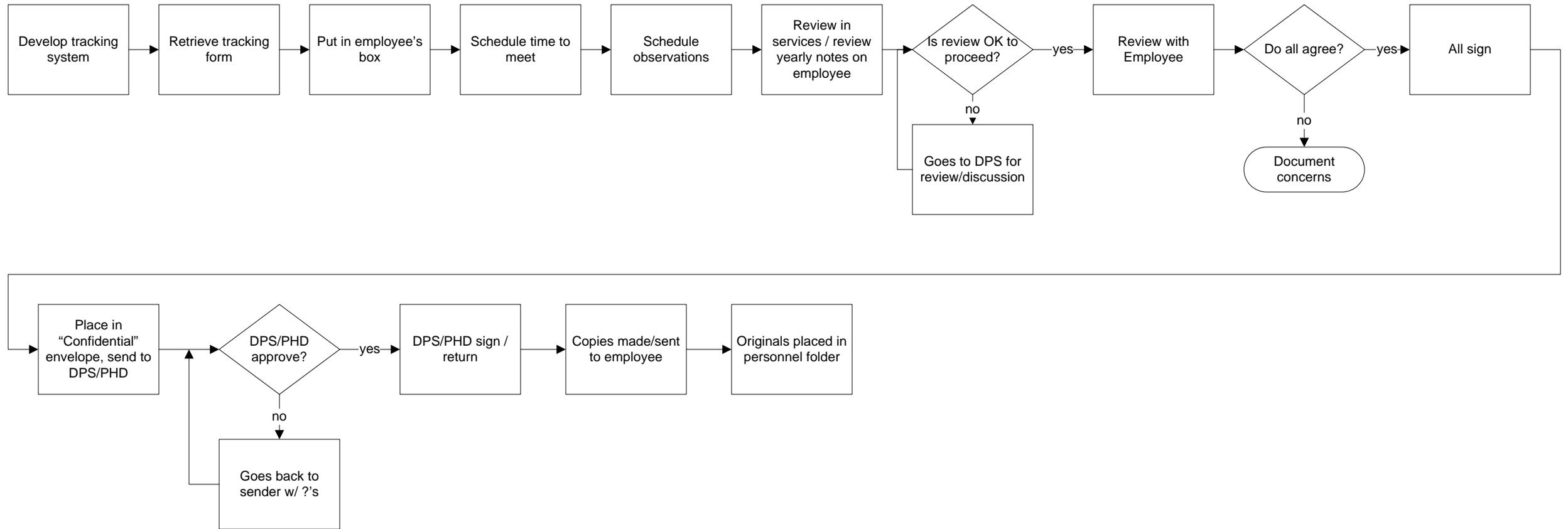
Average



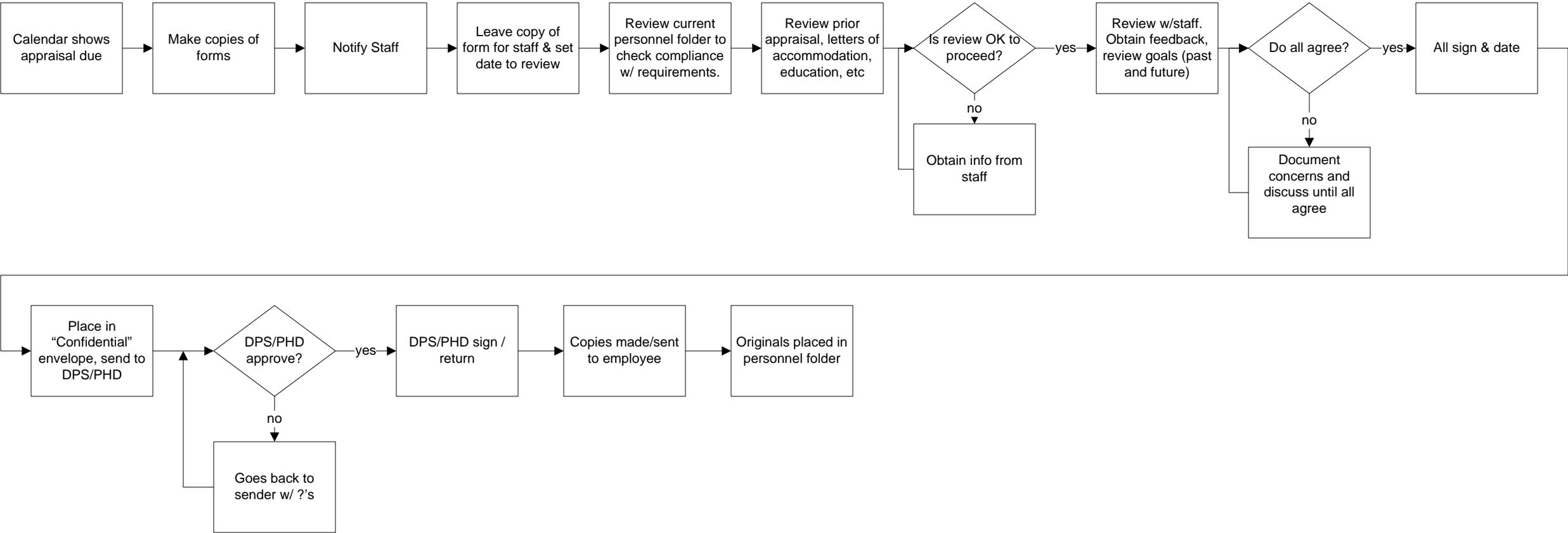
