

Governance (GV)

Governance (GV) - The Governance Standards address the obligations of the boards of health in Iowa to oversee public health matters. These standards apply directly to the respective boards of health. The local criteria are the responsibility of the local boards of health and state criteria are the responsibility of the State Board of Health.

The Iowa Code chapter 137 and Iowa Administrative Code 641, chapters 77 and 78 give local boards of health jurisdiction over public health matters within their local service areas. Local boards of health are responsible for taking an active role in setting public health goals and priorities, shaping delivery service systems, and ensuring efficient and effective use of resources. The local criteria require each local board of health to designate a local public health agency to comply with the Iowa Public Health Standards for its jurisdiction. The local criteria require the board of health to assure that the designated local public health agency complies with the standards.

The Iowa Code chapter 136 gives the State Board of Health the authority to be the policy making body for the state public health department. The State Board of Health has the power to advise or make recommendations to the state public health department, governor, and legislature regarding health and sanitation matters. The state criteria require the State Board of Health to assure that the state public health department complies with the standards.

Standard GV 1: Secure commitment from governmental oversight bodies to comply with the Iowa Public Health Standards

Standard GV 2: Comply with Iowa Code and Iowa Administrative Code

Standard GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards

Standard GV 4: Develop public policy to address public health issues.

Standard GV 5: Practice fiscal oversight.

Total Local Criteria: 11

Total State Criteria: 11



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Governance

STANDARD GV 1: Secure commitment from governmental oversight bodies to comply with the Iowa Public Health Standards		
CRITERIA	REQUIRED DOCUMENTATION	
GV 1a-L At least annually, provide written commitment from the local board of health to comply with the Iowa Public Health Standards.	1. Written commitment from the local board of health.	Purpose: The purpose of this criterion is to assure that the local board of health is supportive of compliance with the Iowa Public Health Standards.
		Significance: As the governing entity, the support of the local board of health is critical.
		Guidance: Documentation could be a board of health resolution, proclamation or letter signed by each member of the local board of health.

STANDARD GV 1: Secure commitment from governmental oversight bodies to comply with the Iowa Public Health Standards		
CRITERIA	REQUIRED DOCUMENTATION	
GV 1b-L At least annually review the local public health agency's status of compliance with the Iowa Public Health Standards.	1. Proof that the board of health has reviewed the agency's compliance with the Iowa Public Health Standards.	Purpose: The purpose of this criterion is to assure that the local board of health is regularly updated on the status of the local public health agency's compliance with the Iowa Public Health Standards.
		Significance: As the governing entity, the local board of health should be knowledgeable about the agency's ability to comply with the Iowa Public Health Standards.
		Guidance: Meeting minutes where the report or reports was given and the report(s) should both be provided as documentation.

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STANDARD GV 1: Secure commitment from governmental oversight bodies to comply with the Iowa Public Health Standards STANDARD:		
CRITERIA	REQUIRED DOCUMENTATION	
GV 1a-S Provide written commitment from the State Board of Health to comply with the Iowa Public Health Standards annually.	1. Written commitment from the state board of health.	<p>Purpose: The purpose of this criterion is to assure that the state board of health is supportive of compliance with the Iowa Public Health Standards.</p> <p>Significance: As the governing entity, the support of the state board of health is critical.</p> <p>Guidance: Documentation could be a board of health resolution, proclamation, or letter, signed by each member of the state board of health.</p>

STANDARD GV 1: Secure commitment from governmental oversight bodies to comply with the Iowa Public Health Standards		
CRITERIA	REQUIRED DOCUMENTATION	
GV 1b-S Review the Iowa Department of Public Health's status of compliance with the Iowa Public Health Standards annually.	1. Proof that the state board of health has reviewed the department's compliance with the Iowa Public Health Standards.	<p>Purpose: The purpose of this criterion is to assure that the state board of health is regularly updated on the status of the department's compliance with the Iowa Public Health Standards.</p> <p>Significance: As the governing entity the state board of health should be knowledgeable about the department's ability to comply with the Iowa Public Health Standards.</p> <p>Guidance: Meeting minutes where the report or reports were given and the report(s) should both be provided as documentation.</p>

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STANDARD GV 2: Comply with Iowa Code and Iowa Administrative Code		
CRITERIA	REQUIRED DOCUMENTATION	
GV 2a-L Comply with Iowa Code chapter 137 and 641 Iowa Administrative Code (IAC) chapter 77.	1. Statement stating that the board of health is in compliance with the Iowa Code Chapter 137 and 641 Iowa Administrative Code (IAC) chapter 77.	<p>Purpose: The purpose of this criterion is to assure that the local board of health is in compliance with Iowa Code chapter 137 and 641 IAC Chapter 77.</p> <p>Significance: Iowa Code chapter 137 and 641 IAC chapter 77 outline the roles and responsibilities of the local board of health.</p> <p>Guidance: A statement signed by the board of health chair and any supporting meeting minutes should be submitted as documentation.</p>

STANDARD GV 2: Comply with Iowa Code and Iowa Administrative Code		
CRITERIA	REQUIRED DOCUMENTATION	
GV 2b-L Assure that legal counsel is available for the local board of health and designated local public health agency.	1. Documentation that legal counsel is available for the local board of health and the local public health agency.	<p>Purpose: The purpose of this criterion is to assure that legal counsel is available to the local board of health and local public health agency.</p> <p>Significance: Legal counsel should be accessible by the local board of health and local public health agency.</p> <p>Guidance: Documentation that legal counsel is available to the local public health agency and local board of health such as a contract, MOU, or MOA for services with legal counsel,</p>

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		policy, or documentation of legal assistance.
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STANDARD GV 2: Comply with Iowa Code and Iowa Administrative Code		
CRITERIA	REQUIRED DOCUMENTATION	
GV 2a-S Review state board of health's compliance with Iowa Code chapter 136 annually.	1. Statement that the state board of health is in compliance with Iowa Code chapter 136.	<p>Purpose: The purpose of this criterion is to assure that the state board of health is in compliance with Iowa Code chapter 136.</p> <p>Significance: Iowa Code chapter 136 outlines the roles and responsibilities of the state board of health.</p> <p>Guidance: A statement signed by the board of health chair and any supporting meeting minutes should be submitted as documentation.</p>

STANDARD GV 2: Comply with Iowa Code and Iowa Administrative Code		
CRITERIA	REQUIRED DOCUMENTATION	
GV 2b-S Assure that legal counsel is available to the state board of health and the state public health department.	1. Documentation that legal counsel is available for the state board of health and the state public health department.	<p>Purpose: The purpose of this criterion is to assure that legal counsel is available to the state board of health and the state public health department.</p> <p>Significance: Legal counsel should be accessible by the state board of health and state public health department.</p> <p>Guidance: Document that legal counsel is available to the state public health department and state board of health, with a contract, MOU or MOA for services with legal counsel, policy, or documentation of legal assistance.</p>

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STANDARD GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards		
CRITERIA	REQUIRED DOCUMENTATION	
GV 3a-L Local Board of Health designates the authority to a designated public health agency to coordinate the delivery of public health services.	1. Documentation of designation. <ul style="list-style-type: none"> a. Meeting minutes and signed statement. <li style="text-align: center;">OR b. Meeting minutes and legal agreement. 	<p>Purpose: The purpose of this criterion is to assure that the local board of health designates a single entity to coordinate the delivery of public health services in the jurisdiction.</p> <p>Significance: One agency will serve as the lead agency in pulling information together for the local board of health, assuring that key stakeholders are involved in assisting the local board of health fulfill its duties. This organization is the organization that can apply for accreditation.</p> <p>Guidance: Board of health meeting minutes shall include; the name of the agency being designated, the term of the designation, scope of the designation, and any compensation to be provided to the designated agency. If the local board of health designates an agency governed by the local board of health, then documentation shall include meeting minutes and a statement indicating designation signed by the chair of the local board of health. If the local board of health designates an agency not governed by the local board of health, then documentation shall include meeting minutes and a legal agreement between the local board of health and the designated public health agency.</p>

STANDARD GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards

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CRITERIA	REQUIRED DOCUMENTATION	
GV 3b-L Annually review a listing of agreements and contracts between the local public health agency and other entities that support local public health services in the jurisdiction.	<ol style="list-style-type: none"> 1. List of agreements and contracts. 2. Board of health meeting minutes. 	Purpose: The purpose of this criterion is to assure that the local board of health is aware of what agreements and contracts the local public health agency has with other entities.
		Significance: For the local board of health to effectively carry out its roles and responsibilities, the local board of health needs to be aware of this information.
		Guidance: The agency should submit a list of agreements and contracts and the board of health meeting minutes to document that the list has been reviewed with the local board of health. The list should include contracts from the local, state, and federal government.

STANDARD GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards

CRITERIA	REQUIRED DOCUMENTATION	
GV 3c-L Advocate for resources for public health to comply with the Iowa Public Health Standards.	<ol style="list-style-type: none"> 1. Documentation of resources sought. 	Purpose: The purpose of this criterion is to assure that the local board of health is seeking adequate resources.
		Significance: It is important that the local board of health is knowledgeable about resources needed to assure the health of the public.
		Guidance: Documentation may include the annual budget submission, additional funding requests, letter of support, or grant applications. The agency may choose to submit board of health meeting minutes for clarification.

STANDARD GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards

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CRITERIA	REQUIRED DOCUMENTATION	
GV 3a-S Review a listing of agreements and contracts between IDPH and other entities annually.	<ol style="list-style-type: none"> 1. List of agreements and contracts. 2. State board of health meeting minutes. 	Purpose: The purpose of this criterion is to assure that the state board of health is aware of the agreements and contracts the state public health department has with other entities.
		Significance: To effectively carry out its roles and responsibilities the state board of health needs to be aware of this information.
		Guidance: The department should submit a list of agreements and contracts and the board of health meeting minutes documenting that the list has been reviewed with the state board of health.

STANDARD GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards

CRITERIA	REQUIRED DOCUMENTATION	
GV 3b-S Advocate for resources for public health to comply with the Iowa Public Health Standards.	<ol style="list-style-type: none"> 1. Documentation of resources sought. 	Purpose: The purpose of this criterion is to assure that the state board of health is seeking adequate resources.
		Significance: It is important that the state board of health is knowledgeable about resources needed to assure the health of the public.
		Guidance: Documentation may include the annual budget submission, additional funding requests, a public health meeting discussion about public health funding, a letter of support or grant applications. The department may choose to submit board of health meeting minutes to clarify.

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STANDARD GV 3: Assure administration of public health services and compliance with the Iowa Public Health Standards		
CRITERIA	REQUIRED DOCUMENTATION	
GV 3c-S Annually report environmental health activities to the state board of health.	1. Documentation of report to the state board of health.	<p>Purpose: The purpose of this criterion is to assure that a summary of environmental health activities is regularly presented to the state board of health.</p> <p>Significance: The state board of health needs to be aware of environmental health activities in Iowa.</p> <p>Guidance: Documentation that the report has been shared with the board of health should include a copy of the report and board of health meeting minutes.</p>

STANDARD GV 4: Develop public policy to address public health issues.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 4a-L At least every three years review the effectiveness and relevance of public health rules/regulations and ordinances that impact public health policy.	<ol style="list-style-type: none"> 1. Documentation of review. 2. Documentation of changes when applicable. 	<p>Purpose: The purpose of this criterion is to assure that existing public health policies and ordinances are reviewed on a regular basis to assure that they are still relevant and effective.</p> <p>Significance: Public health policies and ordinances need to be continuously updated to remain relevant.</p> <p>Guidance: The department should provide three examples of rules/regulations or ordinances reviewed within the last three years. The review date should be clearly documented on a cover sheet or on the actual rule/regulation or ordinance. Board of health meeting minutes regarding all three examples should also be submitted.</p>

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STANDARD GV 4: Develop public policy to address public health issues.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 4b-L Maintain a process to determine the need for and adoption of rules/regulations and ordinances for new and emerging public health policy.	<ol style="list-style-type: none"> 1. Process to determine new needs. 2. Process to adopt public health policy. 	Purpose: The purpose of this criterion is to assure that local boards of health are recognizing the need to adopt new rules/regulations and ordinances to address new and emerging public health policy.
		Significance: A process assures development of rules/regulations and ordinances to address new health and emerging public health policy in timely manner.
		Guidance: Documentation should include a written process for adoption of rules/regulations and ordinances and a written process to determine the need for new rules/regulations and ordinances. The process may be combined in the same document, but are not required to be combined.

STANDARD GV 4: Develop public policy to address public health issues.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 4a-S Evaluate the need for changes in public health law and rules.	<ol style="list-style-type: none"> 1. Documentation of review. 2. Documentation of changes when applicable. 	Purpose: The purpose of this criterion is to assure that existing public health law and rules are evaluated regularly and that they are current. Additionally, the need for any new laws or rules should be evaluated on a regular basis.
		Significance: Public health laws and rules need to be continuously updated to remain relevant.
		Guidance: The department should provide three examples of code chapters and three examples of administrative code chapters that have been reviewed within the last three years. The review date should be clearly documented. Board of

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		health meeting minutes regarding all three examples should also be submitted.
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STANDARD GV 4: Develop public policy to address public health issues.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 4b-S Adopt administrative rules for the protection of the public's health.	<ol style="list-style-type: none"> 1. Documentation of process. 2. Examples of adopted administrative rules. 	<p>Purpose: The purpose of this criterion is to assure that administrative rules are adopted for the protection of the public's health.</p> <p>Significance: Due to changes in public health laws the state board of health needs to assure that administrative rules are regularly being adopted for the protection of the public's health.</p> <p>Guidance: The department should submit a process for adoption of administrative rules, and at least three examples of administrative rules that have been adopted within the last 12 months.</p>

STANDARD GV 5: Practice fiscal oversight.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 5a-L Secure local board of health approval of the proposed budget prior to submission.	<ol style="list-style-type: none"> 1. Documentation of approval. 2. Documentation of proposed budget. 	<p>Purpose: The purpose of this criterion is to assure that the local board of health approves the proposed budget.</p> <p>Significance: It is important for the local board of health to understand the proposed budget.</p> <p>Guidance: Documentation should include both the meeting minutes recording approval of the proposed budget, and the proposed budget presented to the board at that time. The budget must contain, at minimum, proposed revenue and</p>

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		proposed expenses.
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STANDARD GV 5: Practice fiscal oversight.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 5b-L At least twice a year at local board of health meetings, review and monitor the designated local public health agency's budget and fiscal management.	<ol style="list-style-type: none"> 1. Documentation of review of budget. 2. Documentation of report. 	<p>Purpose: The purpose of this criterion is to assure that the local board of health is regularly monitoring the budget.</p> <p>Significance: It is important for the local board of health to regularly review the budget.</p> <p>Guidance: Documentation should include board of health meeting minutes showing review of the budget two times in a year. The report presented at each of those board of health meetings should also be submitted.</p>

STANDARD GV 5: Practice fiscal oversight.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 5a-S Review the department's proposed budget submitted to the Governor's office annually.	<ol style="list-style-type: none"> 1. Meeting minutes. 2. Documentation of proposed budget. 	<p>Purpose: The purpose of this criterion is to assure that the state board of health annually reviews the department's proposed budget.</p> <p>Significance: It is important for the state board of health to understand the proposed budget.</p> <p>Guidance: Documentation should include both the meeting minutes recording review of the proposed budget and the proposed budget presented to the board at that time.</p>

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STANDARD GV 5: Practice fiscal oversight.		
CRITERIA	REQUIRED DOCUMENTATION	
GV 5b-S Review and monitor the state public health department's budget and fiscal management at least twice a year.	<ol style="list-style-type: none"> 1. Documentation of review of budget. 2. Documentation of report. 	<p>Purpose: The purpose of this criterion is to assure that the state board of health is regularly monitoring the budget.</p> <p>Significance: It is important for the state board of health to regularly review the budget.</p> <p>Guidance: Documentation should include state board of health meeting minutes showing review of the budget two times in a year. The report presented at each of those state board of health meetings should also be submitted.</p>

Administration (AD)



Administration (AD) - The Administration Standards address operational procedures and management systems that are necessary to lead effective local public health agencies and the state public health department. The local criteria apply to designated local public health agencies. These agencies will be responsible for administering public health services and complying with the Iowa Public Health Standards.

State criteria apply to the state public health department. The department is responsible for providing technical support, consultation, and funding to local public health agencies and for complying with the Iowa Public Health Standards.

Standard AD 1: Provide public health services.

Standard AD 2: Develop and maintain written agreements with entities providing services.

Standard AD 3: Comply with and enforce public health laws, rules, and regulations.

Standard AD 4: Use a human resource management system and compensation plan.

Standard AD 5: Conduct organizational strategic planning activities.

Standard AD 6: Fiscal management.

Total Local Criteria: 26

Total State Criteria: 39



**Iowa Public Health
Modernization**



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Administration

STANDARD AD 1: Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1a-L Provide orientation to the governing entity, regarding the responsibilities of the public health agency on an annual basis.	<ol style="list-style-type: none"> 1. Documentation of orientation. 2. Materials presented. 	<p>Purpose: The purpose of this criterion is to assure that the local board of health regularly receives information about the responsibilities of the public health agency.</p> <p>Significance: The local board of health needs to be aware of the responsibilities of the public health agency in order to carry out their responsibilities.</p> <p>Guidance: Meeting minutes showing that the local board of health received orientation. Materials used to conduct the orientation should also be included (materials may include a fact sheet, director’s report, tools, presentation, etc.) Include documentation of the most recent orientation.</p>

STANDARD AD 1: Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1b-L Provide orientation to the governing entity regarding their responsibilities on an annual basis.	<ol style="list-style-type: none"> 1. Documentation of orientation. 2. Materials presented. 	<p>Purpose: The purpose of this criterion is to assure that the local board of health regularly receives information about the responsibilities of the local board of health.</p> <p>Significance: Local board of health members need to understand the roles and responsibilities they have in promoting and protecting the public’s health.</p> <p>Guidance: Meeting minutes showing that the local board of health received orientation. Materials used to conduct the orientation should also be included (materials may include a</p>

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		fact sheet, director’s report, tools, presentation, etc.) Include documentation of the most recent orientation.
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STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1c-L Maintain facilities that are clean, safe, accessible, and secure.	<ol style="list-style-type: none"> 1. Policy on maintenance of facilities. 2. ADA compliance audit. 	<p>Purpose: The purpose of this criterion is to assure that the local health agency’s facilities are clean, safe, accessible, and secure.</p> <p>Significance: It is important to work and serve the community in a clean, safe, accessible, and secure building.</p> <p>Guidance: Policy should identify lead responsibility for maintaining facilities. The ADA compliance audit can be a self-assessment. Site visitors will tour the health department during the onsite visit. For agencies without maintenance responsibilities, document an annual review of the policy and any correspondence with the maintenance agency regarding needed changes.</p>

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1d-L Maintain written policy and procedure to assure privacy and security of public health records in accordance with the applicable state and federal regulations.	<ol style="list-style-type: none"> 1. Written policies and procedures. 	<p>Purpose: The purpose of this criterion is to assure written policies and procedures are in place to assure privacy and security of public health records.</p> <p>Significance: It is necessary to protect our patient’s rights through assuring privacy and security of public health records.</p> <p>Guidance: Submit these six written policies and procedures: HIPAA, client bill of rights, computer policy, clinical records, secure document storage, and record retention.</p>

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STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1e-L Maintain written facility safety plan and emergency procedures.	<ol style="list-style-type: none"> 1. Safety plan. 2. Emergency procedures. 	Purpose: The purpose of this criterion is to assure that the health agency has a written facility safety plan and emergency procedures.
		Significance: It is good practice to have a safety plan and emergency procedures in order to deal most effectively with potential threats.
		Guidance: Plan and procedures should address both natural and man-made occurrences.

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1f-L Provide services that reasonably accommodate populations with efforts to eliminate barriers to services.	<ol style="list-style-type: none"> 1. Submit 4 examples of services provided to reduce barriers. 	Purpose: The purpose of this criterion is to assure that the health agency is providing services that reasonably accommodate populations.
		Significance: Public health should be available to all, and efforts should be made to reduce barriers that may prohibit individuals from obtaining public health services.
		Guidance: Examples of documentation might be flu clinics held throughout the county; information/documents in other languages; transportation services; providing services where multiple clients gather; bilingual staff; or documentation that shows extended hours before or after normal business hours.

