

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 AD1** - Provide public health services.
- Standard AD2** - Develop and maintain written contracts with entities providing services for the purpose of complying with the Iowa Public Health Standards.
- Standard AD3** - Comply with and enforce public health laws, rules, and regulations.
- Standard AD4** - Use a human resource management system and compensation plan.
- Standard AD5** - Conduct organizational strategic planning activities.
- Standard AD6** - Practice fiscal management.
- Standard AD7** - Collect and manage public health data.

STANDARD AD1 - PROVIDE PUBLIC HEALTH SERVICES.

LOCAL CRITERIA

Public health services are described in the public health services components of the Iowa Public Health Standards.

- AD1a-L** - Assure that facilities meet state and local building and fire codes.
- AD1b-L** - Maintain written policy and procedure to assure privacy and security of public health records in accordance with applicable state and federal regulations.
- AD1c-L** - Maintain written safety plan and emergency procedures.
- AD1d-L** - Provide services that reasonably accommodate populations within the jurisdiction, with efforts to eliminate transportation barriers and barriers for special populations.

Special populations: Any individual, group, or community whose circumstances create barriers to obtaining or understanding information, or the ability to access available public health services. Circumstances that may create barriers include, but are not limited to: age, physical, mental, emotional or cognitive status, culture, ethnicity, religion, language, citizenship, or socio-economic status, or health literacy level.

- AD1e-L** - Offer office hours that reasonably accommodate the public with a flexible schedule, as determined locally.
- AD1f-L** - Maintain written protocols to guide the delivery of services.

STATE CRITERIA

- AD1a-S** - Provide local public health agencies with technical assistance and referrals to appropriate resources regarding facilities and service delivery.
- AD1b-S** - Assure that the state public health department meets applicable fire codes.
- AD1c-S** - Maintain written policy and procedure to assure privacy and security of public health records in accordance with applicable state and federal regulations.
- AD1d-S** - Maintain written safety plan and emergency procedures for the state public health department.
- AD1e-S** - Provide services that reasonably accommodate populations throughout the state with efforts to eliminate transportation barriers and barriers for special populations.

Special populations: Any individual, group, or community whose circumstances create barriers to obtaining or understanding information, or the ability to access available public health services. Circumstances that may create barriers include, but are not limited to: age, physical, mental, emotional or cognitive status, culture, ethnicity, religion, language, citizenship, or socio-economic status, or health literacy level.

STATE CRITERIA

AD1f-S - Offer office hours that reasonably accommodate the public.

AD1g-S - Maintain written protocols to support delivery of services.

STANDARD AD2 - DEVELOP AND MAINTAIN WRITTEN CONTRACTS WITH ENTITIES PROVIDING SERVICES FOR THE PURPOSE OF COMPLYING WITH THE IOWA PUBLIC HEALTH STANDARDS.

LOCAL CRITERIA

AD2a-L - Retain documentation of executed agreements according to policy. This may include contracts with agencies or individuals.

AD2b-L - Written agreements must be reviewed annually, be updated as appropriate, and contain required items.

Required items for written agreements:

- Requirement to comply with the applicable standards of the Iowa Public Health Standards
- List of the work and services to be performed by the contractor
- Requirement for evaluation of contracted services. Evaluation must be consistent with Evaluation Standard EV1.
- Contract policies and requirements
- Provision for the designated local public 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 of the contractor pertinent to the contract
- Budget
- Period of performance
- Key personnel
- Any additional contract conditions

STATE CRITERIA

AD2a-S - Provide written guidance for contractual agreements to local public health agencies.

AD2b-S - Retain documentation of executed agreements according to policy. This may include contracts with agencies or individuals.

AD2c-S - Assure that executed agreements meet the requirements of the Iowa Code and Iowa Administrative Code including the Accountable Government Act.

STANDARD AD3 - COMPLY WITH AND ENFORCE PUBLIC HEALTH LAWS, RULES, AND REGULATIONS.

LOCAL CRITERIA

- AD3a-L** - Comply with applicable sections of the Iowa Code and Iowa Administrative Code, federal regulations, and local public health regulations and ordinances.
- AD3b-L** - Educate individuals and organizations on the meaning, purpose, and benefit of public health laws, regulations, and ordinances and how to comply.

Examples of methods of providing education: brochures, Web site links, newspaper articles, interviews, presentations, etc. Refer to Communication and Information Technology Standard IT4.
- AD3c-L** - Conduct enforcement activities in a timely manner in accordance with laws, regulations, and ordinances.
- AD3d-L** - Report findings of investigations to local board of health.

STATE CRITERIA

- AD3a-S** - Comply with applicable sections of the Iowa Code and Iowa Administrative Code and federal regulations.
- AD3b-S** - Write administrative rules to implement the Iowa Code.
- AD3c-S** - Provide education and referral services as needed to county attorneys regarding public health laws.
- AD3d-S** - Facilitate communication among other state agencies regarding regulatory issues having a public health impact.
- AD3e-S** - In coordination with other state agencies, promote consistent Iowa Code and Iowa Administrative Rule interpretation within and across state agencies.

Examples of state agencies: Department of Natural Resources, Department of Inspections and Appeals, Department of Human Services, Department of Elder Affairs, and Department of Public Safety.
- AD3f-S** - Educate individuals and organizations on the meaning, purpose, and benefit of public health laws, regulations, and ordinances and how to comply.

