

AGENCY REVIEW

YAMHILL COUNTY PUBLIC HEALTH

May 1-23, 2013

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

**Laurie Smith, RN, MPH
Public Health Nursing Consultant**

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

COMMUNITY LIAISON

ADMINISTRATION

The LPHA must assure written performance evaluations are conducted annually or according to county policy.

9/30/13

The LPHA must assure written policies and procedures exist to guide staff in maintaining appropriate confidentiality standards. Include the following:

9/30/13

- Assure all policies and procedures include signature (by staff currently employed at the agency) and date of review;
- Review and update of HHS Policies and Procedures, HIPAA Manual is needed (date of this document is 2003).

For more detailed information, please see the completed program review tool in section 2.

REVIEWER: Laurie Smith

RESPONDENT: Lindsey Manfrin,
Bonnie Corns

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

BABIES FIRST!

The LPHA must assure Targeted Case Management (TCM) case managers for the Babies First/CaCoon program are working under the policies, procedures, and protocols of the State Title V Maternal and Child Health Program and Medicaid. All TCM case managers must utilize the most current version of the TCM Assessment and Plan Form and TCM Visit Form. [OAR 410-138-0060 \(11\)\(c\)](#)

08/01/13

For more detailed information, please see the completed program review tool in section 3.

REVIEWER: Fran Goodrich

RESPONDENT: Lindsey Manfrin and
MCH Home Visiting Staff

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

COMMUNITY LIAISON

CIVIL RIGHTS

The LPHA must assure civil rights compliance responsibilities are met.

- Provide documentation that the Civil Rights Self Assessment has been reviewed by the LPHA.
- Provide documentation that there is a plan to improve any deficient areas identified by the Civil Rights Self Assessment.

9/30/13

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

REVIEWER: Laurie Smith

RESPONDENT: Lindsey Manfrin

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

ACUTE AND COMMUNICABLE DISEASE PROGRAM

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 5.

REVIEWER: Matt Laidler

RESPONDENTS: Lindsey Manfrin,
Rae Parlier, Kara Demarco

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR HEALTH PROTECTION

DRINKING WATER

The LPHA must assure follow-up on water system surveys are conducted between surveys to verify all significant deficiencies have been corrected. If deficiencies are not all corrected, ensure systems are placed on approved corrective action plans. To achieve compliance with this requirement, contact the following high-priority systems with potential water quality deficiencies. Supply documentation to the Drinking Water Program of either all deficiencies corrected, or supply corrective action plans with dates for completion of corrections:

- Bayou Golf Club (41-91961)
- City of Dundee (41-00262)

8/30/13

For more detailed information, please see the completed program review tool in section 6.

REVIEWER: Tom Mitchell

RESPONDENT: Gary VanDerVeen,
Bonnie Corns

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

OFFICE OF THE STATE PUBLIC HEALTH DIRECTOR

FISCAL

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 7.

REVIEWER: Marivic Tupaz

RESPONDENTS: Margaret Jarmer,
Lindsey Manfrin, Rosa Duran

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR HEALTH PROTECTION

FOOD, POOL, AND LODGING HEALTH & SAFETY

The LPHA must clearly state on the food inspection report if a Priority/Priority Foundation violation has been resolved at the time of the semi-annual inspection, and if so, document specifically how the violation was corrected. [OAR 333-012-0055\(6\)](#)

8/30/13

For more detailed information, please see the completed program review tool in section 8.

REVIEWERS: Cindy Robinson and Erica Van Ess

RESPONDENTS: Bonnie Corns and Gary Van Der Veen

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

IMMUNIZATION PROGRAM

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 10.

REVIEWER: Amanda Timmons and
Tuesday Johnson

RESPONDENT: Bev Fristad

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

COMMUNITY LIAISON

LABORATORY

The LPHA must comply with 42 CFR part 493 the Clinical Laboratory Improvement Amendments (CLIA). Assure that:

- Laboratory process adheres to manufacturer guidelines. Products currently used are matched to those in procedure manual.