Dept. - Average



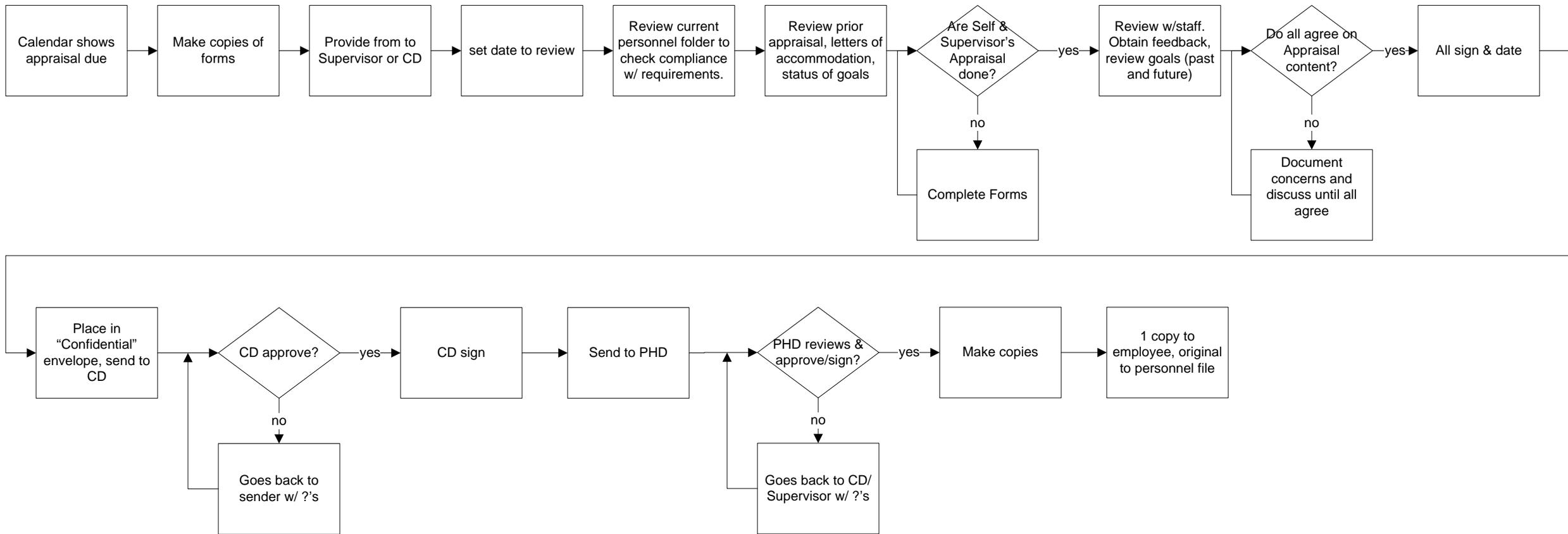
Prevent Performance