

JESSAMINE COUNTY HEALTH DEPARTMENT

2015-2019 JCHD Strategic Plan

Progress Towards Achievement

March 31, 2015-October 1, 2015

Last Revised: 10/27/15



2015-2015 JCHD Strategic Plan: Progress Towards Achievement document providing monthly objectives to be completed as stated in the JCHD BOH approved Strategic Plan.

2015-2019 JCHD Strategic Plan: Progress Towards Achievement

Objectives to be Completed by April 30, 2015

	Action Steps	Measurements	Measure(s)	Responsible Staff	Progress
Establish a JCHD Wellness Committee by March 31, 2015.	<ul style="list-style-type: none"> Worksite wellness coordinator will recruit interested staff to join worksite wellness committee 	# of employees who join committee	4 Committee Members (as of 10/1//15)	Worksite Wellness Coordinator	Met ✓
JCHD Wellness Committee will create their mission & logo by April 30, 2015	<ul style="list-style-type: none"> Committee meetings held monthly to discuss purpose, mission, logo, policy and program development, and future actions. 	# of monthly meetings held annually 1 logo and 1 mission statement created	6 meetings (as of 4/22/15) and Mission Statement approved by committee on 4/22/15	Worksite Wellness Coordinator Worksite Wellness Coordinator	In Progress Met ✓
*By March 31, 2015, the JCHD Worksite Wellness Coordinator and Tobacco Program Coordinator will survey Jessamine County workplaces and develop a database to document whether or not they implement a tobacco policy.	<ul style="list-style-type: none"> Identify workplaces in Jessamine County 	# of workplaces in Jessamine County	326 Business on listserv	Worksite Wellness Coordinator/Tobacco Program Coordinator	Met ✓
	<ul style="list-style-type: none"> Create and distribute survey 	# of surveys distributed to workplaces # of responses received	311 Surveys Distributed 22 Completed Surveys	Worksite Wellness Coordinator/Tobacco Program Coordinator	Met ✓ Met ✓
	<ul style="list-style-type: none"> Database created and Updated regularly 	1 database created and updated regularly	1 Database created on (date) And updated on (date)	Worksite Wellness Coordinator/Tobacco Program Coordinator	Met ✓

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<p>A JCHD electronic newsletter will be developed by March 31, 2015 and distributed quarterly to community partners from 2015-2019.</p>	<ul style="list-style-type: none"> Identify current health department events/topics relevant to community 	<p>List of events/topics provided by leadership team, monthly</p>	<p>3 Major Events Identified per newsletter (3 events as of first newsletter sent out March 30, 2015)</p>	<p>Community Health Manager</p>	<p>Met ✓</p>
	<ul style="list-style-type: none"> Create newsletter template(s) 	<p># of newsletter templates created</p>	<p>1 Newsletter Template created on Elite Email software</p>	<p>Community Health Manager</p>	<p>Met ✓</p>
	<ul style="list-style-type: none"> Distribute newsletter to community partners 	<p>List and # of community partners reached</p>	<p>Community Partners listserv sent to 85 community partners (3 newsletters distributed as of 10/1/15)</p>	<p>Community Health Manager</p>	<p>Met ✓</p>
	<ul style="list-style-type: none"> Survey community partners on benefits of newsletter 	<p># of community partners completing survey</p>	<p>Survey to be completed annually – Next survey distributed -March 30, 2016</p>	<p>Community Health Manager</p>	<p>Unmet (<i>not due yet</i>)</p>
<p>Each JCHD department will continuously work on a QI project, to be developed, implemented, and reviewed on a yearly basis from 2015-2019.</p>	<ul style="list-style-type: none"> Each department leader meet with their staff to identify QI project 	<p>List of possible QI projects 4 QI projects identified</p>	<p>5 QI Projects Identified by March 27, 2015 (HANDS treated as separate QI project)</p>	<p>Accreditation Coordinator</p>	<p>Met ✓ (2015)</p>
	<ul style="list-style-type: none"> Continuous monitoring of QI project 	<p># of monthly QI meetings</p>	<p>9 QI Meetings as of (10/1/15)</p>	<p>Accreditation Coordinator</p>	<p>Met ✓ (2015)</p>
	<ul style="list-style-type: none"> Evaluation of QI project 	<p>1 annual Evaluation report completed from 2015-2019</p>	<p>FY 2014-2015 Annual Report Completed July 7, 2015</p>	<p>Accreditation Coordinator</p>	<p>Met ✓ (2015)</p>

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Objectives to be Completed by May 31, 2015

