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# Minimum Standards

To the best of your knowledge, are you in compliance with these program indicators from the Minimum Standards for Local Health Departments?

## I. Organization

1. Yes _**X**__ No ___ A Local Health Authority exists which has accepted the legal responsibilities for public health as defined by Oregon Law.

2. Yes **X**_ No ___ The Local Health Authority meets at least annually to address public health concerns.

3. Yes _**X**__ No ___ A current organizational chart exists that defines the authority, structure and function of the local health department; and is reviewed at least annually.

4. Yes _**X**__ No ___ Current local health department policies and procedures exist which are reviewed at least annually.

5. Yes _**X**__ No ___ Ongoing community assessment is performed to analyze and evaluate community data.

6. Yes _**X**__ No ___ Written plans are developed with problem statements, objectives, activities, projected services, and evaluation criteria.

7. Yes _**X**__ No ___ Local health officials develop and manage an annual operating budget.

8. Yes _**X**__ No ___ Generally accepted public accounting practices are used for managing funds.

9. Yes _**X**__ No ___ All revenues generated from public health services are allocated to public health programs.

10. Yes _**X**__ No ___ Written personnel policies and procedures are in compliance with federal and state laws and regulations.

11. Yes _**X**_ No ___ Personnel policies and procedures are available for all employees.

12. Yes _**X**__ No ___ All positions have written job descriptions, including minimum qualifications.

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13. Yes _**X**__ No ___ Written performance evaluations are done annually.

14. Yes _**X**__ No ___ Evidence of staff development activities exists.

15. Yes _**X**__ No ___ Personnel records for all terminated employees are retained consistently with State Archives rules.

16. Yes _**X**__ No ___ Records include minimum information required by each program.

17. Yes _**X**__ No ___ A records manual of all forms used is reviewed annually.

18. Yes _**X**__ No ___ There is a written policy for maintaining confidentiality of all client records which includes guidelines for release of client information.

19. Yes _**X**__ No ___ Filing and retrieval of health records follow written procedures.

20. Yes _**X**__ No ___ Retention and destruction of records follow written procedures and are consistent with State Archives rules.

21. Yes _**X**__ No ___ Local health department telephone numbers and facilities' addresses are publicized.

22. Yes _**X**__ No ___ Health information and referral services are available during regular business hours.

23. Yes _**X**__ No ___ Written resource information about local health and human services is available, which includes eligibility, enrollment procedures, scope and hours of service. Information is updated as needed.

24. Yes _**X**__ No ___ 100% of birth and death certificates submitted by local health departments are reviewed by the local Registrar for accuracy and completeness per Vital Records office procedures.

25. Yes _**X**__ No ___ To preserve the confidentiality and security of non-public abstracts, all vital records and all accompanying documents are maintained.

26. Yes __**X**_ No ___ Certified copies of registered birth and death certificates are issued within one working day of request.

27. Yes _**X**__ No ___ Vital statistics data, as reported by the Center for Health Statistics, are reviewed annually by local health departments to review accuracy and support ongoing community assessment activities.

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28. Yes __**X**_ No ___ A system to obtain reports of deaths of public health significance is in place.

29. Yes _**X**__ No ___ Deaths of public health significance are reported to the local health department by the medical examiner and are investigated by the health department.

30. Yes _**X**__ No ___ Health department administration and county medical examiner review collaborative efforts at least annually.

31. Yes _**X**__ No ___ Staff is knowledgeable of and has participated in the development of the county's emergency plan.

32. Yes _**X**__ No ___ Written policies and procedures exist to guide staff in responding to an emergency.

33. Yes _**X**__ No ___ Staff participate periodically in emergency preparedness exercises and upgrade response plans accordingly.

34. Yes _**X**__ No ___ Written policies and procedures exist to guide staff and volunteers in maintaining appropriate confidentiality standards.