Appraisal



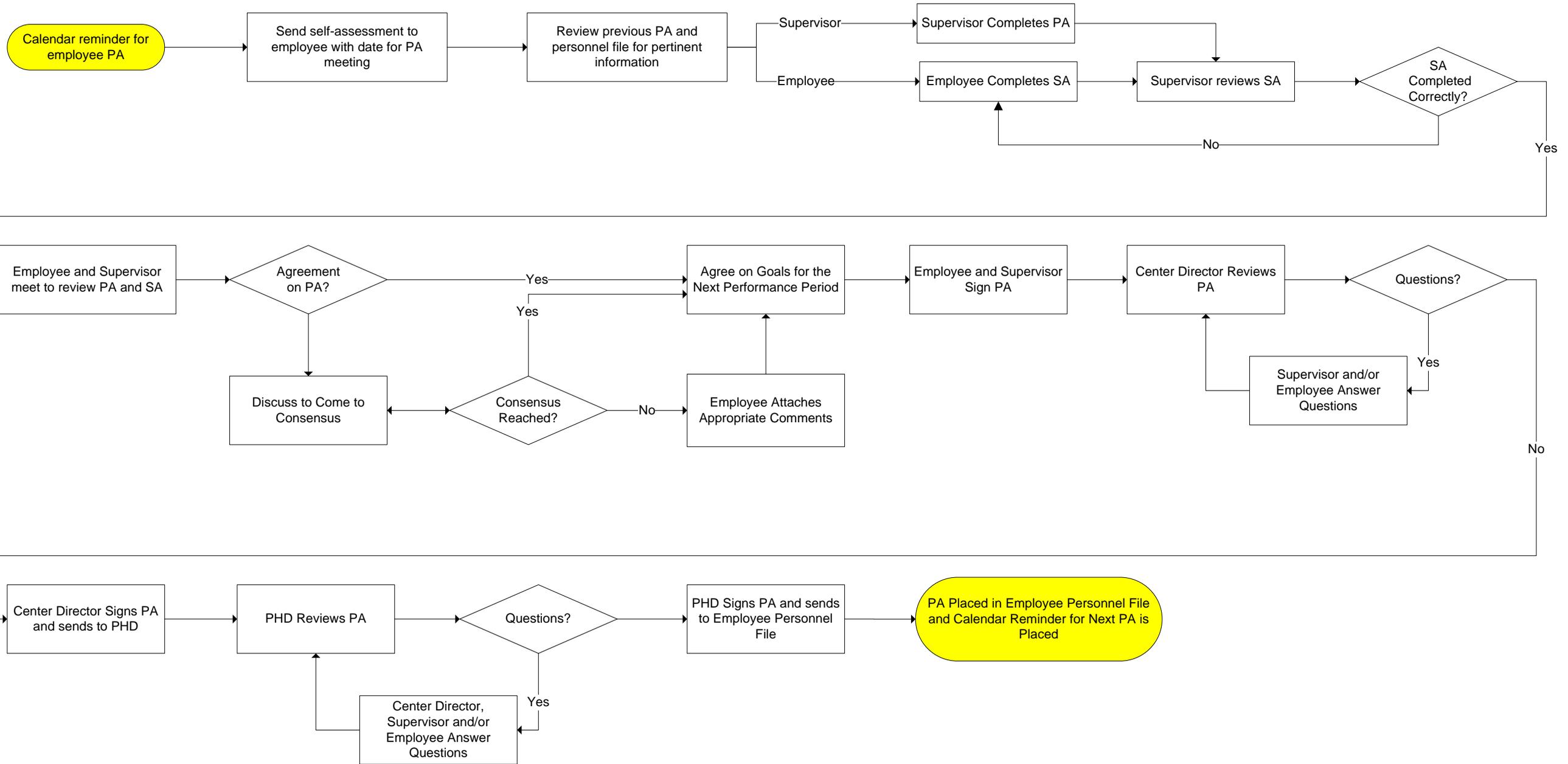
CHHA Performance Appraisal



