

Local Public Health Authority Annual Plan Planning Instructions 2013 - 2014

All plans are due December 21st. LPHAs may request an extension to January 15th. This Plan covers the period July 1, 2013 – June 30, 2014.

Background:

The requirement for an Annual Plan (AP) is in statute (ORS 431.375–431.385 and ORS 431.416) and rule (OAR Chapter 333, Division 14). OAR 333-014-0060(2)(a) refers to CLHO (Conference of Local Health Officials) Standards program indicators as part of the AP.

At the May 2011 CLHO meeting CLHO agreed to a December due date for the AP.

The AP is an opportunity for the LPHA (Local Public Health Authority) to describe for both the state public health agency and the local community the goals and strategies to fulfill statutory, contractual, and locally driven obligations. The local dialogue and the discussion with the state are important aspects of the AP process.

A copy of ORS Chapter 431 can be found at
<http://www.leg.state.or.us/ors/431.html>.

A copy of OAR Chapter 333 Division 14 can be found at
http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_tofc.html

A copy of the Minimum Standards for Local Health Departments can be found at
<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/reference.aspx>

Excerpted from the Minimum Standards:

The Conference of Local Health Officials agrees that the minimum required activities of ORS 431.416 include:

- A. Control and epidemiology of preventable diseases and conditions
 - Communicable disease investigation and control
 - Tuberculosis case management
 - Tobacco prevention, education, and control activities (TPEP)
- B. Parent and child health
 - Immunizations
 - Maternal child health services (MCH block grant and home visiting services)
 - Family planning
 - Women, infants, and children nutrition services (WIC)
- C. Environmental health
- D. Public health emergency preparedness
- E. Vital records
- F. Information and referral

Instructions:

Last year all LPHAs wrote a comprehensive AP. The agreement with CLHO is that unless there is a compelling reason and an agreement with CLHO, the comprehensive AP will be written every three to five years. In the other years the AP will mostly consist of an update. Federal WIC requirements are for a complete plan each year.

Respond to each item listed.

Please do not duplicate work you are doing for another cause.

If you have documents prepared for the local process that cover a section (or part of a section), you may attach them as your response for that section, provided they are current. For example, the LPHA may have documents that are used in the local budget process that cover areas needed in this AP.

A number of LPHAs are working on accreditation. If you have documents that cover areas needed for this AP, attach them as your response for that section of the AP.

If the documents are available on line, you may insert the Web Address.

If you use this method for some areas, please provide pointers, indexing, references, etc., so we can find the elements. Remember that the AP is a document that is available to the public on our web site.

Some sections may require your anticipation of state funding. In that case use the current amount of funding the LPHA receives from the state.

The plan must be submitted in an electronic format. We post the AP on the website:

<http://public.health.oregon.gov/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/lhd-annual-plan.aspx>

The Oregon Health Authority is required to approve or disapprove the AP.

Return the plan electronically to the Department at thomas.r.enge@state.or.us (Mail address: Tom Engle, 800 NE Oregon St., Ste 930, Portland, OR, 97232) by December 1. If you need an extension to January 15th, please send a request to Tom Engle.

Questions concerning the Annual Plan should be directed to Tom Engle at the Oregon Health Authority, 1-971-673-1222, or at thomas.r.enge@state.or.us. Responses to questions that would be of interest to all counties will be sent to all the Health Administrators to their email address.

Again:

No LPHAs are required to complete a Comprehensive plan this year. The LPHA may choose to do so. If the LPHA chooses to write a comprehensive plan, please review the guidelines for 2012 – 2013 at

<http://public.health.oregon.gov/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/lhd-annual-plan.aspx>

I. Executive Summary

1 page maximum

Use this section to provide a summary of the findings and recommendations of the entire plan.

II. Assessment

Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

For your update, consider:

1. Changes to your assessment last year or new information
2. The adequacy of local public health services.
3. The extent to which the local health department assures the five basic services contained in statute (ORS 431.416) and rule.
 - a. Epidemiology and control of preventable diseases and disorders;
 - b. Parent and child health services, including family planning clinics as described in ORS 435.205;
 - c. Collection and reporting of health statistics;
 - d. Health information and referral services; and
 - e. Environmental health services.