35. Yes _**X**__ No ___ Confidentiality training is included in new employee orientation. Staff includes: employees, both permanent and temporary, volunteers, translators, and any other party in contact with clients, services or information. Staff sign confidentiality statements when hired and at least annually thereafter.

36. Yes __**X**_ No ___ A Client Grievance Procedure is in place with resultant staff training and input to assure that there is a mechanism to address client and staff concerns.

## Control of Communicable Diseases

37. Yes _**X**__ No ___ There is a mechanism for reporting communicable disease cases to the health department.

38. Yes _**X**__ No ___ Investigations of reportable conditions and communicable disease cases are conducted, control measures are carried out, investigation report forms are completed and submitted in the manner and time frame specified for the particular disease in the Oregon Communicable Disease Guidelines.

39. Yes _**X**__ No ___ Feedback regarding the outcome of the investigation is provided to the reporting health care provider for each reportable condition or communicable disease case received.

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40. Yes _**X**__ No ___ Access to prevention, diagnosis, and treatment services for reportable communicable diseases is assured when relevant to protecting the health of the public.

41. Yes _**X**__ No ___ There is an ongoing/demonstrated effort by the local health department to maintain and/or increase timely reporting of reportable communicable diseases and conditions.

42. Yes _**X**__ No ___ There is a mechanism for reporting and following up on zoonotic diseases to the local health department.

43. Yes _**X**__ No ___ A system exists for the surveillance and analysis of the incidence and prevalence of communicable diseases.

44. Yes _**X**__ No ___ Annual reviews and analysis are conducted of five year averages of incidence rates reported in the Communicable Disease Statistical Summary, and evaluation of data are used for future program planning.

45. Yes _**X**__ No ___ Immunizations for human target populations are available within the local health department jurisdiction.

46. Yes _**X**__ No ___ Rabies immunizations for animal target populations are available within the local health department jurisdiction.

## Environmental Health

47. Yes _**X**__ No ___ Food service facilities are licensed and inspected as required by Chapter 333 Division 12.

48. Yes _**X**__ No ___ Training is available for food service managers and personnel in the proper methods of storing, preparing, and serving food.

49. Yes __**X**_ No ___ Training in first aid for choking is available for food service workers.

50. Yes _**X**__ No ___ Public education regarding food borne illness and the importance of reporting suspected food borne illness is provided.

51. Yes _**X**__ No ___ Each drinking water system conducts water quality monitoring and maintains testing frequencies based on the size and classification of system.

52. Yes _**X**__ No ___ Each drinking water system is monitored for compliance with applicable standards based on system size, type, and epidemiological risk.

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53. Yes _**X**__ No ___ Compliance assistance is provided to public water systems that violate requirements.

54. Yes _**X**__ No ___ All drinking water systems that violate maximum contaminant levels are investigated and appropriate actions taken.

55. Yes _**X**__ No ___ A written plan exists for responding to emergencies involving public water systems.

56. Yes _**X**_ No ___ Information for developing a safe water supply is available to people using on-site individual wells and springs.

57. Yes _**X**__ No ___ A program exists to monitor, issue permits, and inspect on-site sewage disposal systems.

58. Yes _**X**__ No ___ Tourist facilities are licensed and inspected for health and safety risks as required by Chapter 333 Division 12.

59. Yes _**X**_ No ___ School and public facilities food service operations are inspected for health and safety risks.

60. Yes _**X**_ No ___ Public spas and swimming pools are constructed, licensed, and inspected for health and safety risks as required by Chapter 333 Division 12.

61. Yes _**X**__ No ___ A program exists to assure protection of health and the environment for storing, collecting, transporting, and disposing solid waste.

62. Yes _**X**__ No ___ Indoor clean air complaints in licensed facilities are investigated.

63. Yes _**X**_ No ___ Environmental contamination potentially impacting public health or the environment is investigated.

64. Yes _**X**__ No ___ The health and safety of the public is being protected through hazardous incidence investigation and response.