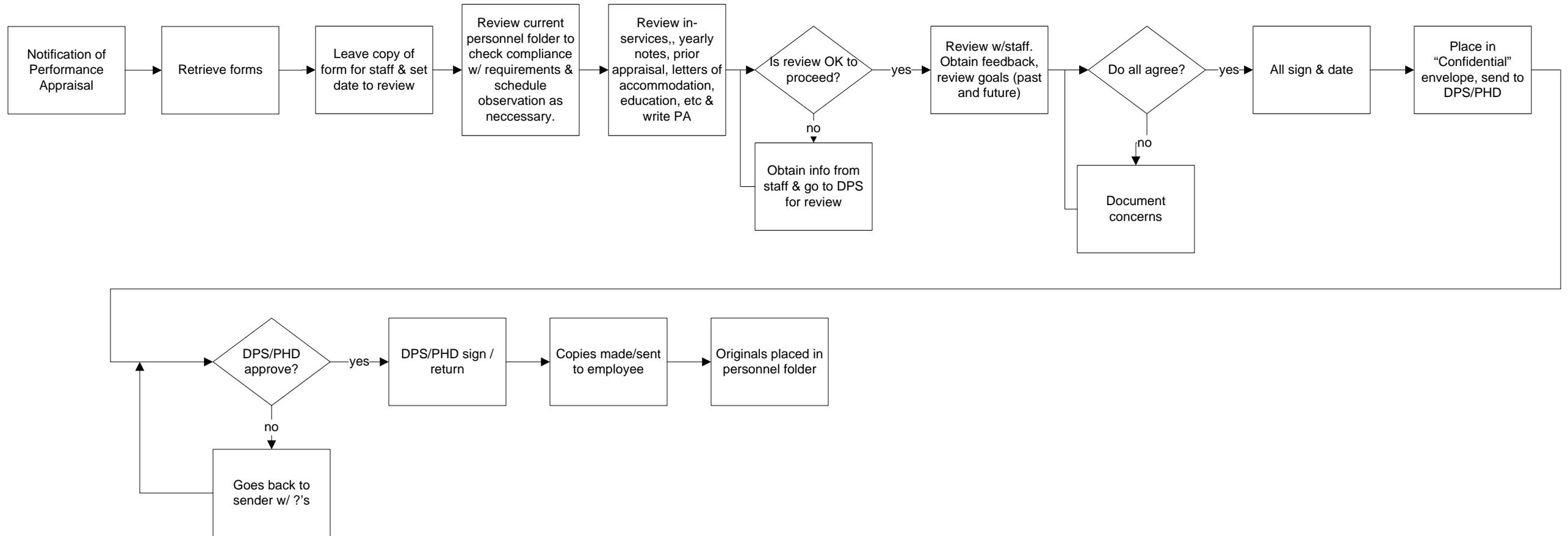
Environmental Health Performance Appraisal