Note that Rule, i.e. OAR Chapter 333, Division 14, has more detailed definitions.

Review the definitions and Page 6 of the Minimum Standards for Local Health Departments before responding.

4. The adequacy of other services of import to your community. This might include some of the services listed in OAR 333-014-0050 (3): Dental,

Health Education and Health Promotion, Laboratory Services, Medical Examiner, Nutrition, Older Adult Health, Primary Health Care, and Shellfish Sanitation. This might include other issues such as injury prevention, accreditation processes, work that anticipates the arrival of the Coordinated Care Organization milieu, etc.

III. Action Plan

A. Epidemiology and control of preventable diseases and disorders

1. Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

2. Review your records of your timeliness of attention to communicable diseases, i.e. investigation, reporting, follow up, etc. If improvement is needed, use this section to describe your improvement plan. If no improvement is needed based on your analysis of your data, then indicate no change is needed

B. Parent and child health services, including family planning clinics as described in ORS 435.205

Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

WIC: Look for instructions under separate cover to your WIC coordinator. For your convenience the instructions are attached.

C. Environmental health

Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

D. Health statistics

Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

E. Information and referral

Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

F. Public Health Emergency Preparedness

Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

G. Other Issues

1. Review your current plan that is posted with OHA at

<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd-annual-plan.aspx>

If there are substantial changes, provide an update.

IV. Additional Requirements

1. Include an organizational chart of the local health department with the annual plan.
2. Use this section to briefly describe the Board of Health. We know that ORS 431.410 provides: “The governing body of each county shall constitute a board of health ex officio for each county of the state...” We want to know how your Board in a formal way handles this designation. Think about these questions. Are there formal meetings of a Board of Health that are described as such for public notice? Does the Board of Commissioners periodically announce and sit as the BOH? Does the Health Administrator make a report to the BOH? How often does the BOH meet? Is there obvious differentiation between BOH meetings and Board for County Commissioner meetings?
3. Separate from a BOH, Board of Commissioners, the Local Public Health Authority or other similar elected body, is there a Public Health Advisory Board? If so, briefly describe this PHAB and its activities.
4. If you have triennial review compliance findings that are past resolution date or you have repetitive findings, use this section to describe how you will improve your compliance.

V. Unmet needs

Use this section to describe the unmet needs regarding public health in your community. It is important that we understand what gaps will remain after these strategies are implemented. We will use this information to understand what initiatives we, as a system, should be pursuing.

VI. Budget

For purposes of this plan use your most recent Financial Assistance Contract to project funding from the state.

In early July of each year we will send you Projected Revenue sheets to be filled out for each program area.

Provide name, address, phone number, and if it exists, web address, where we can obtain a copy of the LPHA's public health budget.

Agencies are **not required** to submit a budget as part of the annual plan; they are **required** to submit the budget location information and next July the Projected Revenue information. The Projected Revenue form will be distributed in July.

VII. LHD Survey and Indicators

Over the next couple months we will work closely with CLHO to design a survey(s) and questions that will be helpful to the local-state public health system.

In the meantime, answer these questions that measure the LPHA compliance with standards from the Minimum Standards for Local Health Departments.

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: _____

- Does the Administrator have a Bachelor degree? Yes ___ No ___
- Does the Administrator have at least 3 years experience in public health or a related field? Yes ___ 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 ___ 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.

b. Yes ___ No ___ The local health department Supervising Public Health Nurse meets minimum qualifications:

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 ___ No ___ The local health department Environmental Health Supervisor meets minimum qualifications:

Registration as a sanitarian 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 ___ 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.