65. Yes _**X**__ No ___ Emergency environmental health and sanitation are provided to include safe drinking water, sewage disposal, food preparation, solid waste disposal, sanitation at shelters, and vector control.

66. Yes _**X**__ No ___ All license fees collected by the Local Public Health Authority under ORS 624, 446, and 448 are set and used by the LPHA as required by ORS 624, 446, and 448.

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## Health Education and Health Promotion

67. Yes _**X**__ No ___ Culturally and linguistically appropriate health education components with appropriate materials and methods will be integrated within programs.

68. Yes _**X**__ No ___ The health department provides and/or refers to community resources for health education/health promotion.

69. Yes _**X**__ No ___ The health department provides leadership in developing community partnerships to provide health education and health promotion resources for the community.

70. Yes __**X**_ No ___ Local health department supports healthy behaviors among employees.

71. Yes _**X**__ No ___ Local health department supports continued education and training of staff to provide effective health education.

72. Yes _**X**__ No ___ All health department facilities are smoke free.

## Nutrition

73. Yes _**X**__ No ___ Local health department reviews population data to promote appropriate nutritional services.

74. The following health department programs include an assessment of nutritional status:
a. Yes _**X**__ No ___ WIC
b. Yes ___ No ___ Family Planning
c. Yes _**X**__ No ___ Parent and Child Health
d. Yes ___ No ___ Older Adult Health
e. Yes ___ No ___ Corrections Health

75. Yes _**X**__ No ___ Clients identified at nutritional risk are provided with or referred for appropriate interventions.

76. Yes _**X**__ No ___ Culturally and linguistically appropriate nutritional education and promotion materials and methods are integrated within programs.

77. Yes _**X**__ No ___ Local health department supports continuing education and training of staff to provide effective nutritional education.

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## Older Adult Health

78. Yes _**X**__ No ___ Health department provides or refers to services that promote detecting chronic diseases and preventing their complications.

79. Yes _**X**__ No ___ A mechanism exists for intervening where there is reported elder abuse or neglect.

80. Yes _**X**__ No ___ Health department maintains a current list of resources and refers for medical care, mental health, transportation, nutritional services, financial services, rehabilitation services, social services, and substance abuse services.

81. Yes __**X**_ No ___ Prevention-oriented services exist for self health care, stress management, nutrition, exercise, medication use, maintaining activities of daily living, injury prevention and safety education.

## Parent and Child Health

82. Yes _**X**__ No ___ Perinatal care is provided directly or by referral.

83. Yes _**X**__ No ___ Immunizations are provided for infants, children, adolescents and adults either directly or by referral.

84. Yes _**X**__ No ___ Comprehensive family planning services are provided directly or by referral.

85. Yes _**X**_ No ___ Services for the early detection and follow up of abnormal growth, development and other health problems of infants and children are provided directly or by referral.

86. Yes _**X**_ No ___ Child abuse prevention and treatment services are provided directly or by referral.

87. Yes _**X**_ No ___ There is a system or mechanism in place to assure participation in multi-disciplinary teams addressing abuse and domestic violence.

88. Yes _**X**__ No ___ There is a system in place for identifying and following up on high risk infants.

89. Yes _**X**__ No ___ There is a system in place to follow up on all reported SIDS deaths.

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90. Yes _**X**__ No ___ Preventive oral health services are provided directly or by referral.

91. Yes _**X**__ No ___ Use of fluoride is promoted, either through water fluoridation or use of fluoride mouth rinse or tablets.

92. Yes _**X**__ No ___ Injury prevention services are provided within the community.

## Primary Health Care

93. Yes _**X**__ No ___ The local health department identifies barriers to primary health care services.

94. Yes _**X**__ No ___ The local health department participates and provides leadership in community efforts to secure or establish and maintain adequate primary health care.

95. Yes _**X**__ No ___ The local health department advocates for individuals who are prevented from receiving timely and adequate primary health care.

