

AGENCY REVIEW

JEFFERSON COUNTY HEALTH DEPARTMENT

October 1-30, 2015

**Prepared by
Oregon Health Authority
Public Health Division**

**Marti Baird, MSN, NP
Public Health Nursing Consultant**

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: NOVEMBER 18, 2015</p> <p>OFFICE OF THE STATE PUBLIC HEALTH DIRECTOR ADMINISTRATION</p> <p>Jefferson County Health Department is in compliance with all required elements.</p> <p>It would be beneficial for this LCHD to offer training in cultural competency, especially in lieu of the fact that they have four equally distributed distinct cultures residing in Jefferson County. This is a QA finding only.</p> <p>For more detailed information, please see the completed program review tool in section 2.</p>	<
REVIEWER: Marti Baird MSN, NP	RESPONDENT: Tom Machala

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: 10/14/2015</p> <p>CENTER FOR PREVENTION & HEALTH PROMOTION</p> <p>MATERNAL CHILD HEALTH</p> <p>BABIES FIRST!</p> <p>Program meets all compliance requirements.</p> <p>For more detailed information, please see the completed program review tool in section 3.</p>	NA
<p>REVIEWER: Francine Goodrich, State MCH Nurse Consultant</p>	<p>RESPONDENTS: Barb Ibrahim, RN, Healthy Families Oregon Coordinator and Nurse Home Visitor, Marcella Brown, RN, MCH Nurse Home Visitor, Kim Symons, OMC Coordinator, Tom Machala, RN, MPH, Administrator</p>

JEFFERSON COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

OFFICE OF THE STATE PUBLIC HEALTH DIRECTOR

CIVIL RIGHTS

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 4.

REVIEWER: Marti Baird

RESPONDENT:
Tom Machala

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
JEFFERSON COUNTY HEALTH DEPARTMENT CENTER FOR PUBLIC HEALTH PROTECTION COMMUNICABLE DISEASE ACUTE AND COMMUNICABLE DISEASE There are no compliance findings For more detailed information, please see the completed program review tool in section 5.	N/A
REVIEWER: June Bancroft	RESPONDENT: Judy Budd

JEFFERSON COUNTY COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
DATE: 11/6/15 CENTER FOR HEALTH PROTECTION DRINKING WATER SERVICES The LPHA is in compliance with all program requirements For more detailed information, please see the completed program review tool in section 6.	N/A
REVIEWER: Tia Skerbeck	RESPONDENT: Max Hamblin

JEFFERSON COUNTY PUBLIC HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: 12/03/2015</p> <p>OFFICE OF THE STATE PUBLIC HEALTH DIRECTOR</p> <p>FISCAL- OFFICE OF FINANCIAL SERVICES</p> <p>The LPHA must maintain an accounting system consistent with 2CFR Part 225 Appendix B No 8 – Compensation for Personnel Services which requires sub recipient to ensure that:</p> <ul style="list-style-type: none"> • County Finance Department have mechanism to charge payroll expenditures to various grants in accounting system. 	<p>02/04/2016</p>
<p>The LPHA Purchasing/Procurement process must follow Federal regulations in 45CFR 74.21- Standard for Financial Management System as well as 45CFR 92.20- HHS Standards of Financial Management Systems by ensuring that:</p> <ul style="list-style-type: none"> • There is a proper segregation of duties between the person ordering supplies and the person receiving and verifying the supplies. • Grantee inventory system to control purchase, use, ordering of medication and supplies is effective and that periodically confirms inventory with actual inventory counts. 	<p>02/04/2016</p>
<p>LPHA must base Family Planning/Title X charges and fees consistent with Guidelines, Section 6.3: 45 CFR 59.5 –Section 8. This includes:</p> <ul style="list-style-type: none"> • Submit Cost Analysis of services updated every two years. 	<p>02/04/2016</p>
<p>For more detailed information, please see the completed program review tool in section 7.</p>	<p>02/04/2016</p>
<p>REVIEWER: Joass Lyatuu</p>	<p>RESPONDENTS: Barbara Mammen</p>