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

WOMEN, INFANTS AND CHILDREN PROGRAM (WIC)

INFORMATION SHEET

WIC NUTRITION EDUCATION PLAN

The Oregon WIC Program Nutrition Education Plan is designed to support and promote a comprehensive approach in the delivery of WIC services. The FY 2013-2014 is a one year plan designed to align with the Local Public Health Authority Annual Plan cycle. This year's focus is to continue to provide quality participant centered services as Oregon WIC transitions from paper vouchers to electronic benefit transfer, known as eWIC, for WIC food issuance. The one-year plan will be reflective of the VENA philosophy and continue to support Breastfeeding Promotion, the Nutrition Services Standards, and MCH Title V National Performance Measures. The primary mission of the WIC Program is to improve the health outcomes of our participants.

VENA Background

VENA is a nationwide WIC nutrition education initiative. It is a part of a larger national initiative to revitalize quality nutrition services (RQNS) in WIC. The goal of VENA is to expand the purpose of nutrition assessment from eligibility determination to improved, targeted, client centered nutrition education. The six competency areas for WIC nutrition assessment include Principles of life-cycle nutrition; Nutrition assessment process; Anthropometric and hematological data collection techniques; Communication; Multicultural awareness; and Critical thinking.

General guidelines and procedures for the Nutrition Education Plan are described in Policy 850 of the Oregon WIC Policy and Procedure Manual. USDA requires each local agency to complete an annual Nutrition Education Plan [7 CFR 246.11(d)]. Even though we are focusing on a specific goal, WIC agencies should plan to continue to provide a quality nutrition

education program as outlined in the WIC Program Policy and Procedure Manual and the Oregon WIC Nutrition Education Guidance.

Materials included in the FY 2013-2014 Oregon WIC Nutrition Education Plan:

- **FY 2013-2014 WIC Nutrition Education Plan Goals, Objectives and Activities**
- **FY 2012-2013 Evaluation of WIC Nutrition Education Plan (return to state by December 1, 2013)**
- **FY 2013-2014 WIC Nutrition Education Plan Form (return to state by December 1, 2012)**
- **Attachment A – WIC staff Training Plan (return to state by December 1, 2012)**

Instructions:

- 1. Review the FY 2013-2014 Oregon WIC Nutrition Education Plan materials and Policy 850 – Nutrition Education Plan.**
- 2. Evaluate the objectives and activities from your FY 2012-2013 Nutrition Education Plan.**
- 3. Describe the implementation plan and timeline for achieving your FY 2013-2014 objectives and activities using the FY 2013-2014 WIC Nutrition Education Plan Form.**
- 4. Return your completed FY 2012-2013 Evaluation of WIC Nutrition Education Plan by December 1, 2013.**
- 5. Return your completed FY 2013-2014 WIC Nutrition Education Plan Form by December 1, 2012.**
- 6. Return Attachment A – WIC Staff Training Plan by December 1, 2012.**

Return the WIC 2012-2013 Evaluation and 2013-2014 Plan Form electronically to sara.e.sloan@state.or.us Or by fax or mail to:

Sara Sloan, MS RD

Oregon WIC Program

800 NE Oregon Street #865

Portland, OR 97232

Fax – (971) 673-0071

EVALUATION OF WIC NUTRITION EDUCATION PLAN
FY 2012-2013

WIC Agency:

Person Completing Form:

Date: Phone:

Return this form, attached to an email to: sara.e.sloan@state.or.us by
December 1, 2013

Please use the following evaluation criteria to assess the activities your agencies did for each **Year Three Objectives**. If your agency was unable to complete an activity please indicate why.

Goal 1: Oregon WIC staff will continue to develop their knowledge, skills and abilities for providing quality participant centered services.

Year 3 Objective: During planning period, staff will continue to incorporate participant centered education skills and strategies into group settings.

Activity 1: By March 31, 2013, WIC Training Supervisors will complete the online Group Education Course.

Evaluation: Please address the following questions.

- Did your agency's Training Supervisor(s) complete the online Group Education Course?
- Was the completion date entered into TWIST?

Activity 2: By June 30, 2013, WIC staff who lead group sessions and participated in the regional Participant Centered Groups trainings in 2012-2012 will pass the posttest of the online Group Education Course.

Evaluation: Please address the following question.