96. Yes _**X**__ No ___ Primary health care services are provided directly or by referral.

97. Yes _**X**__ No ___ The local health department promotes primary health care that is culturally and linguistically appropriate for community members.

98. Yes _**X**__ No ___ The local health department advocates for data collection and analysis for development of population based prevention strategies.

## Cultural Competency

99. Yes _**X**__ No ___ The local health department develops and maintains a current demographic and cultural profile of the community to identify needs and interventions.

100. Yes _**X**__ No ___ The local health department develops, implements and promotes a written plan that outlines clear goals, policies and operational plans for provision of culturally and linguistically appropriate services.

101. Yes _**X**__ No ___ The local health department assures that advisory groups reflect the population to be served.

102. Yes _**X**__ No ___ The local health department assures that program activities reflect operation plans for provision of culturally and linguistically appropriate services.

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## Health Department Personnel Qualifications

**Local health department Health Administrator minimum qualifications:**

The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. These are: Biostatistics, Epidemiology, Environmental health sciences, Health services administration, and Social and behavioral sciences relevant to public health problems. The Administrator must demonstrate at least 3 years of increasing responsibility and experience in public health or a related field.

Answer the following questions:

Administrator name: ___**Diane L. Hoover**_____

Does the Administrator have a Bachelor degree? Yes _**x**__ No ___

Does the Administrator have at least 3 years experience in public health or a related field? Yes _**x**__ No ___

Has the Administrator taken a graduate level course in biostatistics? Yes ___ No ___

Has the Administrator taken a graduate level course in epidemiology? Yes ___ No ___

Has the Administrator taken a graduate level course in environmental health? Yes ___ No ___

Has the Administrator taken a graduate level course in health services administration? Yes ___ No ___

Has the Administrator taken a graduate level course in social and behavioral sciences relevant to public health problems? Yes ___ No ___

**a. Yes _x__ No ___ The local health department Health Administrator meets minimum qualifications: If the answer is "No", submit an attachment that describes your plan to meet the minimum qualifications.**

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**b. Yes ___ No _x__ The local health department Supervising Public Health Nurse meets minimum qualifications:** **THIS POSITION IS CURRENTLY VACANT. THE JOB HAS BEEN POSTED ON THE COUNTY WEB SITE AND MULTIPLE STATE OF OREGON, AND EMPLOYMENT SITES. EXTENSIVE NETWORKING HAS BEEN CONDUCTED WITH A COUPLE POTENTIAL QUALIFIED CANDIDATES TARGETED.**

Licensure as a registered nurse in the State of Oregon, progressively responsible experience in a public health agency;
AND
Baccalaureate degree in nursing, with preference for a Master's degree in nursing, public health or public administration or related field, with progressively responsible experience in a public health agency.
**If the answer is "No", submit an attachment that describes your plan to meet the minimum qualifications.**

**c. Yes _X__ No ___ The local health department Environmental Health Supervisor meets minimum qualifications:**

Registration as an environmental health specialist in the State of Oregon, pursuant to ORS 700.030, with progressively responsible experience in a public health agency
OR
a Master's degree in an environmental science, public health, public administration or related field with two years progressively responsible experience in a public health agency.
**If the answer is "No", submit an attachment that describes your plan to meet the minimum qualifications.**

**d. Yes _X__ No____ The local health department Health Officer meets minimum qualifications:**

Licensed in the State of Oregon as M.D. or D.O. Two years of practice as licensed physician (two years after internship and/or residency). Training and/or experience in epidemiology and public health.
**If the answer is "No", submit an attachment that describes your plan to meet the minimum qualifications.**

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Agencies are **required** to include with the submitted Annual Plan:
**The local public health authority is submitting the Annual Plan pursuant to ORS 431.385, and assures that the activities defined in ORS 431.375–431.385 and ORS 431.416, are performed.**

| _____ | _____ | _____ |
|---|---|---|
| Local Public Health Authority | County | Date |