STANDARD AD 1 : Provide public health services.

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CRITERIA	REQUIRED DOCUMENTATION	
AD 1g-L Maintain written procedures to guide the delivery of services.	1. Procedure manuals from three different programs.	Purpose: The purpose of this criterion is to assure that written procedures to guide delivery of service are maintained.
		Significance: Procedure manuals are important in providing consistent public health services.
		Guidance: The agency shall include procedure manuals from three different programs. The procedures should have at least been reviewed within the last five years; this review date should appear on a cover sheet or in the footer of the submitted evidence.

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1a-S Provide orientation and regular information to the governing entity regarding the responsibilities of the public health department.	1. Documentation of orientation. 2. Materials presented.	Purpose: The purpose of this criterion is to assure that the state board of health regularly receives information about the responsibilities of the department.
		Significance: The state board of health needs to be aware of the responsibilities of the public health department to carry out its responsibilities.
		Guidance: Meeting minutes show that the state board of health received orientation. Materials used to conduct the orientation should also be included (materials may include such items as a fact sheet, director's report, tools, and the presentation). Include documentation of the most recent orientation.

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED	

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	DOCUMENTATION	
AD 1b-S Provide orientation to the governing entity regarding their responsibilities annually.	<ol style="list-style-type: none"> 1. Documentation of orientation. 2. Materials presented. 	Purpose: The purpose of this criterion is to assure that the state board of health regularly receives information about the responsibilities of the state board of health.
		Significance: State board of health members need to understand the roles and responsibilities they have in promoting and protecting the public's health.
		Guidance: Meeting minutes show that the state board of health received orientation. Materials used to conduct the orientation should also be included (materials may include a fact sheet, director's report, tools, and a presentation). Include documentation of the most recent orientation.

STANDARD AD 1 : Provide public health services.

CRITERIA	REQUIRED DOCUMENTATION	
AD 1c-S Provide technical assistance and consultation to local public health agencies regarding administrative functions.	<ol style="list-style-type: none"> 1. Documentation of technical assistance and consultation. 	Purpose: The purpose of this criterion is to assure that the department is providing technical assistance and consultation to local public health agencies regarding administrative functions.
		Significance: As the state governmental public health entity the department should play a role in providing technical assistance and consultation to local public health agencies.
		Guidance: Documentation shall include one example per IDPH division from the last 12 months. Examples may be trainings, guidance documents, emails, contracts, MOUs, site visits, meeting minutes, and evaluation summaries.

STANDARD AD 1 : Provide public health services.

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CRITERIA	REQUIRED DOCUMENTATION	
AD 1d-S Maintain facilities that are clean, safe, accessible, and secure.	<ol style="list-style-type: none"> 1. ADA compliance audit. 2. Policy on maintenance of facilities. 	Purpose: The purpose of this criterion is to assure that the state public health department's facilities are clean, safe, accessible, and secure.
		Significance: It is important to work and serve Iowans in a clean, safe, accessible, and secure building.
		Guidance: The ADA compliance audit can be a self-assessment. Site visitors will tour the health department during the on-site visit. Policy should identify lead responsibility for maintaining facilities. Document an annual review of the policy and any correspondence with the maintenance agency regarding needed changes.

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1e-S Maintain written policy and procedures to assure privacy and security of public health records in accordance with applicable state and federal regulations.	<ol style="list-style-type: none"> 1. Written policies and procedures. 	Purpose: The purpose of this criterion is to assure that the department has written policies and procedures in place to assure privacy and security of public health records.
		Significance: It is necessary to protect individual's rights through assuring privacy and security of public health records.
		Guidance: Submit written policies and procedures for: HIPAA, computer policy, clinical records, records retention, and secure document storage.

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	

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AD 1f-S Maintain written facility safety plan and emergency procedures.	1. Safety plan. 2. Emergency procedures.	<p>Purpose: The purpose of this criterion is to assure that the state department has a written facility safety plan and emergency procedures.</p> <p>Significance: It is good practice to have a safety plan and emergency procedures to deal most effectively with potential threats.</p> <p>Guidance: The plan and procedures should address both natural and man-made occurrences.</p>
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STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 1g-S Provide services that reasonably accommodate populations with efforts to eliminate barriers to service.	1. Submit four examples of services provided to reduce barriers.	<p>Purpose: The purpose of this criterion is to assure that the department is providing services that reasonably accommodate populations.</p> <p>Significance: Public health should be available to all, and efforts should be made to reduce barriers that may prohibit individuals from obtaining public health services.</p> <p>Guidance: Examples of documentation might be information/documents in other languages, providing services where multiple clients gather, bilingual staff, or documentation that shows extended hours before or after normal business hours.</p>

STANDARD AD 1 : Provide public health services.		
CRITERIA	REQUIRED DOCUMENTATION	

2011 AD Iowa Public Health Standards

AD 1h-S Maintain written procedures to guide the delivery of services.	1. Procedure manuals from six different public health programs.	Purpose: The purpose of this criterion is to assure that written procedures to guide delivery of service are maintained.
		Significance: Procedure manuals are important in providing consistent public health services.
		Guidance: The department shall include procedure manuals from six different programs. The procedures should have at least been reviewed within the last five years; this review date should appear on a cover sheet or in the footer of the submitted evidence.

STANDARD AD 2: Develop and maintain written agreements with entities providing services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 2a-L Develop and maintain written agreements with entities providing services.	1. Examples of written agreements.	Purpose: The purpose of this criterion is to assure that written agreements are in place and are being maintained with entities that provide services.
		Significance: Written agreement with entities providing services provide legal protection to the local health agency.
		Guidance: Provide at least three current written agreements that the local health agency has with another county-level agency, community partner, or contractor. Written agreements should include; a list of the work and services to be provided by the other entity, a requirement for evaluation of services, provision for the local health agency and any of their duly authorized representatives to have access, for the purpose of audit and examination, to any documents papers, and records pertinent to the agreement, budget, period of performance, and key personnel.

STANDARD AD 2: Develop and maintain written agreements with entities providing services.		
CRITERIA	REQUIRED	

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	DOCUMENTATION	
AD 2b-L Written agreements with entities providing services must be reviewed annually and updated as appropriate.	1. Policy for annual review of written agreements.	Purpose: The purpose of this criterion is to assure that written agreements are being regularly reviewed and updated.
		Significance: To assure that written agreements remain applicable they should be reviewed annually and updated as needed.
		Guidance: Policy should outline process for review and determinants for updating agreements.

STANDARD AD 2: Develop and maintain written agreements with entities providing services.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 2a-S Develop and maintain written agreements with entities providing services.	1. Examples of written agreements.	Purpose: The purpose of this criterion is to assure that written agreements are in place and are being maintained with entities that provide services.
		Significance: Written agreement with entities providing services provide legal protection to the health department.
		Guidance: Provide at least three current written agreements that the state health department has with another state agency, community partner, or contractor. Written agreements should include a list of the work and services to be provided by the other entity; a requirement for evaluation of services; provision for the state health department and any of their duly authorized representatives to have access for the purpose of audit and examination to any documents, papers, and records pertinent to the agreement, budget, period of performance; and key personnel.

STANDARD AD 2: Develop and maintain written agreements with entities providing services.

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CRITERIA	REQUIRED DOCUMENTATION	
AD 2b-S Review written agreements annually and update as appropriate.	1. Three examples of current written agreements.	Purpose: The purpose of this criterion is to assure that written agreements are being regularly reviewed and updated.
		Significance: To assure that written agreements remain applicable, they should be reviewed annually and updated as needed.
		Guidance: The three examples submitted should include evidence of the contract approval process like tracking documentation.

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

CRITERIA	REQUIRED DOCUMENTATION	
AD 3a-L Educate individuals and organizations on the meaning, purpose, and benefit of public health laws, regulations, and ordinances and how to comply.	1. Two examples of education.	Purpose: The purpose of this criterion is to assure that individuals and organizations are being educated about the meaning, purpose, and benefit of public health laws, regulations, ordinances and how to comply.
		Significance: It is important that public health provide regular education on this topic so that people will understand the importance of following public health laws, regulations, and ordinances.
		Guidance: Include two different examples. Consider brochures, inspection forms, fact sheets, or presentations. Include a brief narrative about who was the recipient of the information and when it was delivered.

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

CRITERIA	REQUIRED	

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	DOCUMENTATION	
AD 3b-L Assure enforcement activities are conducted in accordance with laws, regulations, or ordinances.	1. Two examples of enforcement activities.	<p>Purpose: The purpose of this criterion is to assure that enforcement activities are taking place in accordance with law.</p> <p>Significance: It is important to conduct enforcement activities in accordance with laws, regulations, or ordinances in order to best protect the public's health.</p> <p>Guidance: Provide two examples of enforcement activities. (case notes or inspection forms would be relevant)</p>

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

CRITERIA	REQUIRED DOCUMENTATION	
AD 3c-L Report findings of investigations to the local board of health.	1. Report. 2. Meeting minutes.	<p>Purpose: The purpose of this criterion is to assure that local boards of health are regularly being briefed on investigation findings.</p> <p>Significance: It is important for the local board of health to understand what is going on in their jurisdiction for them to effectively fulfill their roles and responsibilities.</p> <p>Guidance: Report could be a fact sheet or written narrative provided to the local board of health. Provide examples from two meetings where the local board of health received a report. Reports to the local board should occur at least annually.</p>

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

CRITERIA	REQUIRED DOCUMENTATION	
AD 3a-S Write administrative rules	1. Three examples of	<p>Purpose: The purpose of this criterion is to assure that the department is writing administrative rules to implement the Iowa</p>

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to implement Iowa Code.	Iowa Administrative Code written to implement Iowa Code.	Code. Significance: Administrative rules describe how the department will implement Iowa law. Guidance: Submit three sections of the Iowa Administrative Code approved by the state board of health in the last year.
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STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 3b-S Provide education on public health law to county attorneys, boards of supervisors, or and boards of health at least annually.	1. Documentation that training is available.	<p>Purpose: The purpose of this criterion is to assure that annual education on public health law is available to county attorneys, boards of supervisors, and/or boards of health.</p> <p>Significance: Continuing education on public health laws is necessary for these audiences due to turnover in positions, the ever-changing scope of public health, revisions of law, and new law.</p> <p>Guidance: Documentation could include website FAQ or other educational materials, newsletters with distribution lists, training sessions with attendance list, or number and description of participants, and materials. Documentation should target all three audiences (county attorneys, boards of supervisors, boards of health).</p>

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 3c-S Facilitate communication	1. Meeting minutes.	Purpose: The purpose of this criterion is to assure that the department is facilitating communication among state agencies

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among other state agencies regarding regulatory issues having a public health impact.		regarding regulatory issues that have a public health impact.
		Significance: The Iowa Department of Public Health should serve as a convener of these discussions.
		Guidance: The department will submit three examples of meetings held with other state agencies in which the whole or part of the meetings address regulatory issues that have a public health impact. Meeting minutes should show communication with three different state agencies. Other state agencies may include Department of Natural Resources, Department of Inspections and Appeals, Department of Human Services, Department on Aging, or Department of Public Safety.

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

CRITERIA	REQUIRED DOCUMENTATION	
AD 3d-S Educate individuals and organizations on the meaning, purpose, and benefit of public health laws, regulations, and ordinances and how to comply.	1. Four examples of education.	Purpose: The purpose of this criterion is to assure that individuals and organizations are being educated about the meaning, purpose, and benefit of public health laws, regulations, ordinances, and compliance provisions.
		Significance: It is important that public health provide regular education on this topic so that people will understand the importance of following public health laws, regulations, and ordinances.
		Guidance: Include four different examples. Consider brochures, inspection forms, fact sheets, or presentations. Include a brief narrative about who was the recipient of the information and when it was delivered.

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

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CRITERIA	REQUIRED DOCUMENTATION	
AD 3e-S Conduct enforcement activities in accordance with laws and regulations.	1. Two examples of enforcement activities.	Purpose: The purpose of this criterion is to assure that enforcement activities are taking in accordance with laws and regulations.
		Significance: It is important to conduct enforcement activities in accordance with laws and regulations to best protect the public's health.
		Guidance: Provide two examples of enforcement activities (case notes or inspection forms would be relevant).

STANDARD AD 3: Comply with and enforce public health laws, rules, and regulations.

CRITERIA	REQUIRED DOCUMENTATION	
AD 3f-S Review and update program regulations and fees every five years.	1. Evidence of review.	Purpose: The purpose of this criterion is to assure that program regulations and fees are reviewed and updated at least every five years.
		Significance: Updates to regulations and increases or decreases in costs of service delivery regulations and fees need addressing with a review at least every five years.
		Guidance: The department should provide evidence of review of program regulations and fees at least every five years. If updates were made, the updates should be presented as well. Proof of review may include meeting minutes, a cover sheet, and/or a work plan with revision dates and the name of the individual responsible in the footer of the regulations or fee schedule.

STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED	

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	DOCUMENTATION	
AD 4a-L Maintain required human resources policies.	<ol style="list-style-type: none"> 1. Required human resources policies. 2. Proof of annual review of policies. 	Purpose: The purpose of this criterion is to assure that the health agency has required human resources policies.
		Significance: Whether the health agency has control of human resources activities, or receives human resources support from another agency required policies need to be in place and reviewed regularly.
		Guidance: Required human resources policies include: conditions of employment including recruitment, selection, disciplinary procedures, termination, promotion, and compensation; leave of absence; grievance procedure; employee performance evaluation; nondiscrimination policy; employee orientation program; provision for career development or continuing education; and fringe benefits. For agencies with human resource responsibilities document annual review of HR policies as evidenced by either footnote or cover page. For agencies without human resource responsibilities document an annual review of the policies and any correspondence with the HR agency regarding needed changes.

STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED DOCUMENTATION	
AD 4b-L Comply with the following federal employment laws: Employment application forms comply with the civil rights regulations; Title VII	<ol style="list-style-type: none"> 1. Policies to indicate compliance. 	Purpose: The purpose of this criterion is to assure that the public health department complies with federal employment laws.
		Significance: Whether or not the department has direct control of HR services, federal employment laws must be met.
		Guidance: One policy or multiple policies may be submitted. If your health agency does not have authority for human resources,

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<p>of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the 1973 Rehabilitation Act; Equal Employment Opportunity and Affirmative Action requirements.</p>		<p>request a copy of the provider’s policies that apply to the agency and indicate compliance. If the provider refuses, submit documentation of the request.</p>
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STANDARD AD 4: Use a human resource management system and compensation plan.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 4c-L Maintain position descriptions that delineate qualifications, responsibilities, and essential functions; that are dated; and reviewed annually to reflect current responsibilities.	1. Three different position descriptions.	<p>Purpose: The purpose of this criterion is to assure that position descriptions are maintained.</p> <p>Significance: It is important to have strong position descriptions in place and to review them on an annual basis.</p> <p>Guidance: Submit three different position descriptions. Position description should include necessary qualifications, responsibilities, and essential function. Descriptions should be dated, and a reviewed/revised date should be on the position description from the past 12 months. Site visitors may ask for additional position descriptions during the site visit.</p>

STANDARD AD 4: Use a human resource management system and compensation plan.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 4d-L Assure that human	1. Documentation of communication to	Purpose: The purpose of this criterion is to assure that staff are updated every five years about human resources policies.

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resources policies and procedures are communicated to staff every five years.	staff.	<p>Significance: It is important to regularly update staff about these policies so they are knowledgeable about the policies pertinent to them.</p> <p>Guidance: Documentation may be staff meeting minutes with a list of attendees; employee sign-off sheets signaling receipt of HR policy and procedures; or another method determined by the health department. Communication should be dated within the last five years.</p>
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STANDARD AD 4: Use a human resource management system and compensation plan.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 4e-L Maintain a salary schedule.	1. Fiscal year of accreditation salary schedule.	<p>Purpose: The purpose of this criterion is to assure that the health agency has a current salary schedule.</p> <p>Significance: A salary schedule reduces uncertainty of employees.</p> <p>Guidance: Salary schedule should be for the fiscal year of the site visit.</p>

STANDARD AD 4: Use a human resource management system and compensation plan.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 4f-L Maintain a table of organization.	1. Table of organization.	<p>Purpose: The purpose of this criterion is to assure that the health agency has a current table of organization.</p> <p>Significance: A table of organization shows the structure of the health agency and can be a useful tool in the orientation of local boards of health and new employees.</p> <p>Guidance: The table of organization should be dated within 30 days from the day the agency submits evidence. During the site</p>

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		visit, the department will be asked to provide the most current table of organization.
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STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED DOCUMENTATION	
AD 4a-S Disseminate the results of a salary survey of the local public health workforce at least every five years.	1. Salary survey. 2. Proof of distribution.	Purpose: The purpose of this criterion is to assure that the department is disseminating the results of a salary survey of the local public health workforce at least every three years.
		Significance: The results of a salary survey are useful for local public health partners.
		Guidance: The department shall submit a copy of a salary survey completed no more than five years ago. Documentation should also include proof of distribution which may include an email, the website, an article, a presentation, or meeting minutes. The department may solicit assistance from professional associations such as the Iowa Counties Public Health Association, Iowa Public Health Association, Iowa Environmental Health Association, and the Iowa State Association of Counties to conduct the salary survey.

STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED DOCUMENTATION	
AD 4b-S Maintain required human resources policies.	1. Required human resources policies. 2. Proof of annual	Purpose: The purpose of this criterion is to assure that the department is maintaining required human resources policies.
		Significance: It is good business practice to have required policies in place and reviewed regularly.
		Guidance: Required human resources policies include

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	review of policies.	conditions of employment including recruitment, selection, disciplinary procedures, termination, promotion, and compensation; leave of absence; grievance procedure; employee performance evaluation; nondiscrimination policy; employee orientation program; provision for career development or continuing education; and fringe benefits. Proof of annual review of policies could be a coversheet or a table showing review dates and the individual responsible. Any correspondence with the Department of Administrative Services regarding needed changes should also be included.
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STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED DOCUMENTATION	
AD 4c-S Maintain position descriptions that delineate qualifications, responsibilities, and essential functions; that are dated and reviewed annually to reflect current responsibilities.	1. Five different position descriptions.	Purpose: The purpose of this criterion is to assure that position descriptions are maintained.
		Significance: It is important to have position descriptions in place and review them on an annual basis.
		Guidance: Submit five different position descriptions. Position descriptions should include necessary qualifications, responsibilities, and essential functions. Descriptions should be dated, and a reviewed/revised date should be on the position description from the past 12 months. Site visitors may ask for additional position descriptions during the site visit.

STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED DOCUMENTATION	
AD 4d-S	1. Documentation of	Purpose: The purpose of this criterion is to assure that staff

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Assure that human resources policies and procedures are communicated to staff every five years.	communication to staff.	members are updated every five years about human resources policies.
		Significance: It is important to regularly update staff members about these policies so they are knowledgeable about the policies pertinent to them.
		Guidance: Documentation may be employee sign-off sheets signaling receipt of HR policy and procedures; a tracking mechanism documenting staff who have received communication; or another method determined by the health department. Communication should be dated within the last five years.

STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED DOCUMENTATION	
AD 4e-S Maintain a table of organization.	1. Table of organization.	Purpose: The purpose of this criterion is to assure that the health department has a current table of organization.
		Significance: A table of organization shows the structure of the health department and can be a useful tool in the orientation of local boards of health, the state board of health, and new employees. The table of organization is also useful for public health partners at both the national, state, and local level.
		Guidance: The table of organization should be dated within 30 days from the day the agency submits evidence. During the site visit, the department will be asked to provide the most current table of organization.

STANDARD AD 4: Use a human resource management system and compensation plan.

CRITERIA	REQUIRED	

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	DOCUMENTATION	
AD 4f-S Comply with the following federal employment laws: Employment application forms comply with the civil rights regulations; Title VII of the Civil Rights Act; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the 1973 Rehabilitation Act; Equal Employment Opportunity and Affirmative Action requirements.	1. Policies to indicate compliance.	Purpose: The purpose of this criterion is to assure that the public health department complies with federal employment laws.
		Significance: Federal employment laws must be met.
		Guidance: One policy or multiple policies may be submitted.