- Did staff who lead group sessions and participated in the regional Participant Centered Groups trainings pass the posttest of the online Group Education Course?
- Were completion dates entered into TWIST?

Activity 3: By March 31, 2013, each agency will evaluate at least four nutrition education group sessions and at least one local agency staff in-service using the state provided group session evaluation tool.

The tool is located on the State WIC website:

<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/orwl/pcg-ho-evaluating-session-guides.pdf>

Evaluation: Please address the following questions.

- Did your agency evaluate at least four nutrition education group sessions and at least one local agency staff in-service?
- What changes, if any, were made to the group sessions or staff in-service after completing the evaluations?

Goal 2: Oregon WIC staff will improve breastfeeding support for women in the prenatal and post partum time period.

Year 3 Objective: During planning period, each agency will continue to incorporate participant centered skills and strategies into their group settings to enhance breastfeeding education, promotion and support.

Activity1: By March 31, 2013, each agency will evaluate at least one prenatal breastfeeding class using the state provided group session evaluation tool. The tool is located on the State WIC website:

<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/orwl/pcg-ho-evaluating-session-guides.pdf>

Evaluation: Please address the following question in your response:

- Did your agency evaluate at least one prenatal breastfeeding class?

- What changes, if any, were made to the group session after completing the evaluation?

Goal 3: Strengthen partnerships with organizations that serve WIC populations and provide nutrition and/or breastfeeding education.

Year 3 Objective: During planning period, each agency will continue to build partnerships with identified referral organizations in their community.

Activity 1: By September 30, 2012, each agency will review their list of referrals in TWIST and identify at least one unfamiliar organization in order to learn more about the service they provide to WIC participants. By March 31, 2013, each agency will then invite a representative from that organization to give a short presentation about the services they provide at an “All Staff” meeting.

Evaluation: Please address the following questions.

- Which community partner organization(s) did your agency identify to learn more about the services they provide?
- Was a representative from that organization invited to give a short presentation to WIC staff about their services?
- What went well and what would you do differently?

Activity 2: By September 30, 2012, each agency will review their list of breastfeeding referrals in TWIST and identify at least one organization that they would like to meet with to strengthen their referrals. By March 31, 2013, each agency will invite a representative from that organization to discuss how they can partner together to enhance breastfeeding support in their community.

Evaluation: Please address the following questions.

- Which community partner organization(s) did your agency identify to strengthen breastfeeding referrals?

- Was a representative from that organization invited to discuss how they can partner with WIC to enhance breastfeeding support in your community?
- What went well and what would you do differently?

Goal 4: Oregon WIC staff will increase their understanding of the factors influencing health outcomes in order to provide quality nutrition education.

Year 3 Objective: During planning period, each agency will continue to increase staff understanding of the factors influencing health outcomes.

Activity 1: By March 31, 2013, each agency will develop and implement a plan to assure staff are communicating health outcomes to participants during certification visits.

Evaluation: Please address the following questions.

- Was a plan developed and implemented to assure staff are communicating health outcomes to participants during certification visits? [] Yes [] No. If no, please explain why not.
- What went well and what would you do differently?

Activity 2: Identify your agency training supervisor(s) and projected staff in-service dates and topics for FY 2012-2013.

Evaluation: Please use the table below to address the following.

- Name of Training Supervisor.
- In-service topic and date.
- Method of training.

- Core Competencies addressed (CPA Competency Model Policy 660, Appendix A) and/or Outcome of In-service.

FY 2011-2012 WIC Staff In-services

Name of Training Supervisor: Wanda Wicky

In-Service Topic and Date	Method of Training	Core Competencies Addressed/Outcome of In-Service
<p>Example: Positive Impact of Breastfeeding on Maternal Health August 28, 2012</p>	<p>Example: General Session presentation at Oregon Statewide Meeting by keynote speaker Kathleen Kendall-Tackett, PhD, IBCLC, FABA. Staff later discussed how we will incorporate content from the presentation into our breastfeeding promotion and support.</p>	<p>Example: This in-service addressed several competencies in the core areas of Critical Thinking and Nutrition Education. The outcome of this in-service is for our agency to communicate the positive impact of breastfeeding with our WIC families.</p>

FY 2013 - 2014 Oregon WIC Nutrition Education Plan Form

County/Agency: _____
Person Completing Form: _____
Date: _____
Phone Number: _____
Email Address: _____

Return this form electronically (attached to email) to: sara.e.sloan@state.or.us
by December 1, 2012
Sara Sloan, 971-673-0043

Goal : Oregon WIC staff will continue to provide quality participant centered services as the state transitions to eWIC.