JEFFERSON COUNTY PUBLIC HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: OCTOBER 19, 2015</p> <p>CENTER FOR HEALTH PROTECTION</p> <p>ENVIRONMENTAL PUBLIC HEALTH</p> <p>FOOD, POOL & LODGING HEALTH AND SAFETY PROGRAM</p> <p>On handwritten inspection reports, the LPHA must provide the complete Oregon Administrative Rule and section number for each violation; provide all the header information; and obtain the signature of the operator for Recreational Park Program inspections.</p> <p>The LPHA must document on the food service inspection report how priority and priority foundation violations have been resolved at the time of the semi-annual inspection. If the priority/priority foundation violation has not been corrected, a recheck inspection must be conducted within 14 days.</p> <p>The LPHA must issue a temporary restaurant license for each benevolent temporary application.</p> <p>For more detailed information, please see the complete program review tool in section 8.</p>	<p style="text-align: center;">1/31/16 Resolved</p> <p style="text-align: center;">1/31/16 Resolved</p> <p style="text-align: center;">1/31/16 Resolved</p>
REVIEWER: Erica Van Ess	RESPONDENT: Max Hamblin

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: 10/26/2015</p> <p>CENTER FOR PUBIC HEALTH PRACTICE</p> <p>PE-12 PHEP</p> <p>HSPR</p> <p>Although the LPHA is funded at a level appropriate to complete the approved work plan, personnel who are funded under the PE-12 contract are not working on preparedness activities in accordance with their funding levels. LPHA was not able to provide position description of any directly funded PHEP staff for review. Additionally, staff funded under the contract are only peripherally involved, if at all, on PE-12 activities. Since the time of this review, LPHA has posted a job announcement to hire a coordinator to conduct preparedness activities half-time, which should help to bring the agency closer to compliance.</p> <p>While LPHA maintains a publicly available 24/7/365 system for reporting and responding to public health emergencies and consistently responds to state initiated 24/7 testing, neither the after-hours, nor the primary phone numbers are readily available to the public. LPHAs outgoing voice message during the lunch hour does not provide 24/7 contact information nor is the phone number readily available on the agency's webpage or social media site.</p> <p>LPHA personnel have received basic training for emergency planning and response roles, but do not participate in exercises or planning activities. The LPHA does not maintain Incident Command System org charts with specific positions identified for a public health response. Administrator is the only staff working on preparedness and response activities. Staff need to be integrated into planning and response activities and trained to integrate into a local health response command structure.</p> <p>LPHA does not submit After Action Reviews within 60 days of exercise or real event completion. With the exception of the 2015 mass casualty drill, in the rare instance that an After Action Report is submitted it is consistently, late, incomplete, and regularly lacking a relevant improvement plan.</p> <p>For more detailed information, please see the completed program review tool in section 10.</p>	<p>90 days</p> <p>30 days</p> <p>180 days</p> <p>90 days and ongoing</p>
<p>REVIEWERS: Kattaryna Stiles, Akiko Saito</p>	<p>RESPONDENT: Tom Machala</p>

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIMELINE FOR CHANGE
<p>DATE: NOVEMBER 10, 2015</p> <p>HIV CARE & TREATMENT PROGRAM</p> <p>The LPHA did not meet 80% compliance with the following program requirements, as specified in the Program Element #08 (PE#08): Ryan White Program, Part B HIV/AIDS Services, and must assure that these activities are completed within stated timelines:</p> <ol style="list-style-type: none"> Client eligibility must be verified every six months. <i>[“Intake/Eligibility Review”; RW-CW service data, annual review data.]</i> Ryan White funded services (<i>except for case management</i>) must not be provided to clients more than 30 days after an overdue six-month Eligibility Review date. <i>[HIV standards “Intake/Eligibility Review”]</i> Identified referrals must be documented in the CAREWare Referral Module. <i>[HIV standards “Psychosocial Rescreening and Nurse Reassessment”; RW-CW “Referrals”]</i> <p>For more detailed information, please see the completed program review tool.</p>	<p>Compliance Plan is due December 9, 2015</p>
<p>REVIEWER: DeAnna Kreidler, MS Quality and Compliance Coordinator</p>	<p>RESPONDENT: Tom Machala, MPH, RN, Public Health Director Sarah Decker, RN, HIV Medical Case Manager</p>

JEFFERSON COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

IMMUNIZATIONS

No compliance issues identified.