9/30/13

For more detailed information, please see the completed program review tool in section 11.

REVIEWER: Laurie Smith

RESPONDENT: Lindsey Manfrin

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

PERINATAL PROGRAM

The LPHA is in compliance with all program requirements.

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

REVIEWER: Fran Goodrich

RESPONDENT: Lindsey Manfrin and
MCH Home Visiting Staff

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

REPRODUCTIVE HEALTH

The LPHA must assure compliance with all Title X requirements. To achieve this, correct the following areas:

- Add benefits and discontinuation issues to the consent for the implant.
- A process must be instituted to ensure that all clients are notified of charges at the time of service. *This is a repeat finding.*
- Reference the national standard (US MEC) for the IUS/IUD protocol.

Resolved 6/13

Resolved 7/13

Resolved 6/13

For more detailed information, please see the completed program review tool in section 13.

REVIEWER: Connie Clark

RESPONDENT: Lindsay Manfrin

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

SEXUALLY TRANSMITTED INFECTIONS (STI)

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 14.

REVIEWER: Doug Harger

RESPONDENTS: Lindsey Manfrin,
Rae Parlier, Kara Demarco, Bill Koenig

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

TOBACCO PREVENTION AND EDUCATION PROGRAM

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 15.

REVIEWER: Kati Moseley

RESPONDENTS: Bonnie Corns,
Jennifer Johnson

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
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CENTER FOR PUBLIC HEALTH PRACTICE

TUBERCULOSIS

The LPHA must assure an updated TB Exposure & Control Plan is in place. To achieve this:

- Submit a completed, updated plan to TB Control, OHA for review.
- Make the approved plan available to staff.

11/29/2013

For more detailed information, please see the completed program review tool in section 16.

REVIEWER: Heidi Behm

RESPONDENT:

Lindsey Manfrin, Rae Parlier, Kara DeMarco

YAMHILL COUNTY PUBLIC HEALTH

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

VITAL RECORDS

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 17.

REVIEWER: Judy Shioishi

RESPONDENTS: Bonnie Corns, Rosa Mercado and Irma Del Rayo Saldana

July 8, 2013

The Honorable Kathy George, Chair
Yamhill County Board of Commissioners
434 NE Evans Street
McMinnville, OR 97128

Dear Commissioner George:

The triennial onsite agency review of Yamhill County Public Health was conducted between May 1 and 23, 2013. 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 848 separate items in 16 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 Silas Halloran-Steiner, Public Health Administrator. Staff in Community Liaison will work with him to document resolution of the findings.

We think the report will also be of assistance to your health office staff in their continuing efforts to provide quality public health services to your community. Agency reviewers believe Yamhill County Public Health is composed of a committed team of health care professionals who value the provision of comprehensive public health services.

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.

Our office will contact Silas and your office to arrange an exit interview to go over the findings and answer any questions. We leave it to the local Board to decide if this meeting of the Local Public Health Authority (LPHA) and the Health Administrator is attended by one or more of the commissioners.

Programs included in the compliance review

Administration	Immunizations
Babies First!	Laboratory
Civil Rights	Perinatal
Communicable Disease	Reproductive Health
Drinking Water	Sexually Transmitted Infections
Fiscal	Tobacco Prevention & Education
Food, Pool and Lodging Health & Safety	Tuberculosis
Health Officer	Vital Records

Compliance Findings Summary:

Administration

The LPHA must assure written performance evaluations are conducted annually or according to county policy.

The LPHA must assure written policies and procedures exist to guide staff in maintaining appropriate confidentiality standards. Include the following:

- Assure all policies and procedures include signature (by staff currently employed at the agency) and date of review;
- Review and update of HHS Policies and Procedures, HIPAA Manual is needed (date of this document is 2003).

Babies First!

