



## Staff Involvement

Adopted August 2014, updated July 2015

### Domain Leaders & Teams for Accreditation

Domain	Leader	Team
1 Community Issues CHA, data, trends, analysis	Bobbi	Donna Glunt, Lisa Engle, Kim Houchin
2 Investigate public health - Infectious disease & environmental	Tim Smith	Corinne Riegler, Craig Kauffman, Kelly Reaver, Donna Glunt
3 Inform & Educate	Corinne Riegler	Steve Cummings, Cathy Summers, Paige O'Neil-Tester, Donna Glunt
4 Community Engagement	Christina Bramlage	Cathy Summers, Kay Schroer, Matt Stonerock, Diana Baughman, Donna Glunt
5 Policies & Plans – CHIP, SP, EOP	Donna Glunt	Craig Kauffman, Corinne Riegler, Alberta Hartshorn
6 Enforce PH Laws & Educate	Kim Casady	Lisa Engle, Kathleen Davis, John Clary, Donna Glunt
7 Access to Health Care	Tracy Davis	BCMH, Kelli Tevis, Linda Kite, Donna Glunt
8 Competent Workers – WFD plan	Kay Schroer / Lisa Downing	Donna Glunt, Leigh Barnes, Lisa Engle
9 Performance Mgmt & QI	Donna Glunt	QI team & PM committee
10 Evidence Based Health	Dr Hoddinott	TBA, Donna Glunt, TBA
11 Admin & Mgmt	Leica McGill	Lisa Downing, Steve Cummings, Brenda Landis, Donna Glunt
12 Governing Entity	Craig Kauffman	Doc Hoddinott, Donna Glunt

### Quality Improvement / Performance Management Council

Donna Glunt

Leigh Barnes/Kay Schroer

Matt Stonerock

Brenda Landis

Christine Bramlage

Kelly Reaver



### Strategic Planning Committee

Dr. Hoddinott

Donna Glunt

Brenda Landis

Bob Harrison

Matt Stonerock

Jennifer Wren

Tracy Davis

Leica McGill

Tim Smith

### Workforce Development Committee

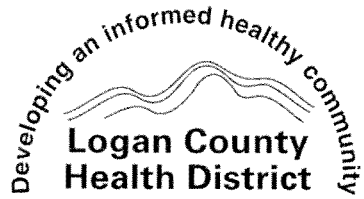
Lisa Downing

Leigh Barnes

Kay Schroer

Donna Glunt

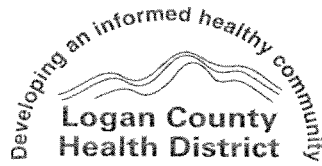
Lisa Engle



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QI / PM Committee  
Agenda  
January 13, 2015

1. Grant update for QI from LEAN Ohio.
  - a. Training
  - b. QI event
2. Review of Toledo/Lucas's PM system
3. Customer Satisfaction Survey
4. Wrap up – Next meeting



310 S. Main Street, Bellefontaine, Ohio 43311

**Domain 9, QI & PM team**

**Title**

**Date**

**Tuesday, January 13, 2015 8:30 a.m. to 9:30 a.m.**

**Name**

**Signature**

**Department**

Brenda Landis

*Brenda Landis*

Home Health

Christina Bramlage

*Christina Bramlage*

WIC

Donna Glunt

*Donna Glunt*

Admin

Kelly Reaver

*Kelly Reaver*

PH

Leigh Barnes

*Leigh Barnes*

Matt Stonerock

*Matt Stonerock*

Enrth



## Quality Improvement Team Meeting

August 4, 2015 10-11:00 am

Present: Brenda Landis, Christina Bramlage, Donna Glunt, Kelly Reaver, Leigh Barnes, Matt Stonerock, Kay Schroer.

