**MEMORANDUM**

TO: Accreditation Work Group

FROM: Anona Gund and Kathleen Johnson

DATE: September 20th, 2014

RE: Proposal for AWG Content and Structure

At the August AWG meeting a strategic planning discussion took place to help plan the future direction of the workgroup. Additionally, a survey monkey was sent out to capture input from those that were not able to attend the meeting. Using the input received we have developed a short proposal that includes a couple options for the group to refine and decide on.

**The Purpose of the Accreditation Work Group:**

Convene health departments to share, support, and learn from one another as it relates to National Public Health Accreditation.

**The Content to be Covered at Meetings:**

Option 1: AWG selects one domain to be reviewed at the meeting and discuss/receive feedback on potential documents for domain measures to be submitted. The other half of the meeting will be spent on a QI, WFD, PM, or engagement of staff and BOC topic chosen by the group as it relates to accreditation. This could include a presentation from a health department or having a group member share their experience as it relates to the topic.

Option 2: AWG members submit their top one or two measures (from any domain) that they would like help with and feedback from the group during the meeting. The other half of the meeting will be spent on a QI, WFD, PM, or engagement of staff and BOC topic chosen by the group as it relates to accreditation. This could include a formal presentation from a health department or having a group member share their experience as it relates to the topic.

**Structure of Meetings:**

Option 1: Two hour meeting every other month rotating regional in-person meeting with web and phone option.

Option 2: 1 hour meeting every month via web/phone with in-person meeting in Portland.