Objective 1: During planning period, WIC agencies will assure participants are offered and receive the appropriate nutrition education contacts with issuing eWIC benefits.

Activity 1: By December 1, 2013, each agency will develop and implement a procedure for offering and documenting nutrition education contacts for each participant based on category and risk level while issuing benefits in an eWIC environment.

Note: Information and guidance will be provided by the state office as local agencies prepare for the transition to eWIC.

Implementation Plan and Timeline:

Objective 2: **During planning period, Oregon WIC Staff will increase their knowledge in the areas of breastfeeding, baby behavior and the interpretation of infant cues, in order to assist new mothers with infant feeding and breastfeeding support.**

Activity 1: By March 31, 2014, all WIC certifiers will complete the new Baby Behavior eLearning online course.

Note: Information about accessing the Baby Behavior eLearning Course will be shared once it becomes available on the DHS Learning Center.

Implementation Plan and Timeline:

Activity 2: By March 31, 2014, all new WIC Staff will complete the Breastfeeding Level 1 eLearning Course.

Note: Information about accessing the Breastfeeding Level 1 eLearning Course will be shared once it becomes available on the DHS Learning Center.

Implementation Plan and Timeline:

Objective 3: During planning period, each agency will assure staff continue to receive appropriate training to provide quality nutrition and breastfeeding education.

Activity 1: Identify your agency training supervisor(s) and projected staff in-services dates and topics for FY 2013-2014. Complete and return Attachment A by December 1, 2012.

Implementation Plan and Timeline:

FY 2013-2014 Oregon WIC Nutrition Education Plan

Goal: Oregon WIC staff will continue to provide quality participant centered services as the state transitions to eWIC.

Objective 1: During planning period, WIC agencies will assure participants are offered and receive the appropriate nutrition education contacts with issuing eWIC benefits.

Activity 1: By December 1, 2013, each agency will develop and implement a procedure for offering and documenting nutrition education contacts for each participant based on category and risk level while issuing benefits in an eWIC environment.

Note: Information and guidance will be provided by the state office as local agencies prepare for the transition to eWIC.

Objective 2: During planning period, Oregon WIC Staff will increase their knowledge in the areas of breastfeeding, baby behavior and the interpretation of infant cues, in order to assist new mothers with infant feeding and breastfeeding support.

Activity 1: By March 31, 2014, all appropriate WIC staff will complete the new Baby Behavior eLearning online course.

Activity 2: By March 31, 2014, all new WIC Staff will complete the Breastfeeding Level 1 eLearning Course.

Note: Information about accessing these eLearning Courses will be shared once they become available on the DHS Learning Center.

Objective 3: During planning period, each agency will assure staff continue to receive appropriate training to provide quality nutrition and breastfeeding education.

Activity 1: Identify your agency training supervisor(s) and projected staff in-services dates and topics for FY 2013-2014. Complete and return Attachment A by December 1, 2012.

Attachment A
FY 2013-2014 WIC Nutrition Education Plan
WIC Staff Training Plan – 7/1/2013 through 6/30/2014

Agency:

Training Supervisor(s) and Credentials:

Staff Development Planned

Based on planned program initiatives, your program goals, or identified staff needs, what quarterly in-services and or continuing education are planned for existing staff? List the in-service topic and an objective for quarterly in-services that you plan for July 1, 2013 – June 30, 2014. State provided in-services, trainings and meetings can be included as appropriate.

Quarter	Month	In-Service Topic	In-Service Objective
1			
2			
3			
4			

The End