For more detailed information, please see the completed program review tool in section 12.

REVIEWER: Amanda Timmons

RESPONDENT: Sarah Decker, RN

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: 10/14/2015</p> <p>CENTER FOR PREVENTION & HEALTH PROMOTION</p> <p>MATERNAL CHILD HEALTH</p> <p>PERINATAL, MCM, OREGON MOTHERS CARE</p> <p>Programs meet all compliance requirements.</p> <p>For more detailed information, please see the completed program review tool in section 14.</p>	NA
<p>REVIEWER: Francine Goodrich, State MCH Nurse Consultant, Cynthia Ikata, State NFP Nurse Consultant</p>	<p>RESPONDENTS: Barb Ibrahim, RN, Healthy Families Oregon Coordinator and Nurse Home Visitor, Marcella Brown, RN, MCH Nurse Home Visitor, Kim Symons, OMC Coordinator, Tom Machala, RN, MPH, Administrator</p>

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: 10/19/2015</p> <p>CENTER FOR PREVENTION AND HEALTH PROMOTION</p> <p>MCH</p> <p>NFP</p> <p>Jefferson County is in compliance with all program requirements that are within their implementation role under the tri-county program agreement.</p> <p>For more detailed information, please see the completed program review tool in section 13.</p>	N/A
REVIEWER: Cynthia Ikata	RESPONDENTS: Marcella Brown, Tom Machala

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: OCTOBER 22, 2015</p> <p>CENTER FOR PREVENTION AND HEALTH PROMOTION AGRH REPRODUCTIVE HEALTH</p> <p>The LPHA shall comply with all Reproductive Health program requirements by adding the following components:</p> <ol style="list-style-type: none"> 1. Ensure clients are seeking family planning services voluntarily. Compliant 1/8/2016 2. Ensure clients are notified they cannot be coerced to accept services or use a particular method. Compliant 1/8/2016 <p>For more detailed information, please see the completed program review tool in section 15.</p>	1/22/2016
REVIEWER: Linda McCaulley	RESPONDENT: Joy Harvey

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
DATE: 10/19/2015 CENTER FOR PUBLIC HEALTH PRACTICE HIV/STD/TB SECTION SEXUALLY TRANSMITTED INFECTIONS (STI) No compliance findings. For more detailed information, please see the completed program review tool in section 16.	N/A
REVIEWER: Josh Ferrer	RESPONDENT: Joy Harvey

JEFFERSON COUNTY HEALTH DEPARTMENT	
COMPLIANCE FINDINGS	TIME LINE FOR CHANGE
<p>DATE: 10/21/15</p> <p>CENTER FOR PREVENTION AND HEALTH PROMOTION</p> <p>HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION</p> <p>TOBACCO PREVENTION AND EDUCATION PROGRAM</p> <p>The LPHA is in compliance with all program requirements.</p> <p>For more detailed information, please see the completed program review tool in section 17.</p>	N/A
REVIEWERS: Sabrina Freewynn & Tara Weston	RESPONDENT: Tom Machala

JEFFERSON COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

OFFICE OF DISEASE PREVENTION & EPIDEMIOLOGY

TUBERCULOSIS

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section ____.

REVIEWER: Heidi Behm

RESPONDENT:
Sarah Decker

JEFFERSON COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

VITAL RECORDS

The Vital Records department is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 19.

REVIEWER: Judy A. Shiochi, MPA
Vital Records Field Liaison

RESPONDENT: :

JEFFERSON COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS – 2014

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR
WOMEN, INFANTS AND CHILDREN (WIC)**

- All program areas are in compliance.

**For more detailed information, please see the completed program
review tool in section TBD.**

REVIEWER: Mary Rhode

RESPONDENT: Patty Barker

JEFFERSON COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS – 2014

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

WIC FARM DIRECT NUTRITION PROGRAM (FDNP)

- All program areas are in compliance.

For more detailed information, please see the completed program review tool in section TBD.