STANDARD AD 5: Conduct organizational strategic planning activities.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 5a-L Implement a strategic plan.	1. Strategic plan.	Purpose: The purpose of this criterion is to assure that the health agency has a strategic plan in place.
		Significance: The strategic plan determines the internal goals of the organization.
		Guidance: The strategic plan must be dated within the last five years. It must include the department's vision, mission, guiding principles and values; strategic priorities; and measurable and

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		time-framed goals and objectives.
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STANDARD AD 5: Conduct organizational strategic planning activities.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 5b-L Annually review the strategic plan with the local board of health.	1. Board of health meeting minutes.	Purpose: The purpose of this criterion is to assure that the strategic plan is annually reviewed with the local board of health.
		Significance: To effectively carry out their duties, it is important that the local board of health regularly reviews the strategic plan.
		Guidance: Review should include a discussion of each of the required components of a strategic plan in AD 5a-L; and any changes to the strategic plan should be identified. Submit meeting minutes of the last time the strategic plan was reviewed.

STANDARD AD 5: Conduct organizational strategic planning activities.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 5a-S Implement a strategic plan.	1. Strategic plan.	Purpose: The purpose of this criterion is to assure that the department has a strategic plan in place.
		Significance: The strategic plan determines the internal goals of the organization.
		Guidance: The strategic plan must be dated within the last five years. It must include the department's vision, mission, guiding principles and values; strategic priorities; and measurable and time-framed goals and objectives. The department must show documentation of progress in achieving goals and objectives.

STANDARD AD 5: Conduct organizational strategic planning activities.		
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CRITERIA	REQUIRED DOCUMENTATION	
AD 5b-S Review the strategic plan with the state board of health annually.	1. State Board of Health meeting minutes.	Purpose: The purpose of this criterion is to assure that the strategic plan is annually reviewed with the state board of health.
		Significance: To effectively carry out their duties, it is important that the state board of health regularly reviews the strategic plan.
		Guidance: The review should include a discussion of each of the required components of a strategic plan in AD 5a-S; and any changes to the strategic plan should be identified. Submit meeting minutes of the last time the strategic plan was reviewed. Present documentation of progress.

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6a-L Develop an annual budget.	1. Approved annual budget.	Purpose: The purpose of this criterion is to assure that the health department has an approved annual budget.
		Significance: The annual budget is a basic aspect of practicing fiscal management.
		Guidance: If the site visit occurs outside the timeframe of the submitted budget during the site visit, a current budget should be submitted.

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6b-L At least twice a year at local board of health	1. BOH meeting minutes. 2. Financial	Purpose: The purpose of this criterion is to assure that the local board of health receives regular financial reports.
		Significance: To carry out the duties of the local board of health,

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meetings, present the designated local health agency's financial report for public health services.	report.	<p>it is important that members understand what is happening financially.</p> <p>Guidance: Provide documentation of two board of health meetings where a financial report is given to the local board of health. The two meetings should be held within the same year. Financial reports from both meetings should also be included. Financial reports can be expense reports, reimbursement reports, reports to governing entities, and monthly budget reports – summarized or itemized. Either the fiscal year or the calendar year is appropriate.</p>
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STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>AD 6c-L</p> <p>At least twice a year at local board of health meetings, present a current summary of local health agency contracts that support local public health services in the jurisdiction.</p>	<ol style="list-style-type: none"> 1. Board of health meeting minutes. 2. Reports. 	<p>Purpose: The purpose of this criterion is to assure that the local board of health is receiving updates on what contracts the health agency has that support local public health services in the jurisdiction.</p> <p>Significance: It is important that the local board of health is aware of contracts that support local public health services in the jurisdiction as they address their planning responsibilities.</p> <p>Guidance: Provide documentation of two board of health meetings where the local board of health is provided with a summary of health department contracts. The two meetings shall be held within the same calendar or fiscal year. The reports from each meeting shall also be submitted.</p>

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED	

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	DOCUMENTATION	
AD 6d-L Assure fiscal policies and procedures follow general accounting principles.	<ol style="list-style-type: none"> 1. Policies and procedures. 2. Job descriptions. 	Purpose: The purpose of this criterion is to assure that fiscal policies and procedures are in place.
		Significance: Fiscal policies and procedures show accountability for funding received to deliver public health programs and services.
		Guidance: Provide fiscal policies and procedures last reviewed or updated in the past three years. Provide job descriptions of key staff that assure fiscal management.

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6e-L Assure an audit is performed by an external party.	<ol style="list-style-type: none"> 1. Audit. 	Purpose: The purpose of this criterion is to assure an audit is being performed by an external party.
		Significance: It is good business practice to undergo an annual audit by an external party.
		Guidance: If the agency is part of a larger audit report submit only the pages that relate to the health agency.

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6f-L Maintain written documentation of	<ol style="list-style-type: none"> 1. Inventory. 	Purpose: The purpose of this criterion is to assure that the health department is maintaining written documentation of inventory of equipment.

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inventory of equipment.		<p>Significance: It is a good business practice to maintain written documentation of inventory of equipment on an annual basis.</p> <p>Guidance: Inventory should include at least all items purchased for \$5,000 or more. The inventory should be dated within the last year.</p>
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STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6a-S Provide a semi-annual summary on the state public health department's website of each contract with a local agency which includes contract purpose, contractor, dates of contract, amounts, and counties served by the contract.	<ol style="list-style-type: none"> 1. Summary on the website. 2. Notification of update. 	<p>Purpose: The purpose of this criterion is to assure that the department provides a semi-annual summary on the website of the department's contracts with local agencies.</p> <p>Significance: The listing is helpful to public health partners and local boards of health to understand what is being provided and by whom in their jurisdiction.</p> <p>Guidance: Summary should show that it is updated semi-annually and contain all fields as identified in the criteria. Include the last two notifications of the update. The semi-annual summary should be in a searchable format or listed under each county served for a multi-county contract.</p>

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6b-S Develop an annual budget.	<ol style="list-style-type: none"> 1. Annual budget. 	<p>Purpose: The purpose of this criterion is to assure that the health department has an approved annual budget.</p> <p>Significance: The annual budget is a basic aspect of practicing fiscal management.</p> <p>Guidance: If the site visit occurs outside the timeframe of the</p>

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		submitted budget, a current budget should be submitted to site visitors.
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STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6c-S Present the state public health department's financial report to the state board of health twice a year.	<ol style="list-style-type: none"> 1. BOH meeting minutes. 2. Financial report. 	<p>Purpose: The purpose of this criterion is to assure that the state board of health receives regular financial reports.</p> <p>Significance: To carry out the duties of the state board of health, it is important that members understand what is happening financially.</p> <p>Guidance: Provide documentation of two board of health meetings where a financial report is given to the state board of health. The two meetings should be held within the same fiscal year. Financial reports from both meetings should also be included.</p>

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6d-S Assure fiscal policies and procedures follow general accounting practices.	<ol style="list-style-type: none"> 1. Policies and procedures. 2. Job descriptions. 	<p>Purpose: The purpose of this criterion is to assure that fiscal policies and procedures follow general accounting practices.</p> <p>Significance: Fiscal policies and procedures show accountability for funding received to deliver public health programs and services.</p> <p>Guidance: Provide fiscal policies and procedures last reviewed or updated in the past three years. Provide job descriptions of key staff that assure fiscal management.</p>

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STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6e-S Assure an annual audit is performed by an external party.	1. Audit	Purpose: The purpose of this criterion is to assure an annual audit is being performed by an external party.
		Significance: It is good business practice to undergo an annual audit by an external party.
		Guidance: Submit the public health department audit.

STANDARD AD 6: Practice fiscal management.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 6f-S Maintain written documentation of inventory of equipment.	1. Inventory.	Purpose: The purpose of this criterion is to assure that the health department is maintaining written documentation of inventory of equipment.
		Significance: It is good business practice to maintain written documentation the equipment inventory on an annual basis.
		Guidance: The inventory should include at least all items purchased in accordance with the law. The inventory should be dated within the last year.

STANDARD AD 7: Collect and manage public health data.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 7a-S Develop and maintain public health data	1. Three examples of public health data collection	Purpose: The purpose of this criterion is to assure that the department is developing and maintaining public health data collection systems.

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collection systems.	systems developed or maintained by the department.	Significance: To effectively deliver public health services, public health data are necessary.
		Guidance: The department should submit three examples of public health data collection systems that the department either maintains or developed. Systems that are interoperable are the preferred documentation.

STANDARD AD 7: Collect and manage public health data.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 7b-S Collaborate with data reporting entities to assure timely collection, analysis, and dissemination of data.	<ol style="list-style-type: none"> 1. Evidence of collaboration. 2. Evidence of dissemination. 	Purpose: The purpose of this criterion is to assure that the department is collaborating with data reporting entities to assure timely collection, analysis, and dissemination of data.
		Significance: The department needs to collaborate with data reporting entities to be able to assure that public health data necessary for decision making and planning are available.
		Guidance: The department should provide documentation of collaboration with three different data reporting entities. Documentation may be data sharing agreements, emails, or meeting minutes. Documentation showing dissemination of data from two of the three data reporting entities shall also be provided.

STANDARD AD 7: Collect and manage public health data.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 7c-S Maintain policies for security and confidentiality of personal health	<ol style="list-style-type: none"> 1. Policy. 	Purpose: The purpose of this criterion is to assure that the department maintains the security and confidentiality of personal health information.
		Significance: Data are necessary for the governmental public

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information.		<p>health system to function; it is important to have assurances in place to keep personal health information secure and confidential.</p> <p>Guidance: The department should submit a policy or policies that address security and confidentiality of personal health information. The policy or policies should have been reviewed in the last three years.</p>
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STANDARD AD 7: Collect and manage public health data.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 7d-S Maintain capacity to interpret and analyze public health data to monitor the state's health status.	<ol style="list-style-type: none"> 1. Job descriptions. 2. Table of organization. 	<p>Purpose: The purpose of this criterion is to assure that the department is interpreting and analyzing public health data to monitor the state's health status.</p> <p>Significance: It is not enough just to have the data; the department needs to be actively interpreting and analyzing public health data.</p> <p>Guidance: The department shall provide job descriptions of five individuals responsible for interpreting and analyzing public health data. The department shall also provide a copy of the department's table of organization highlighting additional individuals at the department who also are responsible for interpreting and analyzing public health data.</p>

STANDARD AD 7: Collect and manage public health data.		
CRITERIA	REQUIRED DOCUMENTATION	
AD 7e-S Publish and disseminate data, reports, and analyses	<ol style="list-style-type: none"> 1. Proof of dissemination. 2. Reports. 	<p>Purpose: The purpose of this criterion is to assure that the department publishes and disseminates data, reports, and analyses for health information users.</p>

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for health information users.		<p>Significance: If data aren't shared with health information users, trends and gaps may remain unidentified.</p> <p>Guidance: The department should provide at least four reports of analyzed data, and proof of dissemination for those reports.</p>
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STANDARD AD 7: Collect and manage public health data.

CRITERIA	REQUIRED DOCUMENTATION	
AD 7f-S Comply with recognized national and international standards to assure data quality.	<ol style="list-style-type: none"> 1. Standards. 2. Evidence of compliance. 	<p>Purpose: The purpose of this criterion is to assure that the department complies with recognized national and international standards to assure data quality.</p> <p>Significance: The department should assure that quality data are being used to monitor health status and for planning purposes.</p> <p>Guidance: The department should submit the standards the department uses and evidence of compliance with the standards. (At the time of the writing of the 2011 revision of the Iowa Public Health Standards the department has not decided on which national and international standards should be used. At the time that decision is made, the guidance for this criterion will need to reflect that decision.)</p>

STANDARD AD 7: Collect and manage public health data.

CRITERIA	REQUIRED DOCUMENTATION	
AD 7g-S Maintain a public health data warehouse that resides at the state public	<ol style="list-style-type: none"> 1. Information about the data warehouse. 	<p>Purpose: The purpose of this criterion is to assure that the department is maintaining a public health data warehouse.</p> <p>Significance: The data warehouse should serve as a central source of public health data.</p>

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health department.		Guidance: The department should provide the website for the data warehouse, a data management policy, a listing of data included and an example of a data use agreement.
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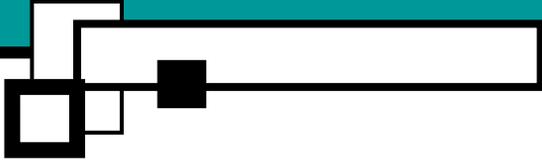
STANDARD AD 7: Collect and manage public health data.

CRITERIA	REQUIRED DOCUMENTATION	
AD 7h-S Maintain various mechanisms, including web-based, for dissemination of public health data.	<ol style="list-style-type: none"> 1. Evidence of dissemination. 2. Evidence of web-based availability of public health data. 	<p>Purpose: The purpose of this criterion is to assure that the department maintains various mechanisms, including web-based, for dissemination of public health data.</p> <p>Significance: The department should make public health data readily available.</p> <p>Guidance: The department shall submit two examples of dissemination of data and screen shots of at least two web-based dissemination opportunities.</p>

STANDARD AD 7: Collect and manage public health data.

CRITERIA	REQUIRED DOCUMENTATION	
AD 7i-S Link public health partners to sources of public health data not collected by the state health department.	<ol style="list-style-type: none"> 1. Links to data sources available. 	<p>Purpose: The purpose of this criterion is to assure that the department is linking the public to sources of public health data not collected by the state health department.</p> <p>Significance: The department shouldn't provide access just to data it collects, but should also serve as a reference for other sources of public health data.</p> <p>Guidance: The department should submit at least four examples of links to public health data sources not collected by the state health department.</p>

Communication and Information Technology (IT)



Communication and Information Technology (IT) - Information technology and communication systems are vital to the delivery of public health services. The Communication and Information Technology Standards specify the communication infrastructure and systems needed to interface with community partners and the public for both routine and urgent communications. These standards also stipulate the information technology and systems that must be in place to access critical information and data to serve and protect the public.

Standard IT 1: Maintain information technology infrastructure.

Standard IT 2: Maintain communication infrastructure.

Standard IT 3: Maintain a system for routine and urgent communications.

Standard IT 4: Provide information and resources to protect and promote the public's health.

Total Local Criteria: 11

Total State Criteria: 16



Iowa Public Health
Modernization



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Communication and Information Technology

STANDARD IT 1: Maintain information technology infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 1a-L Maintain information systems that support the agency's mission and workforce by providing the infrastructure for data collection/analysis, program management, and communication.	1. Documentation of information system specifications.	Purpose: The purpose of this criterion is to assure that the local health agency has the necessary infrastructure for data collection/analysis, program management, and communication.
		Significance: To be most efficient and effective it is necessary to have the appropriate information technology infrastructure.
		Guidance: Include documentation showing evidence of secure high speed internet connection, equipment and software compatible with Microsoft Office; an internet browser that supports 128 bit encryption; anti-virus software; secure back-up storage; and firewall protection. Documentation may be a written contract with an information technology provider, or bills, but does not have to be one or the other.

STANDARD IT 1: Maintain information technology infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 1b-L Maintain written policies and procedures to assure system security to safeguard the privacy of	1. Information technology policies. 2. Evidence of review.	Purpose: The purpose of this criterion is to assure that health agencies have the written policies and procedures necessary to assure system security to safeguard the privacy of electronic information.
		Significance: Technology is important in delivering effective

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electronic information.		public health services. Due to rapid changes in technology policies and procedures need to be reviewed on at least an annual basis.
		Guidance: Policies related to physical access, remote access, information technology, county policy, and password policies should be included. Evidence of review should demonstrate annual review of policies submitted; review can be noted on a cover page, in meeting minutes, or in a footer.

STANDARD IT 1: Maintain information technology infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 1c-L Assure access to information technology support services to maintain operations of computer infrastructure.	1. Documentation of access to information technology support.	Purpose: The purpose of this criterion is to assure the health agency has access to information technology services.
		Significance: Without information technology expertise, it is difficult to maintain the necessary infrastructure.
		Guidance: Documentation may be any one or a combination of more than one of the following; a bill, contract, warranty, staff member job description or narrative describing services.

STANDARD IT 1: Maintain information technology infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 1d-L Maintain written procedures for collecting, storing, retrieving, retaining, and destroying records and data.	1. Written required procedures.	Purpose: The purpose of this criterion is to assure that the health agency has written procedures for collecting, storage, retrieval, retention, and destruction of data.
		Significance: It is good business practice to have these procedures in place.
		Guidance: Submit procedures that cover collection, storage,

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		retrieval, retention, and destroying of records and data. The procedures may be presented in combination or as individual procedures.
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STANDARD IT 1: Maintain information technology infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT a-S Maintain a computer infrastructure needed to interface with the state public health laboratory and other relevant federal, state and local agencies.	1. Documentation of information system specifications in compliance with state government standards.	Purpose: The purpose of this criterion is to assure that the department has the necessary computer infrastructure needed to interface with the state public health laboratory and other relevant federal, state, and local agencies.
		Significance: To effectively carry out its duties, the department has to be able to interface with the state public health laboratory and other relevant federal, state, and local agencies.
		Guidance: The department shall submit policies or other relevant documentation showing compliance with Information Technology Enterprise information system specifications.

STANDARD IT 1: Maintain information technology infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 1b-S Provide data dictionaries, upon contract issuance to local agencies.	1. Data Dictionaries.	Purpose: The purpose of this criterion is to assure that the department is providing data dictionaries to local agencies upon contract issuance.
		Significance: To clarify what data the department needs from the contractor, the data dictionary will be provided.

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		Guidance: The department should provide at least three data dictionaries from current contracts with local agencies.
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STANDARD IT 1: Maintain information technology infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 1c-S Provide guidelines for identifying minimum security requirements for information systems for local public health agencies.	<ol style="list-style-type: none"> 1. Guidance document. 2. Contract language. 	Purpose: The purpose of this criterion is to assure that the department is providing guidelines for identifying minimum requirements for securing information systems for local public health agencies.
		Significance: The provision of guidelines assures that local public health agencies will have a clear understanding of information system needs, and this prevents liability issues.
		Guidance: The department shall submit both the guidance document and either a contract template with the guidance outlined or at least two current contracts with local public health agencies that identify minimum requirements for securing information systems.

STANDARD IT 1: Maintain information technology infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 1d-S Provide guidelines for collecting, storing, retrieving, retaining, and destroying records and data for local public health agencies.	<ol style="list-style-type: none"> 1. Guidance document. 2. Contract language. 	Purpose: The purpose of this criterion is to assure that the department is providing guidelines for collecting, storing, retrieving, retaining, and destroying records and data for local public health agencies.
		Significance: The provision of guidelines assures that local public health agencies will have a clear understanding of needs related to the collection, storage, retrieval, retaining, and destruction of

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		records and data. This prevents liability issues.
		Guidance: The department shall submit both the guidance document and either a contract template with the guidance outlined or at least two current contracts with local public health agencies that identify guidelines for collecting, storing, retrieving, retaining, and destroying records and data.

STANDARD IT 1: Maintain information technology infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 1e-S Maintain written policies and procedures to assure system security to safeguard the privacy of electronic information. Review policies and procedures at least annually.	<ol style="list-style-type: none"> 1. Information technology policies. 2. Evidence of review. 	Purpose: The purpose of this criterion is to assure that the department has written policies and procedures necessary to assure system security to safeguard the privacy of electronic information and to assure that those policies and procedures are reviewed at least annually.
		Significance: Technology is important in delivering effective public health services. Due to rapid changes in technology, policies and procedures need to be reviewed on at least an annual basis.
		Guidance: Policies related to physical access, remote access, information technology, state policy, and password policies should be included. Evidence of review should demonstrate annual review of policies submitted; review can be noted on a cover page, in meeting minutes, in a work plan, or in a footer.

STANDARD IT 1: Maintain information technology infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 1f-S Maintain written	<ol style="list-style-type: none"> 1. Written required 	Purpose: The purpose of this criterion is to assure that the department has written procedures for collecting, storing,

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procedures for collecting, storing, retrieving, retaining, and destroying records and data.	procedures.	retrieving, retaining, and destroying data.
		Significance: It is good business practice to have these in place.
		Guidance: Submit procedures that cover collection, storage, retrieval, retention, and destroying records and data. The procedures may be presented in combination or as individual procedures.