### 1. Time Sheet Subgroup

- Simplification of the second page
- In/out sign in will be discontinued on this page
- Comp time earned will remain
- Home Health; will keep "request to be paid outside regular hours" will remain
- Four sections down to two
- Leave requests will be kept separate

### 2. Future "to do list"

- Present to leadership approval of in/out used only on front sheet
- Use note section for anything unusual
- Discontinue lunch line
- Check with Barnstorm about in/out
- Leica McGill working with Barnstorm to create HH only may not be needed
- Will proceed in HH w/LCHD timesheets for now with no changes in Barnstorm yet.

### 3. WIC

- New survey began 8/3/15
- 100 responses and then discontinue
- Run August-September

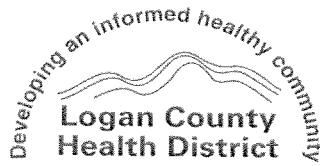
### 4. Performance Management

- Two components; First, spread sheet (dashboard) to track performance of goals (Strategic planning goals and CHIP goals for LCHD) Each unit will choose 2 goals for improvement (positive and realistic) Donna will met with each unit to orient and to determine goals.
- Second; what system to use; see "Creating a learning environment for staff and a culture focused on our customer" and dashboard
- Will present to leadership for approval

### 5. Q/I plan for LCHD Strategic Plan

- OSU has template for how we conduct and general format
- Q/I for LCHD
- Q/I Council; story board for time sheet project and each project

**Next meeting: 9/1/15 @ 10:30**



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## Domain 9, QI & PM team

Title  
Date Tuesday, August 4, 2015 10:00 a.m. to 11:30 a.m.

Name	Signature	Department
Brenda Landis	<i>Brenda Landis</i>	Home Health
Christina Bramlage	<i>Christina Bramlage</i>	WIC
Donna Glunt	<i>Donna Glunt</i>	Admin
Kelly Reaver	<i>Kelly S Reaver</i>	PH
Leigh Barnes	<i>Leigh Barnes</i>	Home Health
Matt Stonerock	<i>Matt Stonerock</i>	Enito
Kay Schroer	<i>Kay Schroer</i>	Admin
Leica McGill		



## **QI/PM Council Meeting**

### **MINUTES**

### **September 1, 2015**

Present: Brenda Landis, Christina Bramlage, Donna Glunt, Kelly Reaver, Leigh Barnes, Matt Stonerock, Kay Schroer.

#### **1. Subgroup update for timesheets**

- Steve is still working with Barnstorm. Barnstorm will be able to get us subtotals per day but will take a couple of weeks to make changes on their end.
- It was decided that the 2<sup>nd</sup> page of the timesheet will be tried out by a couple of people in Home Health as a test run. Possibly Alberta and Linda.
- Steve is exploring a Macro program- It was suggested to implement the simplified 2<sup>nd</sup> sheet while Steve is working on Marco timesheet.
- Matt will check with EH to determine if EH department has any suggestions or opinions for there department.

#### **2. WIC/Environmental – Customer Satisfaction Survey**

- WIC has approximately 70 surveys completed and is still collecting surveys. WIC is almost done collecting surveys. EH is done at 30 completed surveys.

#### **3. PM System Update**

- All departments have been oriented on Performance Management (PM). Home Health will work on Timely admissions, paperwork timelines, efficiency, Q/A training for staff and Marketing. Donna will meet with each division separately to develop measures.

#### **4. QI Plan**

- PM/QI team and counsel team handouts reviewed.
- Handouts review outline and responsibilities of QI/PM teams and Council.
- Discussed the need to develop a QI plan-Donna suggested OSU. OSU has a nice template that could be modified.
- Program initially started as a QI team. Suggested to change to QI/PM council for original team and QI project team for individual projects.
- It was discussed that QI/PM council members would possibly do 4 year terms with only rotating up to half of its member every 2 years. Rotation will allow changing out some members while maintaining some trained members. If members want to continue there are no term limitations.
- The plan will be to do at least 1-2 projects per year with the possibility to add projects if they are simple/easy projects.