REVIEWER: Mary Rhode

RESPONDENT: Patty Barker

March 31, 2016

The Honorable Mike Ahern, Chair
Jefferson County Board of Commissioners
County Courthouse
66 D Street
Madras, OR 97741

Dear Commissioner Ahern:

The triennial onsite agency review of Jefferson County Health Department was conducted in October 2015. The Oregon Health Authority Public Health Division evaluated county public health programs for compliance with state and federal public health laws and compliance with the Financial Assistance Agreement. The review included the appraisal of 19 program areas. While there are some areas that need attention, keep in mind the vast majority of findings were positive.

A full report, including the specific timelines for correction, has been sent to Tom Machala, Public Health Administrator. Staff in the Public Health Systems Innovation and Partnerships (PHSIP) Unit will work with him to document resolution of the findings.

We think the report will also be of assistance to your public health staff in their continuing efforts to provide quality public health services to your community. Please send a written response within ten days affirming that you will meet the timelines for correcting the compliance findings. Once all the required elements are successfully completed, we will write you a letter to confirm that and close the file for this review.

An in-person exit interview has been scheduled with the Jefferson County Board of Commissioners on April 27, 2016 during your regularly scheduled board meeting.

Programs included in the compliance review

Administration
Babies First!
Civil Rights

HIV Care and Treatment
Immunizations
Nurse Family Partnerships

Communicable Disease	Perinatal
Drinking Water	Reproductive Health
Fiscal	Sexually Transmitted Infections
Food, Pool and Lodging	Tobacco Prevention and Education
Health and Safety	Program
Health Officer	Tuberculosis
Health Security Preparedness and	Vital Records
Response	WIC

Commendations

Fiscal

The business manager, Barbara Mammen is commended for her dedication, knowledge and experience in preparing and maintaining the fiscal records. She and her staff are efficient and have a commitment to quality, fairness and accuracy.

Immunizations

The Immunization Program staff are commended for running a high quality immunization program. The vaccine storage and handling practices are excellent. They are also commended for their work with Culver High School in providing classes on the importance of HPV and Hepatitis B vaccine.

Communicable Disease

The Communicable Disease program is efficient and well run. The staff have worked for Jefferson County for quite some time, and know the community well.

Babies First!

Barb Ibrahim, the Babies First! RN visits her clients monthly, which is key to building relationships and promotes program participation. Barb's ability to connect and support enrolled families is invaluable.

TPEP

The TPEP staff have built good community relationships with other agencies to promote tobacco free businesses, and consistently promote tobacco cessation by referral to the Oregon Tobacco Quit Line.

Compliance Findings Summary

Administration

The LPHA is in compliance with all program requirements.

It would be beneficial to offer training in cultural competency, especially given that there are four equally distributed distinct cultures residing in Jefferson County. This is a QA finding only.

Babies First!

The LPHA is in compliance with all program requirements.

Civil Rights

The LPHA is in compliance with all program requirements.

Communicable Disease

The LPHA is in compliance with all program requirements.

Drinking Water

The LPHA is in compliance with all program requirements.

Fiscal

1. The LPHA must maintain an accounting system consistent with 2 CFR Part 225 Appendix B No. 8 – Compensation for Personnel Services which requires sub-recipient to ensure that:
 - County Finance Department has mechanism to charge payroll expenditures to various grants in accounting system.
2. The LPHA's purchasing/procurement process must follow federal regulations in 45 CFR 92.20 – HHS Standards of Financial Management Systems by ensuring that:
 - There is proper segregation of duties between the person ordering supplies and the person receiving and verifying the supplies.
 - Grantee inventory system to control purchase, use, ordering of medications and supplies is effective and periodically confirms inventory with actual inventory counts.
3. LPHA must base Family Planning/Title X charges and fees consistent with Guidelines, Section 6.3: 45 CFR 59.5 – Section 8. This includes:
 - Submit Cost Analysis of services updated every two years.