STANDARD IT 1: Maintain information technology infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 1g-S Maintain and utilize a GIS (geographic information system) to analyze data related to public health.	1. GIS maps. 2. Reports with GIS components.	Purpose: The purpose of this criterion is to assure that the department maintains and uses a GIS to analyze data related to public health.
		Significance: GIS allows for visual representation of public health data.
		Guidance: The department shall provide a sample of three GIS maps developed to analyze data related to public health. The department shall also provide two reports on public health issues that utilize GIS maps developed at the department.

STANDARD IT 2: Maintain communication infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 2a-L Provide access to interpretation and translation services for languages used for agency	1. Documentation of access.	Purpose: The purpose of this criterion is to assure that interpretation and translation services are available to the health agency.
		Significance: To provide services to all Iowans access to interpretation and translation services.

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public health services.		Guidance: To document submit either a contract with a service provider, a bill, a translated document (and the original), or staff member qualifications. Only one example has to be provided.
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STANDARD IT 2: Maintain communication infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 2b-L Assure 24-hour, 7 days a week, alerting or notification and information sharing with internal and/or external partners through multiple modes of communication.	1. Documentation of required communication infrastructure.	Purpose: The purpose of this criterion is to assure that the health agency can share information with internal and external partners through multiple modes of communication.
		Significance: The use of multiple modes of communication assures that communication ability will be in place to share important public health messages.
		Guidance: Document who has access to the HAN (Health Alert Network), use of 800 MHz radios, and a 24-hour, 7 days- a-week, 365 days a year duty officer and toll free number. Documentation may be the agency website, job descriptions, policies, procedures, etc.

STANDARD IT 2: Maintain communication infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 2c-L Maintain a website for the designated local public health agency.	1. Department web site.	Purpose: The purpose of this criterion is assure that every local health agency maintains a web site.
		Significance: Websites provide resources for the public, and should assist in making public health information available widely.
		Guidance: The agency's website must contain information about the physical location of the health department, a 24- hour contact

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		number, links to applicable laws, and information from program activities. The department should provide a word document with hyperlinks to the required elements of the website.
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STANDARD IT 2: Maintain communication infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 2d-L Maintain communication procedures to provide information outside the agency, including public information officer (PIO) functions.	<ol style="list-style-type: none"> 1. Communication policy and procedure. 2. PIO job description. 3. Newspaper article or press release where PIO is quoted. 	Purpose: The purpose of this criterion is to assure that the agency has a communication procedure in place and someone designated as public information officer.
		Significance: It is important for the agency to consistently communicate and communicate complex points. Having a communication procedure in place and public information officer ready to deliver the message will assure the most effective messaging.
		Guidance: The agency should submit the communication policy and procedure highlighting areas that address external communication and the role of the public information officer. If more than one PIO is on staff, provide the job description about the PIO who communicates on behalf of the agency with the most frequency. If the PIO is not an employee of the health agency, a contract for PIO services should also be included.

STANDARD IT 2: Maintain communication infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
IT 2a-S Provide access to interpretation and	<ol style="list-style-type: none"> 1. Documentation of access. 	Purpose: The purpose of this criterion is to assure that interpretation and translation services are available to the health department.

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translation services for languages used for department public health services.		Significance: Providing services to all Iowans calls for access to interpretation and translation services.
		Guidance: To document, submit either a contract with a service provider, a bill, a translated document (and the original), or staff member qualifications. At least three examples need to be provided.

STANDARD IT 2: Maintain communication infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 2b-S Assure 24-hour, 7 days a week, alerting or notification and information sharing with internal and/or external partners through multiple modes of communication.	1. Documentation of required communication infrastructure.	Purpose: The purpose of this criterion is to assure that the health department can share information with internal and external partners through multiple modes of communication.
		Significance: The use of multiple modes of communication assures that effective communication will be in place to share important public health messages.
		Guidance: Document who has access to the HAN (Health Alert Network), use of 800 MHz radios, and a 24 hour, seven days a week, 365 days a year duty officer and toll-free number. Documentation may be the department's website, job descriptions, policies, and procedures.

STANDARD IT 2: Maintain communication infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 2c-S Provide technical assistance to local public	1. Evidence of technical assistance.	Purpose: The purpose of this criterion is to assure that the department is providing technical assistance to local public health agencies for PIO functions.

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health agency for Public Information Officer (PIO) functions.		Significance: Local level PIO's often have multiple duties and may not be called upon often; the department should support these individuals through technical assistance.
		Guidance: The department shall provide evidence of PIO training available to local health agencies in the last two years, at least two requests for technical assistance from the PIO and the response, and at least three news releases that can be edited or published by local public health agencies.

STANDARD IT 2: Maintain communication infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 2d-S Maintain a website for the Iowa Department of Public Health.	1. Department website.	Purpose: The purpose of this criterion is to assure that the department maintains a website.
		Significance: Websites provide resources for the public and should assist in making public health information widely available.
		Guidance: The department's website must contain information about the physical location of the department, a 24-hour contact number, links to applicable laws, and information from program activities. The department should provide a word document with hyperlinks to the required elements of the website.

STANDARD IT 3: Maintain a system for routine and urgent communications.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 3a-L Maintain an internal communication policy.	1. Internal communication policy.	Purpose: The purpose of this criterion is to assure that the health agency has an internal communication policy.
		Significance: The internal communication policy sets the

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		<p>expectations for agency staff around timeliness and other aspects of communication.</p> <p>Guidance: The internal communication policy should include at least the following: email response, voicemail response, expectations of staff, and out-of-office notifications.</p>
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STANDARD IT 3: Maintain a system for routine and urgent communications.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 3b-L Demonstrate that accurate and current public health information is available in formats that are accessible.	<ol style="list-style-type: none"> 1. Demographic data regarding ethnicity and languages spoken in the county. 2. List of culturally competent staff or contractors providing interpretation or translation services. 3. Availability of TTY. 4. Two examples of current materials that are culturally appropriate, in 	<p>Purpose: The purpose of this criterion is to assure that public health information is available in formats that are accessible.</p>
		<p>Significance: Everyone should have the same opportunity to access public health information.</p>
		<p>Guidance: The department should either provide a short, narrative description of demographic data regarding ethnicity and languages spoken or may submit the information in a different format. The two examples should have been used or developed by the health department within the last six months.</p>

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	other languages, and/or at a low reading level.	
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STANDARD IT 3: Maintain a system for routine and urgent communications.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 3a-S Maintain and disseminate directories of contact information of state public health department employees and programs. Update contact information bi-monthly.	1. Current directory.	Purpose: The purpose of this criterion is to assure that the department is maintaining and publishing a directory of contact information of state public health department employees and programs. The contact information should be updated on a bi-monthly basis.
		Significance: A directory is necessary to access technical assistance and consultation.
		Guidance: The current directory should not be more than two months old. The directory must be available in an electronic format or in hard copy upon request. The directory shall include the name of each employee; the programs involving the employee; and the employee's email address and phone number.

STANDARD IT 3: Maintain a system for routine and urgent communications.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 3b-S Demonstrate that accurate and current public health information is available in	1. Demographic data regarding ethnicity and languages	Purpose: The purpose of this criterion is to assure that public health information is available in formats that are accessible.
		Significance: Everyone should have the same opportunity to access public health information.

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formats that are accessible.	<p>spoken in the state.</p> <ol style="list-style-type: none"> 2. A list of staff or contractors providing competent interpretation or translation services. 3. Availability of TTY. 4. Four examples of current materials that are culturally appropriate in other languages, and/or at an appropriate reading level. 	<p>Guidance: The department should either provide a short, narrative description of demographic data regarding ethnicity and languages spoken or may submit the information in a different format. The four examples should have been used or developed by the health department within the last six months.</p>
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STANDARD IT 3: Maintain a system for routine and urgent communications.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 3c-S Maintain an internal communication policy.	1. Internal communication policy.	Purpose: The purpose of this criterion is to assure that the health department has an internal communication policy.
		Significance: The internal communication policy sets the expectations for agency staff around timeliness and other aspects of communication.
		Guidance: The internal communication policy should include at

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		least the following: electronic response, voicemail response, expectations of staff, social media use, and out-of-office notifications. Multiple policies may be submitted.
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STANDARD IT 3: Maintain a system for routine and urgent communications.

CRITERIA	REQUIRED DOCUMENTATION	
IT 3d-S Maintain communication procedures to provide information outside the agency, including public information officer (PIO) functions.	1. External communication procedure.	Purpose: The purpose of this criterion is to assure that the department maintains communication procedures to provide information outside the agency, including public information officer (PIO functions).
		Significance: It is important that the department provide communication to public health partners and Iowans both formally through the PIO and other employees.
		Guidance: The department should provide an external communication procedure that includes PIO training/certificates required, job descriptions, PIO or communication policy, and newspaper articles or press releases where the PIO is quoted.

STANDARD IT 4: Provide information and resources to protect and promote the public's health.

CRITERIA	REQUIRED DOCUMENTATION	
IT 4a-L Provide information to others on the mission of public health, roles of public health, public health processes, programs, and interventions to improve	1. Two examples of providing general information on public health mission, roles, processes,	Purpose: The purpose of this criterion is to assure that the health agency is providing information on public health mission, processes, programs and interventions.
		Significance: Communication about the role of public health and the programs available through public health is important in assuring that those who need public health services know what's available to them.

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the community's health.	<p>programs, and or interventions.</p> <ol style="list-style-type: none"> 2. One example of educational materials with logo. 3. One example of a report or materials distributed to the media. 	<p>Guidance: General information on public health mission, roles, process, programs and or interventions can be accomplished through presentations, advertisements or newspaper inserts, web posting, email, fax list serve, fax cover sheet, brochure, services directory or program flyers.</p> <p>For the two examples of providing general information, include a brief summary of who received the information, dates of distribution (or range of dates) and the purpose of the information.</p>
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STANDARD IT 4: Provide information, and resources to protect and promote the public's health.		
CRITERIA	REQUIRED DOCUMENTATION	
IT 4a-S Provide information on public health mission, roles, processes, programs, and interventions to improve the community's health.	<ol style="list-style-type: none"> 1. Two examples of providing general information on public health mission, roles, processes, programs, and or interventions. 2. One example of educational materials with logo. 	<p>Purpose: The purpose of this criterion is to assure that the health department is providing information on public health mission, processes, programs, and interventions.</p>
		<p>Significance: Communication about the role of public health and the programs available through public health is important in assuring that those who need public health services know what's available to them.</p>
		<p>Guidance: General information on public health mission, roles, process, programs, and/or interventions can be accomplished through presentations, advertisements or newspaper inserts, web posting, email, fax list serve, fax cover sheet, brochure, services directory or program flyers. For the two examples of providing general information, include a brief summary of who received the information, dates of distribution (or range of dates) and the</p>

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	3. One example of a report or materials distributed to the media.	purpose of the information.
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Workforce (WK)

Workforce (WK) - A qualified and well-trained public health workforce is essential to deliver consistent high-quality public health services statewide. To meet the diverse and dynamic public health needs of Iowans now and in the future, the Workforce Standards provide for appropriately qualified workers, a sufficient number of personnel and skill mixes, and on-going training to maintain competency and currency in the public health workforce.

Standard WK 1: Assure a qualified public health workforce.

Standard WK 2: Assure an adequate public health workforce.

Standard WK 3: Assure a competent public health workforce.

Total Local Criteria: 6
Total State Criteria: 10



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Workforce

STANDARD WK 1: Assure a qualified public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 1a-L Confirm that the local public health workforce meets qualifications for their positions, job classifications, and licensure.	<ol style="list-style-type: none"> 1. Job description. 2. Validated licensure documentation. 3. Documentation of background check for new hire or procedure to conduct background checks. 	<p>Purpose: The purpose of this criterion is to assure that the health agency verifies current and new staff qualifications.</p> <p>Significance: In order to assure that a qualified public health workforce is providing services it is necessary to confirm qualifications of the workforce.</p> <p>Guidance: Submit one job description that outlines the qualifications necessary for a job classification. Validated licensure documentation may be a listing of employees with dates of validation or may be copies of documentation that confirm qualifications. Validated licensure information should be given for at least three employees. Submit documentation that shows a completed background check on a new hire (within the last 12 months) or, if no one has been hired in that time frame, submit your procedure that outlines the use of background checks.</p>

STANDARD WK 1: Assure a qualified public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 1b-L Confirm that the Public Health Administrator, Public Health	<ol style="list-style-type: none"> 1. CV or resume of the Public Health Administrator and job description. 	<p>Purpose: The purpose of this criterion is to assure that those individuals in leadership positions have the necessary experience and education.</p> <p>Significance: Leadership in public health is vital due to the</p>

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<p>Coordinator/Supervisor, and Environmental Health Coordinator/Supervisor meet the qualifications listed in guidance.</p>	<ol style="list-style-type: none"> 2. CV or resume of the Public Health Coordinator/Supervisor and job description. 3. CV or resume of the Environmental Health Coordinator/Supervisor and job description. 	<p>ever-changing scope of public health practice.</p> <p>Guidance: The <u>public health administrator</u> must have a master’s degree or higher from an accredited college or university in public health, health administration, or other applicable field and a minimum of three years experience in public health OR a bachelor’s degree from an accredited college or university in public health, health administration, or other applicable field, and a minimum of five years experience in public health OR a bachelor’s degree not in public health or other applicable field and a minimum of six years experience in public health. The <u>public health coordinator/supervisor</u> must have a bachelor’s degree or higher from an accredited college or university in public health, health administration, nursing, or other applicable field and a minimum of two years related experience. The <u>environmental health coordinator/supervisor</u> must currently be a Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) with the National Environmental Health Association (NEHA) OR a bachelor’s degree in a science field, a minimum of two years related experience, and attainment of registration within one year of employment. The public health administrator, public health coordinator/supervisor and environmental health coordinator/supervisor may be the same individual. Whoever is named to these positions should serve in the lead role in assuring public health service delivery. The three positions do not all have to be housed in the same agency. Exemption Provisions: Individuals who hold the positions of Public Health Administrator, Public Health Coordinator/Supervisor, and Environmental Health Coordinator/Supervisor that do not meet the position qualifications for education and experience are exempt from</p>
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		meeting those qualifications at the time the standards become effective. (anticipated date 2012)
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STANDARD WK 1: Assure a qualified public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 1a-S Confirm that the state public health workforce meets qualifications for positions, job classifications, and licensure.	<ol style="list-style-type: none"> 1. Job description. 2. Validated licensure documentation. 3. Documentation of background check for new hire or procedure to conduct background check for required positions. 	<p>Purpose: The purpose of this criterion is to assure that the health department verifies current and new staff qualifications.</p> <p>Significance: To assure that a qualified public health workforce is providing services, it is necessary to confirm qualifications of the workforce.</p> <p>Guidance: Submit two job descriptions that outline the qualifications necessary for a job classification. Validated licensure documentation may be a listing of employees with dates of validation or may be copies of documentation that confirm qualifications. Validated licensure information should be given for at least five employees. Submit documentation that shows a completed background check on a new hire (within the last six months) or, if no one has been hired in that time frame, submit the department's procedure that outlines the use of background checks.</p>

STANDARD WK 1: Assure a qualified public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 1b-S Confirm that the Public	<ol style="list-style-type: none"> 1. CV or resume of the Public 	<p>Purpose: The purpose of this criterion is to assure that those individuals in leadership positions have the necessary experience</p>

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<p>Health Director, Deputy Director, Division Directors, Supervisors, and Medical Directors meet the qualifications listed in guidance.</p>	<p>Health Director and job description.</p> <ol style="list-style-type: none"> 2. CV or resume of the Deputy Director and job description. 3. CV or resume of all division directors and each of their job descriptions. 4. CV or resume of all supervisors and each of their job descriptions. 5. CV or resume of Medical Director and their job description. 	<p>and education.</p> <p>Significance: Leadership in public health is vital, due to the ever-changing scope of public health practice.</p> <p>Guidance: The <u>public health director</u> must have a master’s degree or higher from an accredited college or university in public health, health administration, or other applicable field and a minimum of six years of experience in public health or a public health field. The <u>deputy director</u> and <u>division directors</u> must have a master’s degree or higher from an accredited college or university in public health, health administration, or other applicable field; a minimum of six years of experience in public health or another applicable field. Individuals who have a master’s degrees in areas other than public health must have at least eight years of experience in public health. A <u>supervisor</u> must have a bachelor’s degree or higher from an accredited college or university in public health, health administration, or other applicable field; and a minimum of five years of related experience. A <u>medical director</u> must be a physician licensed in the State of Iowa as a doctor of medicine and surgery or as an osteopathic physician and surgeon, as defined by law, and a minimum of six years of training and/or experience in epidemiology and/or public health.</p>
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STANDARD WK 1: Assure a qualified public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>WK 1c-S Provide licensure,</p>	<ol style="list-style-type: none"> 1. Iowa Code. 2. Procedures for 	<p>Purpose: The purpose of this criterion is to assure that the department is providing licensure, certification, and permits to</p>

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certification, and permits to practice for qualified individuals and agencies in compliance with the Iowa Code.	licensing.	practice for qualified individuals and agencies in compliance with the Iowa Code.
		Significance: This is a role the state health department plays in assuring a competent personal and public health care workforce.
		Guidance: The department should submit either the Iowa Code that describes licensure, certification, and permits to practice, or a listing of the Iowa Code the department enforces. The department should provide at least three examples of procedures for licensing from three different programs.

STANDARD WK 2: Assure an adequate public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 2a-L Conduct an agency wide workforce assessment at least every five years.	1. Assessment. 2. Proof that assessment results been shared with stakeholders.	Purpose: The purpose of this criterion is to assure that the health agency is regularly assessing the ability of the agency's workforce to maintain organization capacity and assure the provision of public health services.
		Significance: A workforce assessment can be used by health agencies in planning for filling vacancies, expanding the workforce, or changing the scope of services of the department. The workforce assessment should be incorporated with the strategic plan and may be updated as needed.
		Guidance: The local health agency may choose to use an assessment method received from the Iowa Department of Public Health, or may adopt another established model. The results of the assessment should be shared at a minimum with members of the local board of health. Environmental health staff shall be included.

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STANDARD WK 2: Assure an adequate public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 2b-L Implement a workforce plan to address needs identified from the workforce assessment.	1. Workforce Plan.	<p>Purpose: The purpose of this criterion is to assure that the health agency develops a work plan to address any needs identified in the workforce assessment.</p> <p>Significance: A workforce plan is important to assure that workforce development happens on a continuous basis.</p> <p>Guidance: The workforce plan should include an action plan with individuals responsible for activities identified. It may contain; workforce supply (number, type, and diversity), recruitment and retention, training needs, human and financial resources, policy changes needed, partnerships with professional organizations, academia, and other resources to address workforce needs.</p>

STANDARD WK 2: Assure an adequate public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 2a-S Identify criteria to be used by local and state public health agencies for workforce assessment.	<ol style="list-style-type: none"> 1. List of criteria for state department. 2. List of criteria for local public health agencies. 	<p>Purpose: The purpose of this criterion is to assure that the department is identifying criteria that can be used by local and state public health agencies to conduct workforce assessments.</p> <p>Significance: Due to the ever-expanding scope of public health and need to assure a competent workforce, continuous assessment of the workforce is necessary.</p> <p>Guidance: The department shall submit a list of criteria for the state department and a list of criteria for local public health agencies to include environmental health. The lists may contain identical criteria.</p>

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STANDARD WK 2: Assure an adequate public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 2b-S Conduct and disseminate a department wide workforce assessment at least every five years.	1. Assessment. 2. Proof that assessment has been shared with stakeholders.	<p>Purpose: The purpose of this criterion is to assure that the health department is regularly assessing the ability of the department’s workforce to maintain organizational capacity and assure the provision of public health services.</p> <p>Significance: A workforce assessment can be used by the health department in planning or for filling vacancies, expanding the workforce, or changing the scope of services of the department. The workforce assessment should be incorporated with the strategic plan and may be updated as needed.</p> <p>Guidance: The results of the assessment should be shared at a minimum with members of the state board of health.</p>

STANDARD WK 2: Assure an adequate public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 2c-S Implement a state health department workforce plan.	1. Workforce plan.	<p>Purpose: The purpose of this criterion is to assure that the health department develops a work plan to address any needs identified in the workforce assessment.</p> <p>Significance: A workforce plan is important to assure that workforce development happens on a continuous basis.</p> <p>Guidance: The workforce plan should include an action plan with individuals responsible for activities identified. It may contain workforce supply (number, type, and diversity), recruitment and retention, training needs, human and financial</p>

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		resources, policy changes needed, partnerships with professional organizations, academia, and other resources to address workforce needs.
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STANDARD WK 2: Assure an adequate public health workforce.