Examples of methods of providing education: brochures, Web site links, newspaper articles, interviews, presentations, etc. Refer to Communication and Information Technology Standard IT4.
- AD3g-S** - Conduct enforcement activities in a timely manner in accordance with laws, regulations, and ordinances.

STANDARD AD4 - USE A HUMAN RESOURCE MANAGEMENT SYSTEM AND COMPENSATION PLAN.

LOCAL CRITERIA

AD4a-L - Maintain required human resources policies and update annually.

- Minimum 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
 - Fringe benefits

AD4b-L - Assure employment application forms comply with civil rights regulations.

AD4c-L - Maintain position descriptions that delineate qualifications, responsibilities, and essential functions; are dated; and are reviewed annually to reflect current responsibilities.

AD4d-L - Assure that human resources policies and procedures are communicated to staff.

AD4e-L - Maintain a current salary schedule.

AD4f-L - Maintain a current table of organization.

AD4g-L - Comply with Title VII of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the 1973 Rehabilitation Act.

AD4h-L - Comply with Equal Employment Opportunity and Affirmative Action requirements.

STATE CRITERIA

AD4a-S - Provide information and resource referral to local public health agencies regarding human resources policies and compensation plans.

AD4b-S - Conduct and disseminate the results of a salary survey of the local public health workforce at least every three years.

The state may solicit assistance from professional associations such as Iowa Association of Local Public Health Agencies, Iowa Public Health Association, and Iowa State Association of Counties.

AD4c-S - Provide a survey for local use regarding building accessibility under the Americans with Disabilities Act (ADA).

AD4d-S - Comply with the human resources policies of the State of Iowa and maintain required policies.

- Minimum 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
 - Fringe benefits

AD4e-S - Maintain position descriptions that delineate qualifications, responsibilities, and essential functions; are dated; and are reviewed annually to reflect current responsibilities.

AD4f-S - Assure that personnel policies and procedures are communicated to staff.

AD4g-S - Maintain and make available a current table of organization.

AD4h-S - Comply with Title VII of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the 1973 Rehabilitation Act.

AD4i-S - Comply with Equal Employment Opportunity and Affirmative Action requirements.

STANDARD AD5 - CONDUCT ORGANIZATIONAL STRATEGIC PLANNING ACTIVITIES.

AD5a-L - Annually evaluate and update strategic plan.

- Process for evaluating strategic plan should include but not be limited to:
- Review of strategic plan to determine how goals, objectives, strategies, and resources can best be aligned with the community health improvement plan
 - Utilization of program evaluation findings
 - Evaluation of efficient use of resources

AD5b-L - Review strategic plan with board of health to demonstrate the plan's alignment with the community health improvement plan and the capacity of the organization to continue as the designated local public health agency.

AD5a-S - Annually evaluate and update strategic plan.

- (1) Process for evaluating strategic plan should include but not be limited to:
 - Review of strategic plan to determine how goals, objectives, strategies, and resources can best be aligned with the community health improvement plan
 - Utilization of program evaluation findings
 - Evaluation of efficient use of resources
- (2) The state public health department's strategic plan should include goals, objectives, and strategies to support local public health through the following but not be limited to:
 - direct funding
 - assistance with locating funding
 - integrating assets
 - legislative issues
 - technical assistance

AD5b-S - Distribute strategic plan to local public health agencies and local boards of health.

AD5c-S - Review strategic plan with State Board of Health to demonstrate the plan's alignment with the state-level health improvement plan and the capacity to comply with the Iowa Public Health Standards.

STANDARD AD6 - PRACTICE FISCAL MANAGEMENT.

AD6a-L - Secure funding for local public health through federal, state, local, and other sources.

AD6b-L - Develop an annual budget.

AD6c-L - At least twice a year at local board of health meetings, present the designated local public health agency's financial report for public health services.

AD6d-L - At least twice a year at local board of health meetings, present a quarterly summary of the state public health department's contracts that support local public health services in the jurisdiction.

AD6e-L - Assure fiscal policies and procedures follow accepted accounting practices.

AD6f-L - Assure an annual audit is performed.

AD6g-L - Maintain written documentation of inventory of equipment.

AD6a-S - Secure funding for the public health system through federal, state, and other sources.

AD6b-S - Notify local boards of health when the state public health department issues contracts for public health services in their jurisdictions.

AD6c-S - Provide a quarterly summary on the state public health department's Web site of each contract with a local agency which includes contract purpose, contractor, dates of contract, amounts, and counties served by the contract.

The quarterly summary should be in a searchable format or listed under each county served for a multi-county contract.

AD6d-S - Develop an annual budget.

AD6e-S - At least twice a year at State Board of Health meetings, present the state public health department's financial report.

AD6f-S - Assure fiscal policies and procedures follow accepted accounting practices.

AD6g-S - Assure an annual audit is performed.

AD6h-S - Maintain written documentation of inventory of equipment.

STANDARD AD7 - COLLECT AND MANAGE PUBLIC HEALTH DATA.

AD7a-S - Develop and maintain public health data collection systems.

Includes but not limited to population-based health data and program data.

AD7b-S - Collaborate with data reporting entities to assure timely collection, analysis, and dissemination of data.

Data reporting entities include but are not limited to local public health agencies, hospitals, physicians, laboratories, and funeral directors.

AD7c-S - Assure security and confidentiality of personal health information.

AD7d-S - Interpret and analyze public health data to monitor the state's health status.

AD7e-S - Publish and disseminate data, reports, and analyses for health information users.

AD7f-S - Comply with recognized national and international standards to assure data quality.