- The original Council members will still be involved by attending monthly meeting. Meeting to eventually be quarterly.

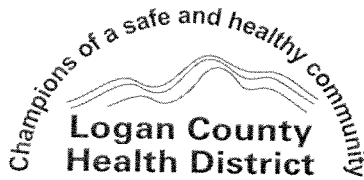
5. QI – Kaizen Oct 20, 23, 27

- Facilitator will be here to over see/get us started on EH mileage project.

6. Matt gave update on new septic regulations coming soon as background info that will factor into the mileage QI project.

7. Wrap up – Next Meeting

- **Monday October 12, 2015 at 8:45**



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# QI Time Sheet Project

Title

Date

September 1, 2015 10:30-11:30

Name

Signature

Department

Brenda Landis

*Brenda Landis*

HH

Christina Bramlage

*Christina Bramlage*

WIC

Donna Glunt

*Donna Glunt*

Admin

Kelly Reaver

*Kelly Reaver*

PH

Matt Stonerock

*Matt Stonerock*

EH

Kay Schroer

*Kay Schroer*

Admin

Leigh Barnes

*Leigh Barnes*

HH

Guests:

Steve Cummings

Leica McGill

Lisa Downing





## QI Council Meeting

December 8, 2015 \* 8:45 – 9:45

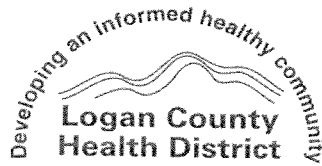
### Agenda and Action Plan

Agenda Item/ Topic	Key Points	Action Items	Responsible Party/ Timeline
Time sheet storyboard	<ul style="list-style-type: none"> <li>BOH was very impressed</li> <li>Eliminate the summary in the QI Plan</li> <li>Few other examples</li> </ul>	<ul style="list-style-type: none"> <li>Summary was made optional in the QI Plan. Storyboard or summary will be completed.</li> <li>Ask Steve for help finding program to insert nice graphs like examples Donna found</li> </ul>	Donna  Donna
QI Ideas	<ul style="list-style-type: none"> <li>Using Accreditation requirements</li> <li>Program QI example (not clinical)</li> </ul>	<ul style="list-style-type: none"> <li>use possibly work force plan as QI project &amp; accreditation requirement</li> <li>next QI project: some type of education improvement</li> </ul>	QI Team - 2016
EH mileage project	<ul style="list-style-type: none"> <li>Overview of action steps</li> <li>Assigning council to assist</li> </ul>	Matt and Donna will help guide Environmental Team in completing tasks discovered from their QI project	Matt and Donna - 2016
PM	<ul style="list-style-type: none"> <li>Update on measures</li> </ul>	All units have submitted PMs. These will be submitted/reviewed quarterly.	All units have to collect data for the PMs. Donna will remind quarterly. - 2016
Next steps	<ul style="list-style-type: none"> <li>Remaining Domain 9 needs</li> <li>Other</li> <li>Next meeting – February 9, 2016 @ 8:45 am</li> </ul>	<ul style="list-style-type: none"> <li>Will review Domain requirements at next meeting.</li> <li>Lean grant money is requested to be used by April 2016. Make sure document time.</li> <li>Need to ask someone to join since losing 2 members from HH. Cathy was suggested. She will be asked around April 2016.</li> </ul>	Donna will prepare information for review. – Feb. 9  Donna/Kay – 4/2016

☐ Attendees or ☒ Refer to sign-in sheet

☒ Attachments: Storyboard for Timesheet QI Project in Accreditation Folder / scanned examples of storyboard w/ nice charts in Accreditation Folder

Notes Generated By: Christina Bramlage



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Title

Domain 9, QI & PM team

Date

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Home Health

Christina Bramlage

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WIC

Donna Glunt

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Admin

Kelly Reaver

Kelly Reaver

Leigh Barnes

Home Health

Matt Stonerock

Matt Stonerock

Enviro

Kay Schroer

Kay Schroer

Admin