CRITERIA	REQUIRED DOCUMENTATION	
WK 2d-S Disseminate statewide workforce needs assessment results every five years.	1. Proof of dissemination.	Purpose: The purpose of this criterion is to assure that the results of a statewide workforce needs assessment are disseminated every five years.
		Significance: It is important that the results are disseminated statewide so that public health partners and stakeholders will have results to guide planning and workforce training.
		Guidance: The department shall demonstrate that the statewide workforce needs assessment has been disseminated through at least two mechanisms which could include the website, departmental newsletter, or training.

STANDARD WK 2: Assure an adequate public health workforce.

CRITERIA	REQUIRED DOCUMENTATION	
WK 2e-S Develop a statewide plan to address needs identified in workforce assessments.	<ol style="list-style-type: none"> 1. List of contributors who developed the plan. 2. The plan. 	Purpose: The purpose of this criterion is to assure that the department is collaboratively developing a statewide plan to address needs identified in the workforce assessment.
		Significance: It is important to address the needs identified in the workforce assessment through a plan to develop a stronger workforce for public health in Iowa.
		Guidance: The workforce plan may include workforce supply (number, type, and diversity), recruitment and retention, training

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		needs, human and financial resources, policy changes needed, partnerships with professional organizations, academia, criteria for what is an “adequate” workforce, and other resources to address workforce needs.
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STANDARD WK 3: Assure a competent public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 3a-L Complete annual performance evaluations including professional development.	1. Ten percent or a minimum of two completed annual performance evaluations.	Purpose: The purpose of this criterion is to assure that the health agency is conducting annual evaluations of employees.
		Significance: The annual evaluation is an important opportunity to develop goals for each employee.
		Guidance: The agency should provide two examples of completed annual performance evaluations; all personal identifiers should be removed, at least one professional development goal should be included.

STANDARD WK 3: Assure a competent public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 3b-L Assure that all agency employees obtain 12 hours of job-related training each year.	1. Employee Training Logs.	Purpose: The purpose of this criterion is to assure that all public health employees are receiving continuing education.
		Significance: Every public health employee should be knowledgeable about their jobs and the work of the agency as all employees are important contributors to public health.
		Guidance: The department should provide employee training

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		logs for at least three members of the health department. Site visitors may ask for training logs of other employees onsite. Training may occur at staff meetings, at conferences, regional meetings, or on line.
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STANDARD WK 3: Assure a competent public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 3a-S Complete annual performance evaluation including professional development.	1. Five percent of IDPH employees completed annual performance evaluations will be selected.	Purpose: The purpose of this criterion is to assure that the department is conducting annual evaluations of employees.
		Significance: The annual evaluation is an important opportunity to develop goals for each employee.
		Guidance: The evaluator should randomly select from the table of organization five percent of the department's employees. The department will then provide completed annual performance evaluations for those individuals to the evaluator; all personal identifiers should be removed. At least one professional development goal should be included.

STANDARD WK 3: Assure a competent public health workforce.		
CRITERIA	REQUIRED DOCUMENTATION	
WK 3b-S Assure that IDPH employees obtain 12 hours of job-related training each year.	1. Employee training logs.	Purpose: The purpose of this criterion is to assure that all public health employees are receiving continuing education.
		Significance: Every public health employee should be knowledgeable about their jobs and the work of the department as all employees are important contributors to public health.
		Guidance: The evaluator will randomly select employee training

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		logs for at least six employees. Examples of applicable continuing education includes education related to position responsibilities, education related to the components of the Iowa Public Health Standards (e.g., community assessment, environmental health, promote healthy behaviors), continuing education units (CEUs) approved by an accredited body for public health related-professions.
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Community Assessment and Planning (CA)



Community Assessment and Planning (CA) - The Community Assessment and Planning Standards address the key elements of community health assessment, including developing a community health profile, building community collaboration, developing a community health improvement plan, and evaluating the outcome. The standards require a community assessment every five years; however, communities experiencing rapid change may need a community health assessment as frequently as every three years.

Standard CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.

Standard CA 2: Engage in collaborative relationships that support assessment and planning processes.

Standard CA 3: Develop a community health improvement plan.

Total Local Criteria: 9
Total State Criteria: 12



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Community Assessment and Planning

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1a-L Conduct regular community health assessments which identify health risks and health service needs at a minimum of every five years.	1. Community health assessment dated within the last five years.	Purpose: The purpose of this criterion is to assure that the local health agency is participating in a regular community health assessment.
		Significance: A community health assessment is necessary to assess and actively plan to meet the needs of a community.
		Guidance: The community health assessment must include a summary of the data the health agency used in conducting the assessment, a list of community partners that participated, community indicators, and community assets/resources. The community health assessment used to meet this criterion does not have to be the CHNA & HIP process.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1b-L Update the community health profile annually.	1. Community health profile dated within 12 months.	Purpose: The purpose of this criterion is to assure that the local health agency has a current community health profile.
		Significance: The community health profile shows a snapshot of the community's health at a certain time. The community health profile should be concise enough that it can be updated on a regular basis. Continuous updating makes the profile a helpful tool in department planning.

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		<p>Guidance: The community health profile should cover the jurisdiction of the local health agency and should include a standard set of population-based core public health indicators that describe the health status of the community. Trends should be shown in the community health profile.</p>
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STANDARD CA 1: Complete a comprehensive assessment of the community’s health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1c-L Compare local data to data from other localities and state and national indicators.	1. Documentation of comparison of data.	<p>Purpose: The purpose of this criterion is to assure that a public health agency is regularly comparing local data with other data.</p>
		<p>Significance: The comparison of local data to other localities, state, and national indicators should serve as part of the community assessment process to help identify gaps and possible resources.</p>
		<p>Guidance: Documentation may be local board of health minutes showing comparison, a section of the community health assessment, or the community health profile.</p>

STANDARD CA 1: Complete a comprehensive assessment of the community’s health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1d-L Compile and evaluate data on environmental health within the jurisdiction.	1. Documentation of assessment of data.	<p>Purpose: The purpose of this criterion is to assure that environmental health data are regularly being assessed.</p>
		<p>Significance: It is important to be aware of environmental health data for the purposes of planning and identification of threats.</p>

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		<p>Guidance: Documentation may include the data and data sources or reports created using the data. Information used in the CHNA & HIP process may also be submitted. Data sources can include local, state, and federal environmental data. Environmental health indicators should be used to guide data collection.</p>
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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1e-L Disseminate results of the community health assessment process to stakeholders.	1. Evidence of dissemination of results.	<p>Purpose: The purpose of this criterion is to assure the results of the community health assessment process are being shared.</p>
		<p>Significance: The community health assessment can serve as important community-level information for partners and other key community stakeholders and may be used for planning outside of public health.</p>
		<p>Guidance: The local health agency should submit documentation of the local board of health receiving the results and at least one other stakeholder receiving the results. The health department may wish to demonstrate this through publishing the community health assessment on a website, a press release, letter to the editor, or presentation to community stakeholders. If a presentation is used as documentation the presentation and a list of attendees must be included as evidence.</p>

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1a-S	1. Proof of	Purpose: The purpose of this criterion is to assure that the

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Provide technical assistance to local public health agencies regarding community health needs assessment.	technical assistance.	department is providing technical assistance to local public health agencies regarding community health needs assessment.
		Significance: The community health needs assessment is important to assess the health needs of communities.
		Guidance: The department should provide documentation of training, consultation by email or phone logs, webinars, meetings, tools or templates. The department should provide two examples from the last two years.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1b-S Conduct regular state-level community health assessments which identify health risks and health services needs at a minimum of every five years.	1. State-level community health assessment dated within the last five years.	Purpose: The purpose of this criterion is to assure that the department is conducting a regular, state-level health assessment.
		Significance: A community health assessment is necessary to assess and actively plan to meet the needs of the community. In the department's case the community is the state of Iowa.
		Guidance: The community health assessment must include trend data, a list of community partners that participated, a summary of the data the department used in conducting the assessment, state indicators, and state assets/resources.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1c-S Collect and publish community health needs based on local health	1. Published community health needs assessments.	Purpose: The purpose of this criterion is to assure that the department is collecting and publishing community health needs, based on local health assessments at least every five years.
		Significance: Publishing this data will not only assist local

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assessments every five years.	2. Published statewide compilation of results.	jurisdictions in planning, it can also be used to inform the statewide community health assessment.
		Guidance: The department should provide the link to the department’s website where the individual community health needs assessments are published. The department shall also provide the report that contains the statewide compilation of results.

STANDARD CA 1: Complete a comprehensive assessment of the community’s health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1d-S Distribute a standard set of population-based, county- level public health indicators that describe community health status annually.	1. Documentation of distribution.	Purpose: The purpose of this criterion is to assure that the department is distributing a standard set of population-based, county-level public health indicators that describe community health status on an annual basis.
		Significance: The standard set of population-based indicators should be helpful in the development of community health profiles.
		Guidance: The department shall submit documentation of distribution either through a webinar, the department’s website or email distribution lists. Evidence should reflect that the distribution occurs annually.

STANDARD CA 1: Complete a comprehensive assessment of the community’s health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1e-S Update the state health	1. State health profile dated	Purpose: The purpose of this criterion is to assure that the department is updating the state health profile annually.

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profile annually.	within the last 12 months.	<p>Significance: The state health profile shows a snapshot of the state’s health at a certain time. The state health profile should be concise enough that it can be updated on a regular basis. Continuous updating makes the profile a helpful tool in department planning.</p>
		<p>Guidance: The state health profile shall cover the state and should include a standard set of population-based public health indicators that describe the health status of the state. Trends should be shown in the state health profile.</p>

STANDARD CA 1: Complete a comprehensive assessment of the community’s health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1f-S Compare state data to local assessment results, data from other states, and national indicators.	1. Documentation of comparison of data.	<p>Purpose: The purpose of this criterion is to assure that a public health agency is regularly comparing state data to local data, other states, and national indicators.</p>
		<p>Significance: The comparison of state data to local data, other states, and national indicators should serve as part of the community assessment process to help identify gaps and possible resources.</p>
		<p>Guidance: Documentation may be state board of health minutes showing the comparison, a section of the state health assessment, or the state health profile.</p>

STANDARD CA 1: Complete a comprehensive assessment of the community’s health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1g-S	1. Evidence of	<p>Purpose: The purpose of this criterion is to assure the results of</p>

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Disseminate results of the state-level community health assessment process to stakeholders.	dissemination of results.	the state-level community health assessment process are being shared.
		Significance: The state-level community health assessment can serve as important information for partners and other key stakeholders and may be used for planning outside public health.
		Guidance: The state department should submit documentation of the state board of health receiving the results and at least one other stakeholder receiving the results. The department may wish to demonstrate this through publishing the state-level community health assessment on the website, a press release, or presentation to stakeholders. If a presentation is used as documentation, the presentation and a list of attendees or description of participants must be included as evidence.

STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 2a-L Engage stakeholders in community health assessment and planning.	<ol style="list-style-type: none"> 1. Invitation list. 2. Invitation to meeting. 3. Method of delivery. 	Purpose: The purpose of this criterion to assure that the local health agency is engaging a wide variety of partners in community health assessment and planning.
		Significance: Other stakeholders bring important information about the community to the planning table. This information is necessary to conduct a comprehensive community health assessment and develop a comprehensive plan.
		Guidance: Minimum recommended stakeholders include: local board health, educational system, local health care providers (e.g., hospitals, clinics, practitioners), law enforcement, other public health system agencies (e.g., substance abuse, problem gambling and mental health providers), business/industry representatives, human service agencies, community-based organizations, elected

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		official representation, members of the general public, media, emergency management, EMS, fire department, judicial system, and faith-based organizations. The method of delivery of the invitations should be US Postal Service or email.
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STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 2b-L Inform community partners and stakeholders on use of the community health assessment findings and the health improvement plan.	1. Demonstration that information has been provided to at least two community partners or stakeholders.	Purpose: The purpose of this criterion is to assure that the community health assessment isn't just a document that sits on a shelf, it's a document that can be useful to organizations outside the local public health agency.
		Significance: Without a strong community health assessment, needs in the community and gaps in services may remain unnoticed.
		Guidance: The health agency may consider letters, community meetings (with minutes), coalition development, automated email delivery systems, presentations (with attendance list), or meetings with individual partners or stakeholders (with minutes).

STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 2a-S Engage stakeholders in community health assessment and planning.	1. Invitation list. 2. Invitation to participate in process.	Purpose: The purpose of this criterion to assure that the state health department is engaging a wide variety of partners in community health assessment and planning.
		Significance: Other stakeholders bring important information

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		<p>about the state to the planning table. This information is necessary to conduct a comprehensive community health assessment and develop a comprehensive plan.</p> <p>Guidance: Minimum recommended stakeholders include state board of health, local public health, health care organizations, other public health system agencies (substance abuse, problem gambling, mental health), community-based organizations, human services agencies, educational system, law enforcement, elected officials, state government agencies, members of the public, media, emergency management, EMS, fire, judicial system, business/industry, professional health organizations, and faith-based organizations.</p>
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STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>CA 2b-S Educate community partners and stakeholders on use of the state health assessment findings and state health improvement plan.</p>	<p>1. Demonstration that information has been provided to at least four state partners or stakeholders.</p>	<p>Purpose: The purpose of this criterion is to assure that the state health assessment isn't just a document that sits on a shelf, it's a document that can be useful to organizations outside of the state health department.</p>
		<p>Significance: Without a strong state community health assessment, needs in the state and gaps in services may remain unnoticed.</p>
		<p>Guidance: The state health department may consider letters, meetings (with minutes), coalition development, list serves, presentations (with attendance list), or meetings with individual partners or stakeholders (with minutes).</p>

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STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3a-L Produce a community health improvement plan at a minimum of every five years.	1. Community health improvement plan dated within the last 5 years.	<p>Purpose: The purpose of this criterion is to assure that the local health agency has a current community health improvement plan.</p> <p>Significance: The community health improvement plan is helpful for planning purposes not only for the health agency but for other community partners as well.</p> <p>Guidance: The community health improvement plan should contain a work plan that outlines goals, activities, and the party responsible for completion. Any updates on progress towards meeting the goals should also be documented. The community health improvement plan submitted does not have to be the health improvement plan developed through the CHNA & HIP process.</p>

STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3b-L Partner with community groups or organizations on strategies in the health improvement plan.	1. Documentation of at least two partnerships.	<p>Purpose: The purpose of this criterion is to assure that the public health agency is partnering with community groups or organizations to carry out the work of the health improvement plan.</p> <p>Significance: In partnering with community groups or organizations, the public health department may have access to more resources and can have a larger impact.</p> <p>Guidance: Documentation may include meeting minutes work plans, or emails. The partnerships do not have to be ongoing.</p>

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STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3c-L Monitor progress on achieving health improvement plan goals and strategies annually.	1. Updated work plan.	<p>Purpose: The purpose of this criterion is to assure that the health agency is regularly monitoring progress in achievement of health improvement plan goals and strategies.</p> <p>Significance: If a community health improvement plan isn't revisited on an annual basis, focus on completion of goals and strategies can be lost.</p> <p>Guidance: The work plan should show which goals and strategies have been met and which have been revised. If no goals have been met and none need to be revised, then a review date should appear in the header or footer of the work plan.</p>

STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3a-S Collect community health improvement plans using a standardized reporting mechanism every five years.	<ol style="list-style-type: none"> 1. Documentation of consultation with local health agencies. 2. Publication of health improvement plans. 	<p>Purpose: The purpose of this criterion is to assure that the department is collecting community health improvement plans using a standardized reporting mechanism every five years.</p> <p>Significance: Publication of the community health improvement plans will provide information about public health in Iowa that will be of use to local, state, and national stakeholders.</p> <p>Guidance: The department should submit a link on the website to community health improvement plans and a statewide compilation of health improvement plans. The department should show consultation with local agencies on the</p>

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		design of the reporting mechanism through meeting minutes or emails.
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STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3b-S Produce a state-level community health improvement plan at a minimum of every five years.	1. State-level community health improvement plan dated within the last 5 years.	<p>Purpose: The purpose of this criterion is to assure that the state health department has a current state-level community health improvement plan.</p> <p>Significance: The state-level community health improvement plan is helpful for planning purposes not only for the health department but for other partners as well.</p> <p>Guidance: The state-level community health improvement plan should contain a work plan that outlines goals, activities, and the parties responsible for completion. Any updates on progress towards meeting the goals should also be documented.</p>

STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3c-S Monitor progress on achieving health improvement plan goals and strategies annually.	1. Updated work plan. 2. Report submitted to state board of health.	<p>Purpose: The purpose of this criterion is to assure that the health department is regularly monitoring progress in achievement of health improvement plan goals and strategies.</p> <p>Significance: If a community health improvement plan isn't revisited on an annual basis, focus on completion of goals and strategies can be lost.</p> <p>Guidance: The work plan should show which goals and strategies have been met and which have been revised. If no goals have been</p>

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		met and none need to be revised, then a review date should appear in the header or footer of the work plan. The department shall show through state board of health meeting minutes that the state board of health received a report on progress.
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Evaluation (EV)



Evaluation (EV) - On-going evaluation and systematic critical review of the effectiveness, accessibility, and quality of public health services are key functions of public health. The Evaluation Standards require evaluation of programs and services and allow for discretion on the method of evaluation.

Standard EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.

Standard EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.

Total Local Criteria: 7

Total State Criteria: 8



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Evaluation

STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.

CRITERIA	REQUIRED DOCUMENTATION	
EV 1a-L Establish and maintain an agency performance management policy and process.	1. A performance management policy and process.	Purpose: The purpose of this criterion is to assure that the four components of performance management are part of the agency's business practice.
		Significance: Performance management's use in public health is growing in significance due to the emphasis of performance management on a national public health level. The principles of performance management when applied provide the basis for strategic evaluation of programming, strategic planning, and documenting the need for public health programs.
		Guidance: The policy and process should clearly address the four components of performance management: 1.) Performance Standards 2.) Performance Measurement 3.) Quality Improvement Process 4.) Reporting of Progress.

STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.

CRITERIA	REQUIRED DOCUMENTATION	
EV 1b-L Use performance data for decisions to improve policies, programs, and outcomes.	1. For three programs provide: a. Goals. b. Performance Measures. c. A decision	Purpose: The purpose of this criterion is to assure the health agency's ability to use data in decision making.
		Significance: The use of data in decision making is important to demonstrate the accountability of public health agencies.
		Guidance: This evidence does not need to be included all in

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	made based on data collected.	one document. The agency may choose to submit work plans that outline goals and performance measures and meeting minutes outlining the decision process.
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STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.

CRITERIA	REQUIRED DOCUMENTATION	
EV 1c-L Document and report the effectiveness of programs to stakeholders.	<ol style="list-style-type: none"> 1. Report. 2. BOH minutes. 	Purpose: The purpose of this criterion is to assure that the public health agency is reporting outcomes to stakeholders, especially the local board of health.
		Significance: Reporting of progress is one of the four components of performance management.
		Guidance: The report may be a fact sheet, power point, annual report or section of the annual report, or brochure. Board of Health meeting minutes should reflect that the report was shared with the Local Board of Health and any discussion around the report.

STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.

