



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

July 25, 2011

Diane McLawhorn & Ramona Bowser
Interim Health Directors
Hertford Public Health Authority
801 King Street
PO Box 246
Winton, NC 27986

Dear Ms. McLawhorn and Ms. Bowser,

On behalf of the NC Local Health Department Accreditation Board, I would like to congratulate Hertford County Public Health Authority for achieving accreditation status as of July 22nd, 2011!

The focus of North Carolina's Local Health Department Accreditation is on the capacity of the local health department to perform at a prescribed, basic level of quality the three core functions of assessment, policy development, and assurance and the ten essential services of public health. It is required by legislation that all health departments maintain accreditation status. Hertford County Public Health Authority, I am pleased to say, remains among the 61 accredited health departments in NC!

The Accreditation Board has a true appreciation for all of the hard work completed by the Agency Accreditation Coordinator (AAC), Barbara Early, and the rest of the health department staff. Achieving accreditation is truly an accomplishment that your health department and community should be very proud of.

The Accreditation Board truly appreciates your dedication to improving the public's health in NC.

Sincerely,

A handwritten signature in black ink that reads "Betty Alexander".

Dr. Betty Alexander
Chair
NC Local Health Department Accreditation Board

Enclosures:
Re-Accreditation Timeline
Items to submit for Re-Accreditation

CC:
Brittan Wood, State Accreditation Coordinator, NC Local Health Department Accreditation
Barbara Early, Agency Accreditation Coordinators, Hertford County Public Health Authority

Re-Accreditation Timeline

Hertford County Public Health Authority's Accreditation status is due to expire on July 22, 2015.

Official Notification from the Accreditation Administrator will be sent on October 1, 2014.

HDSAI and other materials will be due to the Accreditation Administrator no later than January 22, 2015.

NOTE: For Re-Accreditation evidence can be used from any time since the previous site visit as documentation. Some activities that have Re-Accreditation Documentation require the health department to show evidence of annual documentation since the previous site visit.

Re-Accreditation Site Visit will take place between January 22, 2015 and July 22, 2015.



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Materials that must be submitted electronically with the completed HDSAI when it is sent to the Accreditation Administrator's office includes:

- ✓ A completed HDSAI
- ✓ A completed, signed HDSAI Cover Page
- ✓ A completed HDSAI Summary Checklist
- ✓ The agency's Mission Statement
- ✓ A full copy of the agency's current Strategic Plan
- ✓ The agency's organizational chart
- ✓ A roster of the agency's Management Team, with names, position titles and dates of appointment to the Management Team for each team member.
- ✓ A roster of the agency's entire staff, with names and position titles (alphabetized by last name)
- ✓ A full copy of the most recent comprehensive Community Health Assessment (CHA)
- ✓ A full copy of the most recent update of the CHA (State of the County's Health [SOTCH] report or equivalent)
- ✓ A two-page double-spaced narrative related to information about what makes your local health department and the population you serve unique. Please include any special characteristics of the health department and the community (e.g. district structure, administrative/operations information, unique relationship with county government, presence or loss of major industry, seasonal population surges, socioeconomic status of community, predominance of a particular demographic group, etc.).

In addition to the above, those health departments preparing for Re-Accreditation must also include:

- ✓ Board of Health Roster (with appointment dates)
- ✓ Staff Development Plan (correlates to Activity 24.2: The local health department shall have a staff development plan that includes identifying and addressing the training and continuing education needs of the staff.)
- ✓ Diversity Plan (correlates to Activity 26.2: The local health department shall develop and implement a plan consistent with the health department's non-discrimination policy to recruit and retain a management team and staff that reflects the population of the service area.)
- ✓ Quality/Performance Improvement Policy/Procedure/Plan (correlates to Activity 27.3: The local health department shall employ a quality assurance and improvement process to assess the effectiveness of services and improve health outcomes.)
- ✓ Budget Summary (actual expenses, revenue, and local allocation) for previous 4 years
- ✓ Any open corrective action plans as required by program monitoring (correlates to Activities 1.1 (CHA), 1.2 (SOTCH), 7.4 (PHP&R), 17.1 (EH), & 22.2 (DPH))