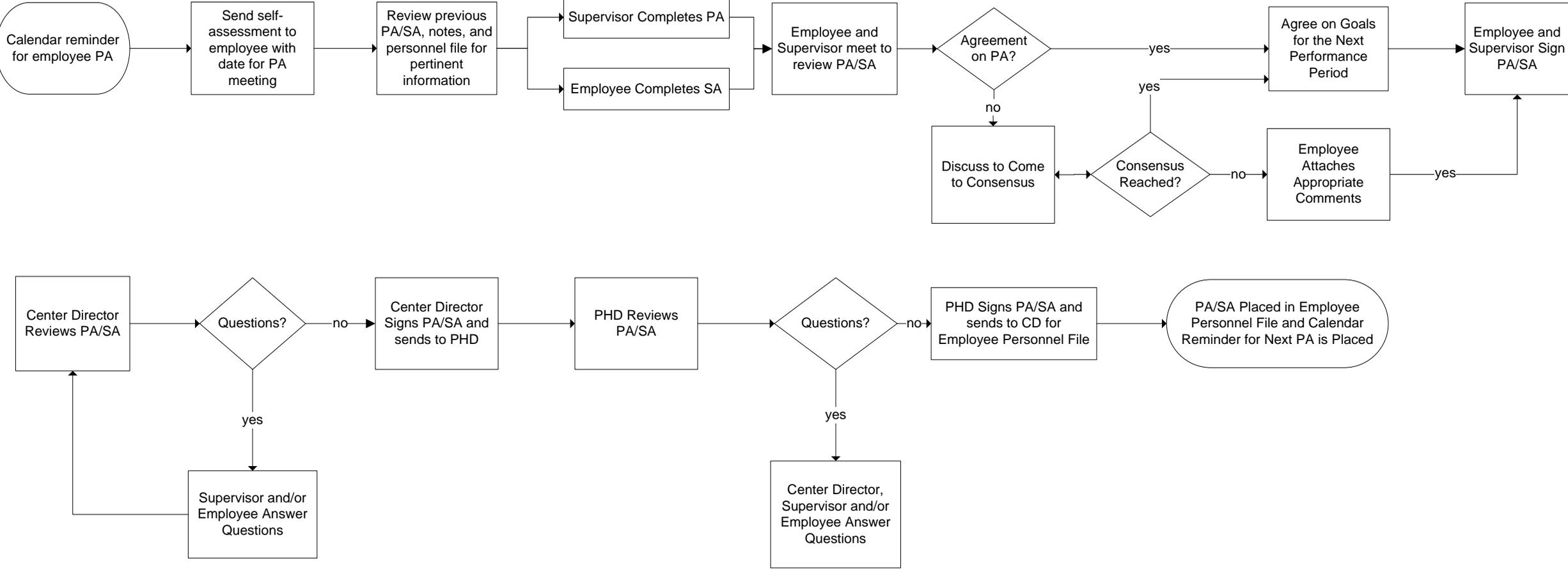
EMS/Administration Health Performance Appraisal