CRITERIA	REQUIRED DOCUMENTATION	
EV 1d-L Demonstrate staff participation in performance management methods and tools training.	<ol style="list-style-type: none"> 1. Documentation of training. 	Purpose: The purpose of this criterion is to assure that health agency staff is participating in training about performance management.
		Significance: To assure that performance management components are applied most effectively training of the state and local public health workforce is necessary.
		Guidance: The documentation of training may include training records, certificates of completion, or attendance

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		rosters.
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STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 1a-S Establish and maintain an agency performance management policy.	1. A performance management policy and process.	<p>Purpose: The purpose of this criterion is to assure that the four components of performance management are part of the department’s business practice.</p> <p>Significance: Performance management’s use in public health is growing in significance due to the emphasis of performance management on a national public health level. The principles of performance management when applied provide the basis for strategic evaluation of programming, strategic planning, and documenting the need for public health programs.</p> <p>Guidance: The policy and process should clearly address the four components of performance management: 1.) Performance Standards 2.) Performance Measurement 3.) Quality Improvement Process 4.) Reporting of Progress.</p>

STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 1b-S Use performance data for decisions to improve policies, programs, and outcomes.	For three programs provide: <ol style="list-style-type: none"> a. Goals. b. Performance measures. c. A decision made based on 	<p>Purpose: The purpose of this criterion is to assure the health department’s ability to use data in decision-making.</p> <p>Significance: The use of data in decision-making is important to demonstrate the accountability of public health.</p> <p>Guidance: This evidence does not need to be included all in one document. The department may choose to submit work plans that outline goals and performance measures and meeting minutes</p>

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	data collected.	outlining the decision process.
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STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 1c-S Document and report the effectiveness of programs to stakeholders.	<ol style="list-style-type: none"> 1. Report. 2. State board of health minutes. 	<p>Purpose: The purpose of this criterion is to assure that the public health agency is reporting outcomes to stakeholders, especially the state board of health.</p> <p>Significance: Reporting of progress is one of the four components of performance management.</p> <p>Guidance: The report may be a fact sheet, power point, annual report, or section of the annual report, or brochure. State board of health meeting minutes should reflect that the report was shared with the state board of health and any discussion around the report.</p>

STANDARD EV 1: Maintain a performance management system to evaluate the effectiveness of public health programs.		
CRITERIA	REQUIRED DOCUMENTATION	
EV1d-S Provide training and technical assistance regarding performance management to state department and local health agency staff.	<ol style="list-style-type: none"> 1. Documentation of performance management training. 2. Documentation of availability of staff with performance management skills. 	<p>Purpose: The purpose of this criterion is to assure that the health department provides technical assistance on performance management to state department and local health agency staff.</p> <p>Significance: Performance management is a relatively new concept in public health and IDPH needs to be prepared to assist in the implementation of performance management at the state and local level.</p> <p>Guidance: Documentation of performance management training should include at least agendas and attendance rosters.</p>

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		Job descriptions for staff whose responsibility it is to provide training in performance management shall be submitted.
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STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2a-L Establish and maintain a quality improvement policy.	1. Quality improvement policy.	Purpose: The purpose of this criterion is to assure that the agency is actively using quality improvement in day-to-day practice.
		Significance: Quality improvement is one of the four components of performance management.
		Guidance: A quality improvement policy should include at least the following components: a purpose section, definitions section, and policy statement. A date of implementation and any revision dates should also be noted.

STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2b-L Implement ongoing quality improvement efforts agency wide.	1. Quality Improvement Work Plan. 2. Two completed storyboards. 3. Two examples of completed quality improvement	Purpose: The purpose of this criterion is to assure that the agency is actively using quality improvement in day-to-day practice.
		Significance: The work of quality improvement needs to be ongoing to be most effective.
		Guidance: The quality improvement work plan may or may not be one document. At least three program-specific work plans are allowable. Work plans shall include: quality improvement projects, timelines, and the individuals responsible. The quality

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	tools.	improvement tools submitted as evidence should not also appear in the storyboards submitted.
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STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2c-L Demonstrate staff participation in quality improvement methods and tools training.	1. Documentation of training.	Purpose: The purpose of this criterion is to assure that health agency staff members are participating in training about quality improvement.
		Significance: To effectively build a culture of quality improvement in Iowa’s governmental public health system, ongoing training around quality improvement will be necessary.
		Guidance: The documentation of training may include training records, certificates of completion, or attendance rosters.

STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2a-S Establish and maintain a quality improvement policy.	1. Quality improvement policy.	Purpose: The purpose of this criterion is to assure that the department is actively using quality improvement in day-to-day practice.
		Significance: Quality improvement is one of the four components of performance management.
		Guidance: A quality improvement policy should include at least the following components: a purpose section, definitions section, and policy statement. A date of implementation and any revision dates should also be noted.

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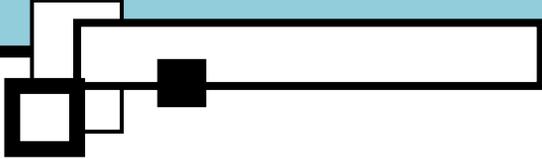
STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2b-S Implement ongoing quality improvement efforts department wide.	<ol style="list-style-type: none"> 1. Quality improvement work plan. 2. Completed storyboards. 3. Examples of completed quality improvement tools. 	Purpose: The purpose of this criterion is to assure that the department is actively using quality improvement in day-to-day practice.
		Significance: The work of quality improvement needs to be ongoing to be most effective.
		Guidance: The quality improvement work plan may or may not be one document. At least three program-specific work plans are allowable. Work plans shall include quality improvement projects, timelines, and the individuals responsible. Three completed storyboards should be submitted. Each bureau should submit one example of an implemented quality improvement tool.

STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2c-S Demonstrate staff participation in quality improvement methods and tools training.	<ol style="list-style-type: none"> 1. Documentation of training. 	Purpose: The purpose of this criterion is to assure that health department staff members are participating in training about quality improvement.
		Significance: To effectively build a culture of quality improvement in Iowa's governmental public health system, ongoing training around quality improvement will be necessary.
		Guidance: The documentation of training may include training records, certificates of completion, or attendance rosters.

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STANDARD EV 2: Conduct quality improvement activities regarding public health processes, programs, and interventions.		
CRITERIA	REQUIRED DOCUMENTATION	
EV 2d-S Provide training and technical assistance regarding quality improvement to state and local health agency staff.	1. Documentation of quality improvement training. 2. Documentation of availability of staff with quality improvement skills.	Purpose: The purpose of this criterion is to assure that the health department is providing training and technical assistance regarding quality improvement to state and local health agency staff.
		Significance: The application of quality improvement to public health is new and IDPH needs to be prepared to assist in the implementation of quality improvement at the state and local level.
		Guidance: Documentation of quality improvement training should include at least agendas and attendance rosters. Job descriptions for staff whose responsibility it is to provide training in quality improvement shall be submitted.

Prevent Epidemics and the Spread of Disease (PE)



Prevent Epidemics and the Spread of Disease (PE) - Controlling infectious or communicable disease is fundamental to public health. Prevent Epidemics and the Spread of Disease Standards address surveillance, investigation, and prevention and control measures. These measures must be in place for every-day activities such as reportable disease follow-up as well as events of disease outbreaks. Epidemiology, environmental health, and laboratory functions are equal elements in this system.

Standard PE 1: Assure staff are capable of conducting epidemiological activities.

Standard PE 2: Maintain an epidemiological system.

Total Local Criteria: 8
Total State Criteria: 12



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Prevent Epidemics

STANDARD PE 1: Assure staff is capable of conducting epidemiological activities.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 1a-L Designate staff to conduct epidemiological activities.	1. Job description of staff who conduct epidemiological activities.	Purpose: The purpose of this criterion is to assure that the local health agency has staff available to conduct epidemiological activities.
		Significance: Epidemiology is one of the core sciences of public health.
		Guidance: The job description of up to three staff members conducting epidemiological activities demonstrate what roles and responsibilities the staff have in the event an epidemiological response is needed. If more than three individuals on staff are designated to conduct epidemiological activities, also include a table of organization identifying other individuals within the organization who conduct epidemiological activities.

STANDARD PE 1: Assure staff is capable of conducting epidemiological activities.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 1b-L Assure designated epidemiological staff complete basic training on disease prevention, disease surveillance, and epidemiological training.	1. Certificates of completion.	Purpose: The purpose of this criterion is to assure that designated epidemiological staff complete basic training.
		Significance: It is important that staff who conduct epidemiological activities have a core set of training they have been through.
		Guidance: For up to three individuals (should be the individuals whose job descriptions were provided in PE 1a-L) submit certificates showing completion of the following; Basic Epi,

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	Advanced Epi, and IDSS or other comparable training.
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STANDARD PE 1: Assure staff is capable of conducting epidemiological activities.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 1c-L Assure designated epidemiological staff complete a minimum of 12 hours of disease prevention, disease surveillance, epidemiological, or closely related training per year.	1. Documentation of training completion.	<p>Purpose: The purpose of this criterion is to assure that designated epidemiological staff complete ongoing education in the areas of disease prevention, disease surveillance, and epidemiological training.</p> <p>Significance: As new diseases emerge and science changes epidemiological staff need to be continually learning.</p> <p>Guidance: Submit the training records or certificates of completion for epidemiological staff documenting 12 hours of annual training.</p>

STANDARD PE 1: Assure staff is capable of conducting epidemiological activities.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 1a-S Designate staff with expertise to conduct epidemiological activities.	1. Job descriptions of staff who conduct epidemiological activities. 2. Table of organization.	<p>Purpose: The purpose of this criterion is to assure that the state health department has staff available to conduct epidemiological activities.</p> <p>Significance: Epidemiology is one of the core sciences of public health.</p> <p>Guidance: The job description of six staff members who conduct epidemiological activities demonstrate what roles and responsibilities the staff has in the event an epidemiological response is needed. Also include a table of organization</p>

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		identifying other individuals within the organization who conduct epidemiological activities. All designated individuals should meet the CDC/CSTE Competencies for Applied Epidemiologists in Governmental Public Health Agencies or above qualifications.
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STANDARD PE 1: Assure staff is capable of conducting epidemiological activities.

CRITERIA	REQUIRED DOCUMENTATION	
PE 1b-S Assure designated epidemiological staff complete a minimum of 12 hours of disease prevention, disease surveillance, or epidemiological training per year.	1. Documentation of training completion.	Purpose: The purpose of this criterion is to assure that designated epidemiological staff complete ongoing education in the areas of disease prevention, disease surveillance, and epidemiological training.
		Significance: As new diseases emerge and science changes epidemiological staff need to be learning continually.
		Guidance: Submit the training records or certificates of completion for epidemiological staff documenting 12 hours of annual training.

STANDARD PE 2: Maintain an epidemiological system.

CRITERIA	REQUIRED DOCUMENTATION	
PE 2a-L Maintain a mechanism to receive infectious disease reports at all times.	1. Documentation of a 24-hour, seven-days-a-week, 365-days-a-year surveillance system.	Purpose: The purpose of this criterion is to assure that the health agency can receive infectious disease reports at all times.
		Significance: Infectious disease notification doesn't just occur during normal working hours; public health must be able to respond at any time the need arises.
		Guidance: Documentation must include an on-call listing, the on-call policy, an after hours number and documentation of access to IDSS.

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STANDARD PE 2: Maintain an epidemiological system.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 2b-L Maintain surveillance infrastructure for infectious diseases.	1. Proof of communication with partners.	Purpose: The purpose of this criterion is to assure that the health agency is conducting surveillance for infectious diseases.
		Significance: Surveillance is an important function of public health and includes monitoring for potential threats to the community. Surveillance activities may be general or disease-specific.
		Guidance: Show two examples of documentation showing communication with state or community partners to accept reports of unusual or increased illness suspected to be caused by infectious diseases. Evidence may include letters from daycares, call forms, emails from school nurses, etc. The two examples should be unique e.g., letters and emails, call forms and letters.

STANDARD PE 2: Maintain an epidemiological system.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 2c-L Conduct infectious disease investigations.	1. Investigation Report and/or 2. Policies and Procedures.	Purpose: The purpose of this criterion is to assure that the health agency is conducting infectious disease investigations.
		Significance: It is not possible to work to control an infectious disease outbreak without a strong investigation.
		Guidance: If the health agency has experienced an infectious disease investigation in the last three years, the agency must present an investigation report, proof of state or community partnerships (this may or may not be in the investigation report) and policies and procedures for investigation and control. If the

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		health agency has not experienced an infectious disease investigation in the last three years the agency shall provide only policies and procedures for investigation and control.
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STANDARD PE 2: Maintain an epidemiological system.

CRITERIA	REQUIRED DOCUMENTATION	
PE 2d-L Promote community education strategies to prevent and control infectious diseases.	1. Documentation of community education strategies.	Purpose: The purpose of this criterion is to assure that the health agency is involved in community education strategies to prevent and control infectious diseases.
		Significance: The health agency should regularly be providing the community with information about how to prevent and control infectious diseases.
		Guidance: The agency should submit documentation showing five different methods. Methods may include brochures in your office; information on your website; Public Service Announcements; Facebook page; health fairs; policy/procedures; press releases; presentations (include presentation and list of who attended).

STANDARD PE 2: Maintain an epidemiological system.

CRITERIA	REQUIRED DOCUMENTATION	
PE 2e-L Provide disease prevention, disease surveillance, or epidemiology consultation to health care providers in	1. Documentation of consultation.	Purpose: The purpose of this criterion is to assure that the health agency is providing consultation to health care providers about disease prevention, disease surveillance, and epidemiology.
		Significance: Health care providers and public health care providers working together to address the needs of community members is advantageous for community members.

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your jurisdiction.		Guidance: Provide two examples from the last two years from the following: phone logs, letters, emails, presentations, fact sheets, website, minutes from community or partnership meeting.
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STANDARD PE 2: Maintain an epidemiological system.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 2a-S Maintain a mechanism to receive infectious disease reports at all times.	1. Documentation of a 24 hour, seven days a week, 365 days a year surveillance system.	Purpose: The purpose of this criterion is to assure that the health department can receive infectious disease reports at all times.
		Significance: Infectious disease notification doesn't just occur during normal working hours, public health must be able to respond at any time the need arises.
		Guidance: Documentation must include an on-call listing, the on-call policy, an after-hours number, two faxes received after hours, and documentation of access to IDSS.

STANDARD PE 2: Maintain an epidemiological system.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 2b-S Conduct surveillance for infectious diseases.	1. Proof of communication with state, local, laboratory, and hospital partners to accept reports of unusual or	Purpose: The purpose of this criterion is to assure that the health agency is conducting surveillance for infectious diseases.
		Significance: Surveillance is an important function of public health and includes monitoring for potential threats to the community. Surveillance activities may be general or disease - specific.
		Guidance: Provide two examples of documentation showing communication with state, local, laboratory, and hospital partners to accept reports of unusual or increased illness suspected to be

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	<p>increased illness suspected to be caused by infectious diseases.</p> <p>2. Proof of disease-specific surveillance programs.</p>	<p>caused by infectious diseases. Evidence may include letters, emails, faxes, and call forms. Also provide proof of at least two disease-specific surveillance programs. Proof could include contracts, fact sheets, and disease-specific surveillance reports.</p>
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STANDARD PE 2: Maintain an epidemiological system.

CRITERIA	REQUIRED DOCUMENTATION	
<p>PE 2c-S Conduct infectious disease investigations in partnership with local health agencies, the state hygienic laboratory, and other state agencies.</p>	<p>1. Documentation of partnership with local health departments, state hygienic laboratory, and other state agencies.</p>	<p>Purpose: The purpose of this criterion is to assure that the department is conducting infectious disease investigation in partnership with local health agencies, the state hygienic laboratory, and other state agencies.</p>
		<p>Significance: Partnering to conduct infectious disease investigations is an important role of the department in carrying out its mission of promoting and protecting the health of Iowans.</p>
		<p>Guidance: Provide an example of a procedure outlining local and state health department responsibilities. Provide at least one investigation report or IDSS report showing partnership with a local health department. Provide at least one investigation report or IDSS report showing partnership with another state agency. Provide at least one example of partnership with the state hygienic laboratory.</p>

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STANDARD PE 2: Maintain an epidemiological system.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 2d-S Promote statewide education strategies to prevent and control infectious diseases to local public health agencies and the general public.	1. Four examples of statewide education strategies in the last 18 months.	Purpose: The purpose of this criterion is to assure that the department is promoting statewide education strategies to prevent and control infectious diseases. Strategies should be made available to local public health agencies and the general public.
		Significance: As the state governmental public health agency, it is the responsibility of IDPH to deliver statewide educational messages about the prevention and control of infectious diseases.
		Guidance: Examples of documentation may include press release templates, fact sheets, website, commercials, billboards, webinars, HAN messages, and technical assistance to local health agencies.

STANDARD PE 2: Maintain an epidemiological system.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 2e-S Provide disease prevention, disease surveillance, disease investigation, or epidemiology consultation to health care providers, public health partners, governmental partners, and associations.	1. Proof of consultation with health care providers, public health partners, governmental partners, and associations.	Purpose: The purpose of this criterion is to assure that the department is providing consultation in the areas of disease prevention, disease surveillance, disease investigation, and epidemiology to partners.
		Significance: The partnership of health care providers, public health partners, governmental partners, and associations is advantageous for the State of Iowa and the public's health.
		Guidance: Provide an example for each partner. Documentation may include website, fact sheets, EPI update, call logs, association newsletter articles, or presentations. If a

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		presentation is used as documentation, submit both the presentation and a list of attendees or description of the audience.
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STANDARD PE 3: Maintain governmental epidemiological infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
PE 3a-S In coordination with other state agencies, professional organizations, state hygienic laboratory, and other partners assure training opportunities on disease prevention, disease surveillance, and epidemiology.	1. Training agendas. 2. Proof of coordination.	Purpose: The purpose of this criterion is to assure that the department is coordinating with state agencies, professional organizations, state hygienic laboratory, and other partners to identify training on disease prevention, disease surveillance, and epidemiology and assure training opportunities are available.
		Significance: It is important to have a proficient epidemiological workforce to assure the availability of training for designated epidemiological staff. The department should coordinate with other entities that have an interest in developing epidemiological capacity.
		Guidance: Provide at least two training agendas for the last two years, and show how the department coordinated with the partners listed to plan or assure the delivery of the training. One training agenda submitted shall show coordination with the state hygienic laboratory.

STANDARD PE 3: Maintain governmental epidemiological infrastructure.

CRITERIA	REQUIRED DOCUMENTATION	
PE 3b-S Maintain guidance documents outlining disease prevention, disease	1. <i>Foodborne Outbreak Investigation Manual.</i>	Purpose: The purpose of this criterion is to assure that the department maintains guidance documents to outline disease prevention, disease surveillance, and epidemiology strategies.
		Significance: It is important that these documents remain

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surveillance, and epidemiology strategies.	2. The Epi Manual.	current and relevant to carry out effective epidemiological activities.
		Guidance: Provide a copy or a link to the <i>Foodborne Outbreak Investigation Manual</i> and documentation of a review in the last two years. Provide a copy or a link to the Epi Manual and documentation that it has been reviewed in the last two years.

STANDARD PE 3: Maintain governmental epidemiological infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 3c-S Maintain a statewide system to collect infectious disease surveillance and investigation information.	1. Proof of maintenance of the Iowa Disease Surveillance System (IDSS).	Purpose: The purpose of this criterion is to assure that the department maintains a statewide system to collect infectious disease surveillance and investigation information.
		Significance: Surveillance is an important function of epidemiology. A statewide system allows for better monitoring of infectious disease information and should be considered part of the infrastructure necessary to deliver public health services. Maintenance is necessary to assure the system is current, relevant, and can be expanded to include new diseases as they emerge.
		Guidance: The department shall provide documentation that IDSS is being maintained.

STANDARD PE 3: Maintain governmental epidemiological infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 3d-S Maintain an interactive collaborative relationship with the state hygienic	1. Documentation of collaborative relationship.	Purpose: The purpose of this criterion is to assure that the department maintains an interactive collaborative relationship with the state hygienic laboratory.
		Significance: The state hygienic laboratory is an essential

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laboratory to support public health activities.		public health partner; a strong relationship between the department and the laboratory is necessary in effectively addressing disease in Iowa.
		Guidance: Documentation shall include a current contract with the state hygienic laboratory and at least three examples of an interactive collaborative relationship which could include meeting minutes, letters of support, and committee memberships.

STANDARD PE 3: Maintain governmental epidemiological infrastructure.		
CRITERIA	REQUIRED DOCUMENTATION	
PE 3e-S Provide direct support, including surge capacity, for local public health agencies directly involved in outbreak control.	<ol style="list-style-type: none"> 1. Documentation of direct support. 2. Documentation of surge capacity assistance. 	Purpose: The purpose of this criterion is to assure that the department is providing direct support, including surge capacity for local public health agencies directly involved in outbreak control.
		Significance: The department should play a role in assisting local public health agencies directly involved in outbreak control to provide expertise and additional assistance as needed when the local public health agency is overwhelmed.
		Guidance: Provide at least one example of direct support and one example of surge capacity. Documentation may include investigation reports, regional epidemiologist's logs, investigation questionnaires, data bases, reportable disease summaries, tracking of control measures, communication plan, or call logs.