The LPHA must assure Targeted Case Management (TCM) case managers for Babies First!/CaCoon program are working under the policies, procedures, and protocols of the State Title V Maternal and Child Health Program and Medicaid. All TCM case managers must utilize the most current version of the TCM Assessment and Plan Form and TCM Visit Form. OAR 410-138-0060 (11)(c)

Civil Rights

The LPHA must assure civil rights compliance responsibilities are met.

- Provide documentation that the Civil Rights Self Assessment (CRSA) has been reviewed by the LPHA.

Communicable Disease

The LPHA is in compliance with all program requirements.

Drinking Water

The LPHA must assure follow-up on water system surveys are conducted between surveys to verify all significant deficiencies have been corrected. If deficiencies are not all corrected, ensure systems are placed on approved corrective action plans. To achieve compliance with this requirement, contact the following high-priority systems with potential water quality deficiencies. Supply documentation to the Drinking Water Program of either all deficiencies corrected, or supply corrective action plans with dates for completion of corrections:

- Bayou Golf Club (41-91961)
- City of Dundee (41-00262)

Fiscal

The LPHA is in compliance with all program requirements.

Food, Pool and Lodging Health & Safety

The LPHA must clearly state on the food inspection report if a Priority/Priority Foundation violation has been resolved at the time of the semi-annual inspection, and document specifically how these violations were corrected. OAR 333-012-0055(6)

Immunizations

The LPHA is in compliance with all program requirements.

Laboratory

The LPHA must comply with 42 CFR part 493 the Clinical Laboratory Improvement Amendments (CLIA). Assure that:

- Laboratory process adheres to manufacturer guidelines. Products currently used are matched to those in procedure manual.

Perinatal

The LPHA is in compliance with all program requirements

Reproductive Health

The LPHA must assure compliance with all Title X requirements. To achieve this, correct the following areas:

- Add benefits and discontinuation issues to the consent for the implant.
- A process must be instituted to ensure that all clients are notified of charges at the time of service. *This is a repeat finding.*
- Reference the national standard (US MEC) for the IUS/IUD protocol.

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 must assure an updated TB Exposure & Control Plan is in place. To achieve this:

- Submit a completed, updated plan to TB Control, OHA for review.
- Make the approved plan available to staff.

Vital Records

The LPHA is in compliance with all program requirements.

Other:

Fiscal

Yamhill County Public Health received Federal funds for several programs totaling \$335,745 for fiscal year 2012. The State General and Other Funds were a source of \$328,328 for that period as well. It appears that the County Health Department has sufficient internal controls to adequately safeguard assets, to detect and prevent errors in a timely manner. The operation is well organized and efficient with a commitment to quality, fairness, and accuracy.

Health Officer

Dr. William Koenig is the health officer.

Laboratory

Yamhill County Health Department Laboratory is certified under the Clinical Laboratory Improvement Amendments (CLIA) as a Provider Performed Microscopy laboratory. The laboratory director listed for CLIA is William Koenig, DO, the laboratory CLIA # is 38D0662712 and the current certification is effective until June 30, 2014. The following tests are being performed on site at 412 NE Ford St. in McMinnville: Vaginal Wet Prep, Urine pregnancy, UA Dipsticks, and HIV. The County also has a testing site in Newberg. There have been no complaints or issues reported to the CLIA program about these laboratories in the past two years.

School Based Health Centers

Yamhill County currently has two distinct school-based health center systems (SBHCs). Willamina SBHC is medically sponsored by Virginia Garcia Memorial Health Centers (VGMHC). They took over sponsorship the beginning of SY 2012-2013 and are currently certified through June 2015. VGMHC sponsors four SBHCs in two different counties. The Yamhill-Carlton SBHC is sponsored by Willamette Heart in McMinnville. This center is certified through June 2015.

Summary

Overall, agency reviewers believe Yamhill County Public Health staff is composed of a committed team of 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,



Tom Engle, Manager
Community Liaison

cc: Silas Halloran-Steiner, Public Health Administrator
Allen Springer, Yamhill County Commissioner
Mary Stern, Yamhill County Commissioner