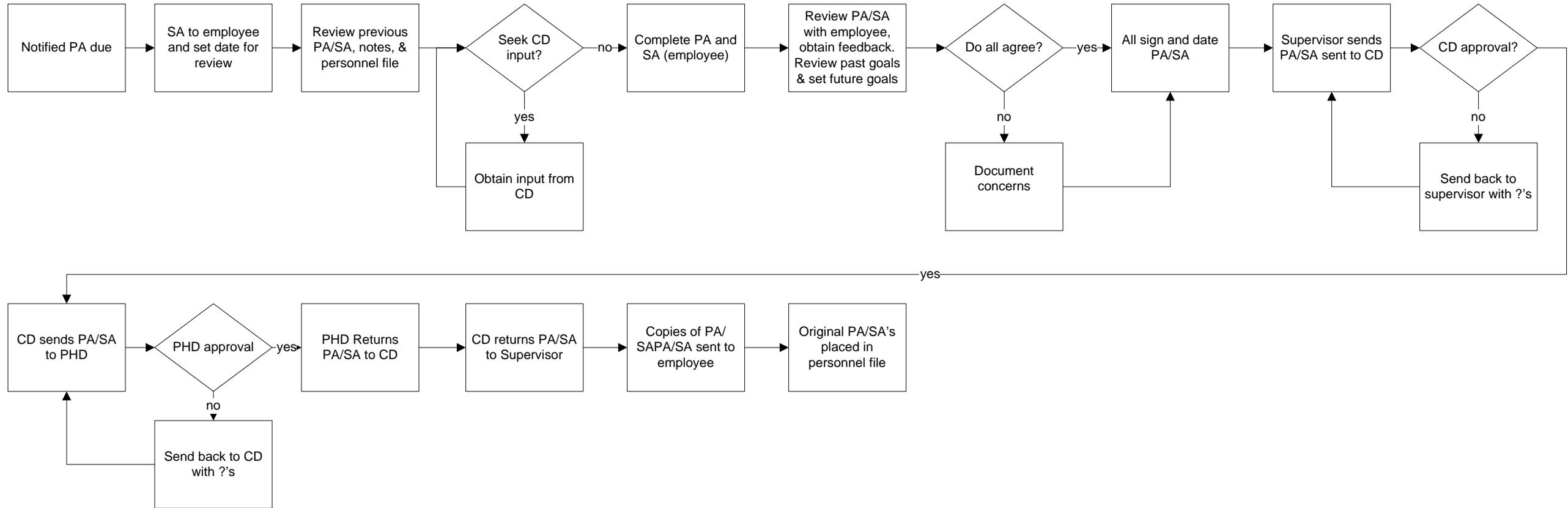
CHHA/Prevent Performance Appraisal



EH/EMS/Admin Health Performance Appraisal



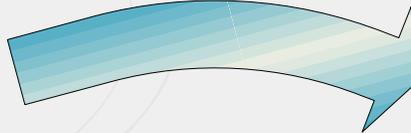
Dept. of Health Performance Appraisal



Livingston County Department of Health TASA Budget Deficit

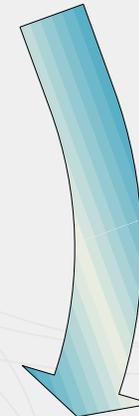
Present plan to County Administrator (01/09)
Implement agreed upon plan (02/09)

Act



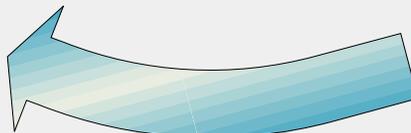
Meet with Management Staff (11/08)
Meet with DSS Staff (11/08)
Review budget (11/08-12/08)
Review caseload (11/09)

Plan



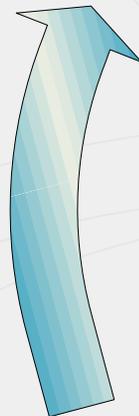
Analyze budget, make changes (11/08)
Discuss options with Management Staff and
DSS Staff (11/08-12/08)
Assess caseload, capacity (12/08)

Do



Is budget reconciled? (no-12/08)
What are alternatives? (12/08)
Develop viable plan to reduce deficit (12/08)

Check



**Livingston County Department of Health
Transition Planning
New Center created, new Center Director Appointed**

Budget cuts may effect new positions
(12/08)

Is the orientation plan working?
(11/08-02/09)

Develop plan for next 6 months
(04/09-10/09)

Act

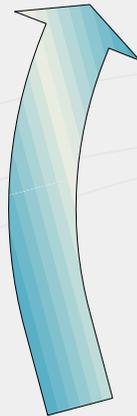
Appoint new staff as result of new Center
Director & new Supervisory Nurse positions
(11/08-12/08)

Discuss transition plan with all staff (10/08)

Study space allocation (12/08)

Plan

Orient staff to new duties/responsibilities
(12/08-04/09)



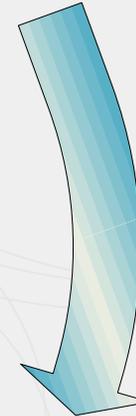
Are time frames/goals met? (12/08-04/09)

Check

All positions filled by 01/02/09

Space & furniture allocated (12/31/08)

Suggestions & ideas from staff meetings
incorporated (10/08-04/09)



Do

Develop Gantt charts with time frames
(10/08)

Analyze which staff will move to what space
(12/08)

Implement orientation plan for staff
(10/08-04/09)

Hold team meetings to share information with
staff and to obtain staff input (10/08-04/09)