Food, Pool and Lodging Health & Safety

1. On handwritten inspection reports, the LPHA must provide the complete Oregon Administrative Rule and section number for each violation; provide all the header information and obtain the signature of the operator for Recreational Park Program inspections. (Resolved 3/2016)
2. The LPHA must document on the food service inspection report how priority and priority foundation violations have been resolved at the time of the semi-annual inspection. If the priority/priority foundation violation has not been corrected, a recheck inspection must be conducted within 14 days. (Resolved 3/2016)
3. The LPHA must issue a temporary restaurant license for each benevolent temporary application. (Resolved 3/2016)

Health Security Preparedness and Response

1. Although the LPHA is funded at a level appropriate to complete the approved work plan, personnel who are funded under the PE-12 contract are not working on preparedness activities in accordance with their funding levels. LPHA was not able to provide position descriptions of any directly funded PHEP staff for review. Additionally, staff funded under the contract are only peripherally involved, if at all, on PE-12 activities. Since the time of this review, LPHA has posted a job announcement to hire a coordinator to conduct preparedness activities half-time, which should help to bring the agency close to compliance.
2. While LPHA maintains a publicly available 24/7/365 system for reporting and responding to public health emergencies and consistently responds to state initiated 24/7 testing, neither the after-hours nor the primary phone numbers are readily available to the public. LPHA's outgoing voice message during the lunch hour does not provide 24/7 contact information nor is the phone number readily available on the agency's web page or social media site.
3. LPHA personnel have received basic training for emergency planning and response roles but do not participate in exercises or planning activities. The LPHA does not maintain Incident Command System organization charts with specific positions identified for a public health response. Administrator is the only staff working on preparedness and response activities. Staff need to be integrated into planning and response activities and trained to integrate into a local health response command structure.

4. LPHA does not submit After Action Reviews within 60 days of exercise or real event completion. With the exception of the 2015 mass casualty drill, in the rare instance that an After Action Report is submitted it is consistently late, incomplete, and regularly lacking a relevant improvement plan.

HIV Care & Treatment

The LPHA does not meet 80% compliance with the following program requirements, as specified in the Program Element 08 (PE 08): Ryan White Program, Part B HIV/AIDS Services, and must assure that these activities are completed within the state timelines:

1. Client eligibility must be verified every six months.
[*"Intake/Eligibility Review"; RW-CW service data, annual review data.*]
2. Ryan White funded services (except for case management) must not be provided to clients more than 30 days after an overdue six-month Eligibility Review date.
[*HIV standards "Intake/Eligibility Review"*]
3. Identified referrals must be documented in the CAREWare Referral Module.
[*HIV standards "Psychosocial Rescreening and Nurse Reassessment"; RW-CW "Referrals"*]

Immunizations

The LPHA is in compliance with all program requirements.

Nurse Family Partnership

The LPHA is in compliance with all program requirements.

Perinatal

The LPHA is in compliance with all program requirements.

Reproductive Health

The LPHA shall comply with all Reproductive Health program requirements by adding the following components:

- Ensure clients are seeking family planning services voluntarily. (Resolved 1/2016)
- Ensure clients are notified they cannot be coerced to accept services or use a particular method. (Resolved 1/2016)

Sexually Transmitted Infections

The LPHA is in compliance with all program requirements.

Tobacco Prevention & Education Program

The LPHA is in compliance with all program requirements.

Tuberculosis

The LPHA is in compliance with all program requirements.

Vital Records

The LPHA is in compliance with all program requirements.

WIC

The LPHA is in compliance with all program requirements.

Other Notes

Fiscal

Jefferson County Health Department received Federal Funds of \$281,925, including \$126,227 for the WIC Program, in fiscal year 2014. It appears that there are sufficient internal controls to adequately safeguard assets and to detect and prevent errors in a timely manner. The operation is fairly organized and efficient with a commitment to quality, fairness and accuracy.

Summary

Overall, agency reviewers believe Jefferson County Health Department is composed of a committed team of health care professionals who deliver quality public health services to the community. We thank you for both your attention to correcting these few compliance findings and for the strong public health work you do for the community.

Sincerely,



Danna Drum, Manager

Public Health Systems Innovation and Partnerships

cc: Wayne Fording, Jefferson County Commissioner
Mae Huston, Jefferson County Commissioner
Tom Machala, Local Health Administrator