Protect Against Environmental Hazards (EH)



Protect Against Environmental Hazards (EH) - The control of environmental and sanitary living conditions is a foundation of public health practice. Protect Against Environmental Hazards Standards focus the need for the public health system to have established procedures in place for monitoring and controlling sanitary living conditions. The standards emphasize the importance of monitoring environmental conditions of risk and enforcing health rules and regulations that minimize or eliminate those risks.

Standard EH 1: Provide comprehensive environmental health services.

Standard EH 2: Monitor for environmental health risks and illnesses.

Standard EH 3: Assure staff are capable of providing environmental public health services.

Total Local Criteria: 8

Total State Criteria: 9



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Protect Against Environmental Hazards

STANDARD EH 1: Provide comprehensive environmental health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 1a-L Provide core environmental health inspection and consultative services.	1. Inspection reports.	<p>Purpose: The purpose of this criterion is to assure that the core environmental health services are provided.</p> <p>Significance: The core environmental health services are services required to be performed by law.</p> <p>Guidance: For each of the core services provided, the agency shall provide one example of an inspection report, including any necessary follow-up documentation. Core services include non-public water wells, on-site wastewater, public health nuisances, time of transfer inspections for on-site wastewater, vector control, and an animal control protocol for rabies cases.</p>

STANDARD EH 1: Provide comprehensive environmental health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 1b-L Provide or assure provision of supplemental environmental health inspection or consultative services.	1. Inspection reports or documentation of correspondence with supplemental environmental health provider.	<p>Purpose: The purpose of this criterion is to assure that the health agency is providing or is aware of who is providing supplemental environmental health inspection of consultative services.</p> <p>Significance: Regardless of whether or not the local health agency is providing these services or not, the health agency should be aware of what is happening in their communities in these supplemental areas.</p> <p>Guidance: For each of the supplemental services provided the department shall provide one example of an inspection report, including any necessary follow-up documentation. If the agency</p>

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		<p>does not perform the supplemental services, proof of correspondence (email, meeting minutes, letters, reports,) seeking information about supplemental environmental health programming should be submitted. Supplemental services include food safety/lodging, childhood lead poisoning prevention, pool safety, indoor air quality, tattoo, tanning beds, and other programs determined by the local board of health.</p>
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STANDARD EH 1: Provide comprehensive environmental health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 1c-L Annually report environmental health activities to the local board of health and the public.	<ol style="list-style-type: none"> 1. Documentation of report to the local board of health. 2. Documentation of report to the public. 	<p>Purpose: The purpose of this criterion is to assure that a summary of environmental health activities is regularly presented to the local board of health and to the public.</p>
		<p>Significance: The local board of health needs to be aware of environmental health activities going on in their jurisdiction.</p>
		<p>Guidance: Documentation that the report has been shared with the board of health should include a copy of the report and board of health meeting minutes. Documentation of sharing the report with the public may be a community presentation (include presentation and attendees), an informational fact sheet (include where the fact sheet has been shared), or may be posting the annual report online. The report shall include at a minimum the number of inspections and investigations conducted and the number of resolved and unresolved cases.</p>

STANDARD EH 1: Provide comprehensive environmental health services.

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CRITERIA	REQUIRED DOCUMENTATION	
EH 1d-L Maintain a policy and procedure manual for all environmental health services provided. The manual must address minimum required components and be reviewed at least every three years.	1. Policy and procedure manual.	Purpose: The purpose of this criterion is to assure that policies and procedures for every environmental health service provided are in place.
		Significance: Having policies and procedures in place is good business practice, and is necessary in the event of a legal challenge.
		Guidance: The policy and procedure manual should be submitted as documentation. The minimum required components for each section of the policy and procedure manual include: complaint handling, permit process, license process, inspection requirements, investigation procedures, fee requirements, enforcement protocols, appeal process, record keeping and documentation, and contractor and service provider competency and certification requirements.

STANDARD EH 1: Provide comprehensive environmental health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 1a-S In coordination with lead state agencies, provide minimum inspection criteria and guidance for core and supplemental environmental services.	1. Inspection criteria for core and supplemental environmental services. 2. Guidance for core and	Purpose: The purpose of this criterion is to assure that the department is coordinating with other state agencies to provide minimum inspection criteria and guidance for core and supplemental environmental services.
		Significance: The core and supplemental environmental services do not all fall under the authority of the department. However, the department should serve as the convener of other state agencies that do have the authority for core and supplemental

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	supplemental environmental services. 3. Proof of collaboration with other state agencies.	environmental services to provide minimum inspection criteria and guidance to assure consistency across the state. Guidance: Documentation may be current toolkits, a list of criteria, guidance documents, meeting minutes, emails, agendas, or policies and procedures.
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STANDARD EH 1: Provide comprehensive environmental health services.

CRITERIA	REQUIRED DOCUMENTATION	
EH 1b-S In coordination with lead state agencies, provide guidance for local policy and procedure development.	1. Guidance for policy and procedure development. 2. Proof of collaboration with other state agencies.	Purpose: The purpose of this criterion is to assure that the department is coordinating with other state agencies and the state hygienic laboratory to provide guidance for local policy and procedure development.
		Significance: All of the core and supplemental environmental services do not fall under the authority of the department. However, the department should serve as the convener of other state agencies that do have the authority to provide guidance for local policy and procedure development.
		Guidance: Documentation may be guidance, training, checklists, templates, meeting minutes, emails, agendas, or toolkits on the website.

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STANDARD EH 2: Monitor for environmental health risks and illnesses.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 2a-L Engage partners and community stakeholders in reviewing environmental health data and recommending further action.	1. Documentation of collaboration with partners or community stakeholders.	<p>Purpose: The purpose of this criterion is to assure that partnerships are in place to monitor environmental conditions and develop action plans to implement environmental health strategies.</p> <p>Significance: Collaboration with partners to address health issues is an important role of public health. Collaboration can provide additional resources and opportunities for improvement.</p> <p>Guidance: Work with at least two community stakeholders should be provided as evidence. New program efforts, new policy direction, or education activities are examples of collaboration. Documentation may include work plans, meeting minutes or products developed by the partnership. The collaborative effort does not have to be ongoing.</p>

STANDARD EH 2: Monitor for environmental health risks and illnesses.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 2a-S In coordination with lead state agencies, the state hygienic laboratory, and local environmental health programs, provide criteria for data collected by local environmental health programs.	<ol style="list-style-type: none"> 1. Criteria for data collected. 2. Proof of collaboration. 	<p>Purpose: The purpose of this criterion is to assure that the department is coordinating with other state agencies, the state hygienic laboratory, and local environmental health programs to provide criteria for data collected by local environmental health programs.</p> <p>Significance: A standard set of criteria will assure consistent reporting across the state.</p> <p>Guidance: Criteria may be included in a template or tool kit provided by the department, or on the department’s website. Proof</p>

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		of collaboration with another state agency or the state hygienic laboratory and local environmental health could include emails, meeting minutes, or agendas of meetings.
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STANDARD EH 2: Monitor for environmental health risks and illnesses.

CRITERIA	REQUIRED DOCUMENTATION	
EH 2b-S Maintain web-based databases for environmental health programs administered by the state public health department.	1. Web-based databases for swimming pools and spas, tattoo parlors, and tanning salons.	Purpose: The purpose of this criterion is to assure that department maintains web-based databases for environmental health programs administered by the department.
		Significance: Web-based databases provide the public an opportunity to view inspection results for swimming pools and spas, tattoo parlors, and tanning salons they are planning to visit.
		Guidance: Submit screen shots of web-based databases for the three programs.

STANDARD EH 2: Monitor for environmental health risks and illnesses.

CRITERIA	REQUIRED DOCUMENTATION	
EH 2c-S Review, share, and use applicable environmental health research.	1. Documentation of use. 2. Documentation of sharing.	Purpose: The purpose of this criterion is to assure that the department is reviewing, sharing, and using applicable environmental health research.
		Significance: The department should regularly review, share, and use applicable environmental health research to improve its own programs and assist partners in understanding potential threats.
		Guidance: The department shall submit two examples of research use and two examples of research sharing within the last three years. The examples used do not have to be the

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		examples shared. The department should review research on evidence-based and/or promising practices.
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STANDARD EH 2: Monitor for environmental health risks and illnesses.

CRITERIA	REQUIRED DOCUMENTATION	
EH 2d-S Provide consultation, technical assistance, and resource referral on environmental health.	1. Examples of technical assistance.	Purpose: The purpose of this criterion is to assure that the department is providing consultation, technical assistance, and resource referral on environmental health.
		Significance: As the state governmental entity, the department should provide consultation, technical assistance, and resource referral.
		Guidance: Five examples of technical assistance may include phone logs, website information, trainings, webinars, emails, meeting minutes, or site visits.

STANDARD EH 2: Monitor for environmental health risks and illnesses.

CRITERIA	REQUIRED DOCUMENTATION	
EH 2e-S Establish and use environmental health indicators to measure the impact of state and local environmental health programs.	1. Indicators. 2. Examples of use.	Purpose: The purpose of this criterion is to assure that the department is establishing and using environmental health indicators to measure the impact of state and local environmental health programs.
		Significance: It is important to monitor the impact of state and local environmental health programs to plan effectively for meeting the needs of Iowans.
		Guidance: The department shall submit the indicators and two examples of use of the indicators during the past two years.

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STANDARD EH 3: Assure staff is capable of providing environmental public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 3a-L Assure environmental health staff members attend a minimum of 12 hours of environmental health-related training per year as approved by the Iowa Environmental Health Association's registration program.	1. Proof of membership on IEHA registry.	<p>Purpose: The purpose of this criterion is to assure that the environmental health workforce is receiving continuing education.</p> <p>Significance: Continuing education is necessary in public health due to new technology, developed best practices, and advances in science.</p> <p>Guidance: Training may be completed through formal training, in-services, and on-line for example. The environmental health practitioner should consider training related to the "Core Competencies to Practice Environmental Health," May 2001.</p>

STANDARD EH 3: Assure staff is capable of providing environmental public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 3b-L Demonstrate expertise in providing environmental health services.	1. Documents and statements of qualifications.	<p>Purpose: The purpose of this criterion is to assure a qualified environmental health workforce.</p> <p>Significance: Without a qualified workforce environmental hazards may go unmitigated and continue to be a threat to the public's health.</p> <p>Guidance: Documentation may include REHS certificate, documentation of on the job training, risk communication training, audits, programmatic evaluations, case reviews or peer reviews. Training may be completed through formal training, in-services, or on-line. All environmental health employees providing direct services should provide proof of qualifications.</p>

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STANDARD EH 3: Assure staff is capable of providing environmental public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 3a-S Provide in-person orientation on the programs referenced in Standard EH 1 within 45 working days of notice of hire for a local Environmental Health Coordinator/Supervisor.	1. Listing of dates of notification of hire and dates of visit.	<p>Purpose: The purpose of this criterion is to assure that the department is providing in-person orientation to local Environmental Health Coordinators/Supervisors within 45 working days of notice of hire.</p> <p>Significance: It is important to provide on-site orientation with new Environmental Health Coordinators/Supervisors to assure they have necessary knowledge and resources to begin their work.</p> <p>Guidance: Listing should cover the last 12 months.</p>

STANDARD EH 3: Assure staff is capable of providing environmental public health services.		
CRITERIA	REQUIRED DOCUMENTATION	
EH 3b-S In coordination with other state agencies, state hygienic laboratory, and professional organizations, to assure training opportunities on technical skills and core competencies.	1. Proof of coordination. 2. Training agendas.	<p>Purpose: The purpose of this criterion is to assure that the department is coordinating with other state agencies, the state hygienic laboratory, and professional organizations to identify training and assure training availability on technical skills and core competencies for the environmental health workforce.</p> <p>Significance: Training is needed to maintain competencies, and address new and emerging issues.</p> <p>Guidance: The department shall provide evidence of coordination like meeting minutes, work plans, or joint advertisements for training and provide at least two training agendas developed within the last two years. One shall be in partnership with the state hygienic laboratory; the other shall be in</p>

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		partnership with another state agency or a professional organization.
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Prevent Injuries (IN)



Prevent Injuries (IN) - Intentional and unintentional injuries are a serious public health problem in Iowa. Injuries often result in trauma, loss of independence, lifelong disabilities, or death. Under the Prevent Injuries Standards, local and state public health will monitor injury trends, provide leadership with community partners to focus on injury prevention, and coordinate prevention strategies.

Standard IN 1: Monitor for intentional and unintentional injuries.

Standard IN 2: Provide leadership in involving community stakeholders in efforts to prevent intentional and unintentional injuries.

Standard IN 3: Provide education and training in preparing for, responding to, and recovering from public health emergencies.

Total Local Criteria: 5

Total State Criteria: 9



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Prevent Injuries

STANDARD IN 1: Monitor for intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 1a-L Compile intentional and unintentional injury data within the jurisdiction.	1. Data on intentional and unintentional injury within the jurisdiction.	Purpose: The purpose of this criterion is to assure that the local public health agency is accessing data on intentional and unintentional injuries.
		Significance: Monitoring data is an important function in order to identify gaps and implement strategies to improve the health of the public.
		Guidance: The agency may choose to submit a fact sheet, profile of the local community, spreadsheet, or report to stakeholders. Potential data sources include state and local behavior, injury, and fatality data like the Behavioral Risk Factor Surveillance System (BRFSS); Iowa Youth Survey (IYS); University of Iowa Injury Prevention Research Center; Iowa Department of Public Health Bureau of EMS Annual EMS and Trauma Reports; Uniform Crime Reports, Iowa Department of Public Safety; hospital discharge data; and vital statistics.

STANDARD IN 1: Monitor for intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 1b-L Use the compiled data to determine the need for targeted intentional and unintentional injury	1. List of needs or review of needs and statement of no needs.	Purpose: The purpose of this criterion is to assure that community needs for targeted intentional and unintentional injury prevention are identified.
		Significance: Identification of needs does not automatically mean that all needs can be met, but does allow the opportunity to

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prevention activities.		share needs with interested stakeholders, and provide justification necessary to implement injury prevention activities.
		Guidance: Documentation shall include either a list of community needs identified, a portion of the CHNA & HIP, or a statement signed by the local board of health chair that no needs have been identified in the community.

STANDARD IN 1: Monitor for intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 1a-S Assure availability of county-specific and statewide intentional and unintentional injury data.	1. IDPH website	<p>Purpose: The purpose of this criterion is to assure that the department makes available county-specific and statewide intentional and unintentional injury data.</p> <p>Significance: Intentional and unintentional injury data can be used to identify the health needs of a community.</p> <p>Guidance: The department should submit evidence of county-specific and statewide intentional and unintentional injury data availability on the IDPH website. The information doesn't have to be on the department's website if a referral website or source to the data is included.</p>

STANDARD IN 1: Monitor for intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 1b-S Maintain a standard set of intentional and unintentional injury	1. Standard set of intentional and unintentional injury	<p>Purpose: The purpose of this criterion is to assure that the department is maintaining a standard set of intentional and unintentional injury indicators.</p> <p>Significance: Due to gaps in intentional and unintentional</p>

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indicators.	indicators.	injury data and to assist with planning efforts, the department should provide guidance to local health agencies and other community partners identifying a meaningful set of intentional and unintentional injury indicators.
		Guidance: The standard set of indicators should be available on the IDPH website, or proof of dissemination of the indicators should be provided.

STANDARD IN 1: Monitor for intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 1c-S Conduct an annual surveillance of statewide injury trends.	1. Report of findings.	Purpose: The purpose of this criterion is to assure that the department is conducting annual surveillance of statewide injury trends.
		Significance: Annual surveillance is necessary to determine needs and priorities.
		Guidance: The report does not have to be written by the Iowa Department of Public Health, but should appear on the department's website.

STANDARD IN 1: Monitor for intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 1d-S Use the annual surveillance data to determine the need for targeted intentional and unintentional injury	1. List of needs.	Purpose: The purpose of this criterion is to assure that the department is using annual surveillance data to determine the need for targeted intentional and unintentional injury prevention activities.
		Significance: The department should have a list of needs on hand as a resource for planning to be ready for potential funding

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prevention activities.		opportunities or partnerships to address intentional and unintentional injuries Guidance: The list of needs should include information detailing any current activities to address needs identified.
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STANDARD IN 2: Provide leadership in involving community stakeholders in efforts to prevent intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 2a-L Engage community stakeholders to establish targeted intentional and unintentional injury prevention activities.	1. Documentation of engagement with community stakeholders.	<p>Purpose: The purpose of this criterion is to assure that the health department is engaging with community stakeholders to establish targeted intentional and unintentional injury prevention activities.</p> <p>Significance: The role of public health is to pull together community stakeholders to address identified needs.</p> <p>Guidance: Documentation may include meeting minutes, rosters, correspondence, fact sheets, or activity information (who, what, and when information should be included) for one collaborative effort. The effort does not have to be ongoing. Examples of stakeholders include fire department, law enforcement, EMS, hospitals, civic groups, public health professionals, county extension services, schools, and other local public health agencies.</p>

STANDARD IN 2: Provide leadership in involving community stakeholders in efforts to prevent intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 2b-L Promote strategies to reduce intentional and/or unintentional injuries.	1. Documentation of strategies to reduce intentional and/or unintentional injuries.	<p>Purpose: The purpose of this criterion is to assure that the public health agency is promoting strategies to reduce intentional and unintentional injuries.</p> <p>Significance: Injury prevention is one of the primary roles of</p>

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		public health.
		Guidance: The agency should submit documentation showing five different methods. Methods may include brochures in your office, information on your website, public service announcements, Facebook page, conducting screenings for domestic violence, policy/procedures, press releases, and providing fall prevention education on home visits.

STANDARD IN 2: Provide leadership in involving community stakeholders in efforts to prevent intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 2c-L Assure appropriate local public health agency staff attend six hours of training on an annual basis on (intentional and/or unintentional) injury prevention.	<ol style="list-style-type: none"> 1. List of staff who should attend training on injury prevention. 2. Proof of training. 	Purpose: The purpose of this criterion is to assure that health agency staff are receiving continuing education on injury prevention.
		Significance: Training is important to assure that the public health workforce is knowledgeable about injury prevention and new, and promising emerging practices.
		Guidance: At least one staff member should be identified to attend training. Training may be completed through formal training, in-services, or on-line.

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STANDARD IN 2: Provide leadership in involving community stakeholders in efforts to prevent intentional and unintentional injuries.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 2a-S Establish and support a statewide injury prevention advisory council.	1. Strategic plan.	Purpose: The purpose of this criterion is to assure that the department establishes and supports a statewide injury prevention advisory council.
		Significance: A statewide injury prevention advisory council is necessary to establish a coordinated public health response to injury prevention needs.
		Guidance: The strategic plan should document the membership of the council (state and local representation should be included) the intent of the council, and strategies to address injury prevention in Iowa that are regularly assessed.

STANDARD IN 3: Assure injury prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 3a-S Provide technical assistance to local health agencies and other public health partners regarding injury prevention strategies.	1. Three examples of technical assistance provided.	Purpose: The purpose of this criterion is to assure that the department is providing technical assistance to local health agencies and other public health partners regarding injury prevention strategies.
		Significance: The role of the health department is to emphasize the importance of injury prevention as part of public health practice.
		Guidance: Examples may be phone logs, training, website, emails, or newsletters.