	Action Steps	Measurements	Measure(s)	Responsible Staff	Progress
Establish a performance management (PM) team with representation for all departments by May 31, 2015.	<ul style="list-style-type: none"> Recruit staff from each department to join team 	# of staff represented from each department	7 staff members representing 4 departments on PM team (Team formed May 19, 2015)	Leadership Team	Met ✓
Each JCHD department will develop at least two measures for monitoring by May 31, 2015.	<ul style="list-style-type: none"> Discuss priority programs for measures Write goals & objectives for priority measures 	List of priority programs and their measures # of goals & objectives written for selected measures	Each department list of programs and their measures established and reviewed May 22, 2015 10 total goals and objectives written for selected measures	Public Health Director and Department Managers	Met ✓

Objectives to be Completed by June 30, 2015

Objective	Action Steps	Measurements	Measure(s)	Responsible Staff	Progress
JCHD will complete a comprehensive employee wellness program plan by June 30, 2015. <i>(All new JCHD policies will be reviewed and approved by BOH at the 12/8/15 BOH meeting)</i>	<ul style="list-style-type: none"> Develop and implement employee wellness program tailored to JCHD based on staff input from a Health Risk Assessment. Seek JCHD employee wellness program approval by the local board of health. 	One employee wellness program developed and implemented	1 policy/program developed by JCHD Worksite Wellness Committee	JCHD Worksite Wellness Committee	Met ✓
		# of members approving employee wellness program	# of members approving program <i>(Anticipated date 12/8/15)</i>	Local Board of Health	In Progress

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	<ul style="list-style-type: none"> Review and revise program annually based on program evaluation and staff commentary. 	One evaluation report conducted annually from 2015-2019	<i>Evaluation report to be completed by December 31, 2015</i>	JCHD Worksite Wellness Committee	<i>Unmet (not yet due)</i>
By June 30, 2015 the JCHD will have developed and implemented a Quality Improvement Plan.	<ul style="list-style-type: none"> QI staff trainings provided QI Projects Identified Seek JCHD QI Plan approval from local board of health QI projects monitored and evaluated 	# of trainings completed # of projects identified # of members approving QI plan # of projects monitored and evaluated	<i>1 QI Staff Training Completed on 3/27/15</i> <i>4 QI Projects Identified</i> <i>8 BOH members approving QI plan on June 23, 2015.</i> <i>4 QI Projects monitored as of June 30, 2015</i>	JCHD Quality Improvement Team	Met ✓ Met ✓ Met ✓
100% of JCHD permitted establishments will be compliant with posting their Inspection reports by June 30, 2015.	<ul style="list-style-type: none"> Identify permitted establishments Communicate Inspection Posting policy Review Inspection Posting 	List and # of permitted establishments # of permitted establishments receiving inspection policy # of permitted establishments posting inspection report	<i>205- List available by Environmental Secretary</i> <i>203/205=99% as of June 30, 2015 (2 are remodeling)</i> <i>203/205=99% as of June 30, 2015</i>	JCHD Environmental Staff	Met ✓ Met ✓ (July 22, 2015) Met ✓ (July 22, 2015)

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Objectives to be Completed by July 31, 2015

	Action Steps	Measurements	Measure(s)	Responsible Staff	Progress
Develop a performance management framework by July 31, 2015.	<ul style="list-style-type: none"> Review successful PM systems 	# of PM systems reviewed	4 (Klipfolio Dashboard, VMSG Dashboard, Network of Care, Microsoft Excel)	JCHD PM Team	Met ✓
	<ul style="list-style-type: none"> Establish framework tailored to JCHD 	1 performance management framework established	Klipfolio Dashboard	JCHD PM Team	Met ✓

Objectives to be Completed by August 31, 2015

Objective	Action Steps	Measurement	Measure(s)	Responsible Staff	Progress
Develop and Implement a workforce development plan for all JCHD staff by August 31, 2015. <i>(postponed due to Mini-Grant funding to help develop WFD plan)</i>	<ul style="list-style-type: none"> Staff self-assessments of core competency levels using a nationally adopted approach 	% of self-assessments completed	100 % of Self-assessments completed (24 employees)	JCHD Leadership Team	Met ✓
	<ul style="list-style-type: none"> Workface Plan created and tailored towards JCHD staff 	1 Workforce Development Plan	1 Workforce Development Plan	JCHD Leadership Team	In Progress
	<ul style="list-style-type: none"> Approval of plan by local board of health 	# of members approving plan	# of members approving plan <i>(Anticipated date 12/8/15)</i>	JCHD BOH	In Progress