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STANDARD IN 3: Assure injury prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 3b-S Review and share injury prevention research.	<ol style="list-style-type: none"> 1. Two examples of research review. 2. Two examples of sharing. 	<p>Purpose: The purpose of this criterion is to assure that the department is reviewing and sharing injury prevention research.</p> <p>Significance: In order to provide technical assistance to local health agencies and other public health partners the department should be reviewing and sharing injury prevention research.</p> <p>Guidance: The department shall provide two examples of a research review and two examples of sharing within the last three years. The two examples of research review do not have to be examples of shared research. The review should include best practices, promising practices, and evidence-based interventions. Examples of methods for sharing information: online webinar, ICN presentations, regional and local professional conferences, and providing information to local public health agencies.</p>

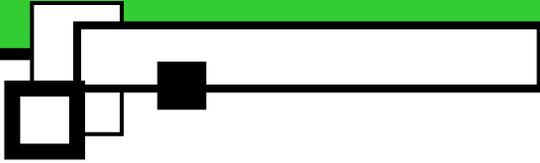
STANDARD IN 3: Assure injury prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 3c-S Promote strategies to reduce intentional and unintentional injuries.	<ol style="list-style-type: none"> 1. Documentation of strategies to reduce intentional and unintentional injuries. 	<p>Purpose: The purpose of this criterion is to assure that the health department is promoting strategies to reduce intentional and unintentional injuries.</p> <p>Significance: Injury prevention is one of the primary roles of public health.</p> <p>Guidance: The department should submit documentation showing five different methods. Methods may include brochures distributed, fact sheets, community education, social marketing campaigns, information on the website, public</p>

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		service announcements, Facebook page, policies and procedures, and press releases.
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STANDARD IN 3: Assure injury prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
IN 3d-S Provide training on injury prevention aimed at local public health, public health partners, and state public health department staff.	<ol style="list-style-type: none"> 1. Documentation of training. 2. Documentation of attendance. 	<p>Purpose: The purpose of this criterion is to assure that the department is providing training on injury prevention that is aimed at local public health, public health partners, and state public health department staff.</p> <p>Significance: Training is necessary to build workforce competency in the area of injury prevention.</p> <p>Guidance: The department should submit training agendas demonstrating that the department is providing training at least four times per calendar year. Trainings must be made available using at least two different methods (in person, online, webinar). A list of attendees who participated in the four trainings or a description of the attendees should also be submitted.</p>

Promote Healthy Behaviors (HB)



Promote Healthy Behaviors (HB) - Unhealthy behaviors, including tobacco and other substance abuse, poor nutrition, and lack of physical activity, are the root causes for many chronic diseases and premature deaths. Helping individuals develop healthy behaviors will result in increased wellness and quality of life and decrease chronic disease, premature mortality, and disease burden. The Promote Healthy Behaviors Standards focus on the primary prevention and promotion measures needed to keep illnesses, injuries, and diseases from occurring. Public health is expected to take a leadership role in assuring that services that promote healthy behaviors are available. The services specified in these standards apply to behaviors throughout the lifespan.

Standard HB 1: Provide leadership in engaging community stakeholders to support health promotion and preventive services.

Standard HB 2: Assure health promotion and prevention services.

Total Local Criteria: 4



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Healthy Behaviors

STANDARD HB1: Provide leadership to support health promotion and preventive services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 1a-L Actively participate in collaborative partnerships to address healthy behaviors.	1. Documentation of two ongoing partnerships.	<p>Purpose: The purpose of this criterion is to assure that the local public health agency is actively participating in collaborative partnerships to address healthy behaviors.</p> <p>Significance: Collaborating brings more resources and opportunities to the health agency to address healthy behaviors.</p> <p>Guidance: Documentation should include meeting minutes from at least two ongoing collaborative partnerships. Meeting minutes should reflect at least six months of collaboration.</p>

STANDARD HB1: Provide leadership to support health promotion and preventive services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 1b-L Maintain a directory of minimum public health services.	1. Resource directory, proof of annual review.	<p>Purpose: The purpose of this criterion is to assure that the local public health agency maintains a directory of public health services.</p> <p>Significance: It is an important role of public health to link members of the public to necessary services.</p> <p>Guidance: At a minimum, within the directory, at least one referral organization/contact that serves the health agency's jurisdiction should be named for each of the following: drug and alcohol treatment facilities, enforcement of smoking-related laws, WIC, a food pantry, the I-Smile coordinator, a</p>

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		<p>mental health provider, STD testing, family planning, HIV testing, childhood immunizations, adult immunizations, a Title V agency, poison control, police and fire department non emergency numbers, crisis intervention (mental health/domestic violence/suicide), environmental health core service providers, environmental health supplemental service providers, gambling treatment provider, community clinics, access to transportation, home and community based services (personal health services provided to individuals for the purpose of preventing or delaying institutionalization). The phone number and a website address (if available) for each should also be included. The directory should be updated on an annual basis as evidenced by the cover page or a footnote.</p>
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STANDARD HB1: Provide leadership to support health promotion and preventive services.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>HB 1a-S Educate stakeholders on a statewide basis on the benefits of primary prevention.</p>	<p>1. Documentation of educational efforts.</p>	<p>Purpose: The purpose of this criterion is to assure that the department is educating stakeholders on a statewide basis on the benefits of primary prevention.</p>
		<p>Significance: As the state governmental public health organization the department has a responsibility to provide education on a statewide basis about the importance of primary prevention.</p>
		<p>Guidance: Documentation should include at least four examples of educational efforts within the last two years. Fact sheets, webinars, meeting minutes, or the IDPH website may be considered. Examples of stakeholders include insurance companies, employers, policymakers, community action</p>

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		agencies, and the local board of health.
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STANDARD HB1: Provide leadership to support health promotion and preventive services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 1b-S Actively participate in collaborative partnerships to address healthy behaviors.	1. Documentation of two ongoing partnerships.	<p>Purpose: The purpose of this criterion is to assure that the state health department is actively participating in collaborative partnerships to address healthy behaviors.</p> <p>Significance: Collaboration brings more resources and opportunities to the health agency to address healthy behaviors.</p> <p>Guidance: Documentation should include meeting minutes from at least two collaborative partnerships. Meeting minutes should reflect at least six months of collaboration.</p>

STANDARD HB 2: Assure health promotion and prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 2a-L Assure public health promotion strategies to protect the population from preventable conditions are available.	1. Examples of assuring health promotion strategies.	<p>Purpose: The purpose of this criterion is to assure that public health promotion strategies to protect the population from preventable conditions are available in the health agency's jurisdiction.</p> <p>Significance: The health agency and public health partners should be trying different strategies to get people's attention about the importance of health promotion.</p> <p>Guidance: The health agency should provide two examples from each of the following areas; tobacco, nutrition, physical activity, and preventative screenings and tests. The health</p>

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		agency should also provide two examples from two areas of the health agency's choice. Of the 12 examples two must be a best or promising practice as defined by the Iowa Department of Public Health, <i>The Guide to Community Preventive Services</i> and/or the U.S. Preventative Services Task Force. The following are examples of methods for providing information; mass media, web sites, community events, and partnerships with community and private sector organizations.
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STANDARD HB 2: Assure health promotion and prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 2b-L Link the public to health promotion and health care services.	1. Referral log.	Purpose: The purpose of this criterion is to assure that the health agency is linking the public to health promotion and health care services.
		Significance: Public health plays an important role in referring members of the public to health promotion and health care services.
		Guidance: The referral log can be inclusive of phone calls, emails, documents, or in-person contact in at least one of five areas that include; tobacco, nutrition, preventive screenings/tests, physical activity, and health care access.

STANDARD HB 2: Assure health promotion and prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 2a-S Review and share health	1. Documentation of research review	Purpose: The purpose of this criterion is to assure that the department is reviewing and sharing health promotion and

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promotion and primary prevention research.	and sharing.	primary prevention research.
		Significance: The department should serve a role in reviewing research and sharing research with partners.
		Guidance: The department should provide one example of a research review and sharing in four categories. <ol style="list-style-type: none"> 1. Tobacco 2. Nutrition 3. Physical Activity 4. Preventive Screenings and Tests The department should also include two other examples of research review and sharing, to be determined by the department. All documentation should have occurred in the last three years. Review should include best practices, promising practices, and evidence-based interventions.

STANDARD HB 2: Assure health promotion and prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
HB 2b-S Implement health promotion strategies to protect the population from preventable conditions.	1. Documentation of strategies implemented.	Purpose: The purpose of this criterion is to assure that the department is implementing health promotion strategies to protect the population from preventable conditions.
		Significance: The department should support the development and implementation of health promotion strategies that meet its mission to promote and protect the health of Iowans.
		Guidance: The department should provide two examples of strategies implemented in each of the four categories. <ol style="list-style-type: none"> 1. Tobacco 2. Nutrition 3. Physical Activity

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		<p style="text-align: center;">4. Preventive Screenings and Tests</p> <p>The department should also provide two examples from two other areas. Of the 12 examples, two must be a promising practice as defined by The Community Guide and/or The US Preventive Services Task Force.</p>
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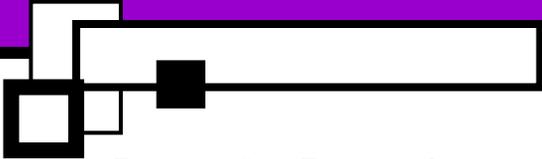
STANDARD HB 2: Assure health promotion and prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>HB 2c-S Link the public to health promotion and health care services.</p>	<p>1. Referral log.</p>	<p>Purpose: The purpose of this criterion is to assure that the health department is linking the public to health promotion and health care services.</p> <p>Significance: Public health plays an important role in referring the public to health promotion and health care services.</p> <p>Guidance: The department shall submit a referral log inclusive of phone calls, emails, documents, or in-person contact in five areas.</p> <ol style="list-style-type: none"> 1. Tobacco 2. Nutrition 3. Preventive Screenings and Tests 4. Physical Activity 5. Health Care Access.

STANDARD HB 2: Assure health promotion and prevention services.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>HB 2d-S Provide technical</p>	<p>1. Examples of technical</p>	<p>Purpose: The purpose of this criterion is to assure that the department is providing technical assistance to local health</p>

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<p>assistance to local health agencies and other public health partners regarding health promotion and wellness.</p>	<p>assistance.</p>	<p>agencies and other public health partners regarding health promotion and wellness.</p>
		<p>Significance: As the state governmental public health agency the department should provide technical assistance to local health agencies and other public health partners regarding health promotion and wellness.</p>
		<p>Guidance: The department shall submit five examples of technical assistance to include emails (what was requested and what was provided), phone calls (what was requested and what was provided), documents/materials, site visits, meetings, training sessions, or web postings.</p>

Prepare for, Respond to, and Recover from Public Health Emergencies (ER)



Prepare for, Respond to, and Recover from Public Health Emergencies (ER) - Public health issues are inherent in community disasters. Iowa's public health system must be prepared to respond to public health threats, disasters, and emergencies and be ready to assist communities in recovery. The critical activities in this component involve preparedness and planning with community partners to respond to public health emergencies, including environmental-related emergencies. Some activities that are utilized in general public health matters but also during an emergency (e.g., epidemiological surveillance) are addressed in other component standards as well.

Standard ER 1: Maintain and update the public health emergency response plan.

Standard ER 2: Annually test the public health emergency response plan.

Standard ER 3: Provide education and training in preparing for, responding to, and recovering from public health emergencies.

Total Local Criteria: 5

Total State Criteria: 8



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Prepare for, respond to, and recover from public health emergencies

STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 1a-L Maintain the public health emergency response plan annually.	<ol style="list-style-type: none"> 1. The public health emergency response plan. 2. Review documentation. 3. Updates as needed if applicable. 	<p>Purpose: The purpose of this criterion is to assure that the public health agency has a public health emergency response plan.</p> <p>Significance: An emergency response plan needs to be maintained in order to assure preparedness in the event of an emergency.</p> <p>Guidance: The public health emergency response plan shall include the following minimum requirements: NIMS Compliance; POD (Point of Dispensing); quarantine and isolation; COOP (Continuity of Operations); environmental health response role; job action sheets; procedures to verify credentials for licensed professionals and legal authorities; emergency response communication plan (how to contact partners, designated cell phones, walkie talkies, designated line), risk communication; collaboration with outside partners in response to a public health emergency. The review documentation may include meeting minutes from a review meeting, cover signature sheet, or footer showing a signature and date. If no update has occurred, review must be documented as outlined here.</p>

STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 1b-L	1. Documentation of	Purpose: The purpose of this criterion is to assure that the local

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<p>Secure approval of local public health emergency response plan from the local board of health annually.</p>	<p>local board of health approval.</p>	<p>board of health is approving the public health emergency response plan on an annual basis.</p> <p>Significance: The local board of health should be aware of its role and the public health agency's role in the event the emergency response plan is enacted.</p> <p>Guidance: Local board of health chair person's signature on a page of the emergency response plan or meeting minutes showing vote to approve local public health emergency response plan.</p>
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STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>ER 1c-L Communicate public health emergency response plan with multi-disciplinary partners annually.</p>	<p>1. Evidence of communication.</p>	<p>Purpose: The purpose of this criterion is to assure that the local health agency is annually communicating with multi-disciplinary partners about the emergency response plan.</p> <p>Significance: Emergency response requires a multi-disciplinary collaborative effort, so it's important to assure that regular communication about the plan and the role of public health takes place.</p> <p>Guidance: Partners may be regional or local partners. Documentation should include meeting minutes, meeting agendas, sign in sheets, emails or letters with at least three multi-disciplinary partners. Local multidisciplinary response groups include but are not limited to EMA, EMS, law enforcement, fire, and hospital and elected/appointed officials.</p>

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STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 1a-S Maintain the state public health emergency response plan.	<ol style="list-style-type: none"> 1. The public health emergency response plan. 2. Review documentation. 3. Updates as needed if applicable. 	Purpose: The purpose of this criterion is to assure that the department has an emergency response plan.
		Significance: An emergency response plan needs to be maintained to assure preparedness for an emergency.
		Guidance: The public health emergency response plan shall include the following minimum requirements: NIMS Compliance, POD (Point of Dispensing), quarantine and isolation, COOP (Continuity of Operations), environmental health response role, job action sheets, procedures to verify credentials for licensed professionals, legal authorities, emergency response communication plan (how to contact partners, designated cell phones, walkie talkies, designated line), risk communication, collaboration with outside partners in response to a public health emergency. Review documentation may include meeting minutes from a review meeting, cover signature sheet, or footer showing a signature and date. If no update has occurred, the review must be documented as outlined here.

STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 1b-S Secure approval of state public health emergency response plan from state	<ol style="list-style-type: none"> 1. Documentation of state board of health approval. 	Purpose: The purpose of this criterion is to assure that the state board of health is approves the public health emergency response plan on an annual basis.
		Significance: The state board of health should be aware of its

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board of health annually.		<p>role and the department’s role in the event the emergency response plan is implemented.</p> <p>Guidance: State board of health chairperson’s signature on a page of the emergency response plan or meeting minutes showing a vote to approve the state public health emergency response plan.</p>
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STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>ER 1c-S Provide technical assistance, consultation, and resource referral for local public health agencies, hospitals, emergency medical services (EMS) laboratories, and other response partners regarding the public health emergency response plan.</p>	<p>1. Provide examples of technical assistance, consultation, or resource referral.</p>	<p>Purpose: The purpose of this criterion is to assure that the department provides technical assistance, consultation, and resource referral to local public health agencies, hospitals, EMS, laboratories, and other response partners regarding the public health emergency response plan.</p> <p>Significance: One of the department’s goals is to plan for, respond to, and recover from public health emergencies. One of the strategies to meet that goal is to provide technical assistance, consultation, and resources referral for local public health agencies, hospitals, EMS, laboratories, and other partners regarding the public health emergency response plan.</p> <p>Guidance: Provide two examples from the last six months of technical assistance, consultation, or resource referral. The two examples should not be for the same partner.</p>

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STANDARD ER 1: Maintain and update the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>ER 1d-S Communicate the state public health emergency response plan with multi-disciplinary response partners annually.</p>	<p>1. Evidence of communication.</p>	<p>Purpose: The purpose of this criterion is to assure that the department is communicating the state public health emergency response plan with multi-disciplinary partners on an annual basis.</p> <p>Significance: In order to have a necessary level of transparency in the public health emergency response plan the department should communicate regularly about the plan with multi-disciplinary response partners.</p> <p>Guidance: Documentation should include meeting minutes, meeting agendas, sign-in sheets, emails or letters with at least three multi-disciplinary partners. State multi-disciplinary partners include but are not limited to the Centers for Disease Control and Prevention (CDC), Department of Human Services (DHS), the Federal Emergency Management Agency, the Governor’s Office, Homeland Security and Emergency Management Division (HSEMD), Department of Natural Resources (DNR), Iowa Department of Agriculture and Land Stewardship (IDALS), Department of Public Safety (DPS), State Hygienic Laboratory, and the Department of Administrative Services (DAS).</p>

STANDARD ER 2: Annually test the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
<p>ER 2a-L</p>	<p>1. Documentation of</p>	<p>Purpose: The purpose of this criterion is to assure that the</p>

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Test the plan by exercise or actual event (with EOC) annually.	annual test or actual event.	public health emergency response plan is tested at least annually.
	2. Identification of strengths, weaknesses and lessons learned or after action report (AAR).	Significance: Testing the public health emergency response plan is critical in preparation for an actual response and to identify gaps in the emergency response plan.
	3. Improvement plans.	Guidance: Annual exercises may be either tabletop, functional, or full scale. If an actual event necessitates an EOC activation and public health response, the functional requirement is met. Include documentation from the last two years.

STANDARD ER 2: Annually test the public health emergency response plan.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 2a-S Test the plan by exercise or actual event annually.	1. Documentation of actual test or actual event.	Purpose: The purpose of this criterion is to assure that the public health emergency response plan is tested at least annually.
	2. Identification of strengths, weaknesses and lessons learned or after action report (AAR).	Significance: Testing the public health emergency response plan is critical to prepare for an actual response and to identify gaps in the emergency response plan.
	3. Improvement plans.	Guidance: Annual exercises may be either tabletop, functional, or full-scale. If an actual event necessitates an Emergency Communication Center or State Emergency Operations Center activation and public health response, the functional requirement is met. Include documentation from the last two years.

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STANDARD ER 3: Provide education and training in preparing for, responding to, and recovering from public health emergencies.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 3a-L Assure that staff members responsible for components of the Public Health Emergency Response Plan receive one hour of annual training regarding their role in the Public Health Emergency Response Plan.	1. Documentation of annual training.	Purpose: The purpose of this criterion is to assure that staff members responsible for components of the public health emergency response plan receive regular training on their role.
		Significance: Regular training of staff members responsible is important in assuring the effective implementation of the plan in a public health emergency.
		Guidance: Documentation may include training completion certificates, meeting minutes, training logs or Learning Management System course completions. Documentation should be included for five individuals. If less than five individuals in your agency are responsible, include as many individuals training documentation as is applicable.

STANDARD ER 3: Provide education and training in preparing for, responding to, and recovering from public health emergencies.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 3a-S Assure that staff members responsible for components of the Public Health Emergency Response Plan receive annual training on their role in the Public Health Emergency Response Plan.	1. Documentation of annual training.	Purpose: The purpose of this criterion is to assure that staff members responsible for components of the public health emergency response plan receive regular training on their role.
		Significance: Regular training of staff members responsible is important to assure the effective implementation of the plan in a public health emergency.
		Guidance: Documentation may include training completion certificates, meeting minutes, training logs or Learning Management System course completions. Documentation shall be included for at least five individuals whose primary

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		responsibility is to respond and five individuals who would be called up only in the event that surge capacity was necessary.
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STANDARD ER 3: Provide education and training in preparing for, responding to, and recovering from public health emergencies.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 3b-S Review and share emergency preparedness and response research with response partners.	1. Documentation of sharing research with partners.	Purpose: The purpose of this criterion is to assure that the department is reviewing and sharing emergency preparedness and response research with response partners.
		Significance: Sharing of research is important in maintaining a strong emergency preparedness and response infrastructure for the State of Iowa.
		Guidance: Documentation shall include at least two examples of sharing research within the last three years. The two examples of sharing should not be with the same partner.

STANDARD ER 3: Provide education and training in preparing for, responding to, and recovering from public health emergencies.		
CRITERIA	REQUIRED DOCUMENTATION	
ER 3c-S In coordination with other state agencies and emergency response partners, assure training opportunities on emergency preparedness and response.	1. Training agendas. 2. Proof of coordination.	Purpose: The purpose of this criterion is to assure that the department is coordinating with other state agencies and emergency response partners to assure training opportunities are available.
		Significance: In order to have a proficient emergency preparedness and response workforce, it is important to assure the availability of training for emergency response staff. The department should coordinate with other entities interested in developing emergency preparedness and response capacity.

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		<p>Guidance: Provide at least two training agendas for the last two years, and show how the department coordinated with at least one other partner to plan or assure the delivery of the training. Both trainings presented should not be developed with the same partner.</p>
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