

**Draft HSAB Three Year Work Plan Activity Sheet**  
**Fiscal Years 2016-17, 2017-18 and 2018-19**

**Strategic Linkages and Alignment:**

The HSAB activities support:

1. County **Live Well San Diego** efforts towards a population that is healthy, safe and thriving
2. County of San Diego **Strategic Initiatives:**
  - a. **Healthy Families** (health delivery system sensitive to those affected by traumatic circumstances; ensuring every resident has the opportunity to make healthy choices that reduce preventable deaths)
  - b. **Operational Excellence** (Customer Service; workforce development, Connect Well, data integration, performance management, dashboards, quality improvement)
3. **County Values:**
  - a. **Integrity** (fair behavior; do the right thing for the right reason)
  - b. **Stewardship** (accountable to each other; ensure responsible stewardship)
  - c. **Commitment** (work with purpose; make a positive difference in the lives of the residents we serve)
4. **Health and Human Services Agency's mission** to make people's lives healthier, safer and self-sufficient
5. **Public Health Accreditation** including:
  - Domain 1 (Assessment, Data, Analysis, Recommendations)
  - Domain 3 (Inform and Educate)
  - Domain 4 (Engage Community to Identify and Address Health Problems)
  - Domain 5 (Policies and Plans)
  - Domain 10 (Evidence Base)
  - Domain 11 (Operational Infrastructure; health equity, cultural competency)

HSAB efforts encompass the **general, at-risk and high-need** populations of San Diego County.

The HSAB works to develop and implement a **Strategic Plan** and annual **Work Plans (2016-17, 2017-18, and 2018-2019)**. Below is an activity sheet to enable HSAB members to complete their Work Plans for the next three years.

**HSAB Membership:** Members voluntarily attend monthly meetings. Membership is designated by the County Charter and Ordinance. Each member is asked to identify an alternate.

- Sign-In sheet is provided to reflect membership attendance
- Quorum is established prior to each meeting to ensure business of HSAB can be carried out (e.g., voting, action items by members)

**Accountability:** As an organizational structure, the committee is accountable to the BOS and Director of HHSa to support efforts in addressing integration, access and quality of HHSa Health Services as it pertains to population health

**Purpose:** The purpose of the committee is to implement the annual Work Plans that guides HSAB activities and provide regular recommendations to BOS and Director of HHSa

**Vision:** An Advisory Board that the County Supervisors rely on for expertise to improve the health and wellness of the San Diego population

**Mission:** Provide the BOS with expert and timely advice to advance an integrated health and wellness system, where everyone has access to affordable, comprehensive, and quality care.

**Values:**

- Everyone has access to affordable care;
- Care is coordinated, responsive and culturally sensitive;
- Services are integrated, seamless, and comprehensive; and
- Wellness of mind, body, and spirit is pursued for every resident.

**Scope (Boundaries):** HHSa Health Services and health services provided in County of San Diego

**Goals:**

**Goal 1:** Enhance HSAB's value to the County Board of Supervisors.

**Goal 2:** Advance the value of a holistic integration of public health, primary care, behavioral health, and social support services.

**Goal 3:** Solicit community input for the design of solutions.

**Goal 4:** Monitor and provide advice for budget, legislative, policy and program changes.

**Priorities (TBD):** Priorities are to be identified for fiscal year 2016 – 2017:

- For example and discussion: Housing including rising cost, lack of availability, and its impact on health of the population
- For example and discussion: Sexually Transmitted Diseases among women of color, the LGBT community, and their rising rates in San Diego County
- For example discussion: Mental and/or Behavioral Health including substance use disorder, domestic violence and/or gun violence (link to BHSAB)



**HSAB Strategic Plan Goal #1: "Enhance HSAB's Value to the County Board of Supervisors"**

Strategy 1: Provide quality of recommendations made to BOS					
Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
1.0 Enhance <b>membership</b> , participation and teamwork; maintain active, engaged and representative HSAB		<ul style="list-style-type: none"> <li>• Implement annual process for issue identification</li> <li>• "Develop Charge Letter"</li> <li>• Request Supervisors' Aides present to HSAB bi-annually</li> <li>• Engage BOS (June and July 2017)</li> <li>• Ask CAO to present at HSAB meeting (Annually)</li> <li>• Ask HHSA Director to present at HSAB meeting (Annually)</li> <li>• HSAB Board Chair Meeting with the BOS Chair (Annually)</li> <li>• Meeting between HSAB Board Chair and HHSA Director (Bi-annual)</li> <li>• Host HSAB member bi-annual meetings with District Board Aides (Bi-annually)</li> <li>• Meet with respective Supervisors office at least twice per year; identify BOS priorities to facilitate stronger communication between BOS and HSAB</li> <li>• Clear roles as deemed by BOS (charter, ordinance)</li> <li>• Ensure not being beholden to BOS if our board feels policies are not in best interest of consumers of healthcare</li> <li>• County Department presentations utilizing a structured format that includes successes, identified, challenges, barriers, current outcomes and a plan for addressing</li> <li>• HSAB Annual Survey for Board of Supervisors</li> <li>• See that policy set by BOS is being done</li> </ul>			HSAB Chair
1.1 Engage with HHSA Director, Public Health Officer, Board Aides, BOS and other key <b>officials</b> to solicit expectations, align annual priorities to foster targeted and/or value-added recommendations					HSAB Chair
1.2 Increase connection to <b>other County advisory boards</b>		<ul style="list-style-type: none"> <li>• Reach out to other Chairs to identify optimal communication channels and key issues</li> </ul>			

**HSAB Strategic Plan Goal #1: "Enhance HSAB's Value to the County Board of Supervisors"**

<b>Strategy 2: Provide quality operational support</b>					
<b>Objective</b>	<b>Performance Measure and Target</b>	<b>Supporting Activities</b>	<b>Year 1, 2 or 3</b>	<b>Activity Completion Date</b>	<b>Lead/ Comments</b>
<p><b>2.0 Strengthen support to BOS through enhanced administrative measures</b></p>		<ul style="list-style-type: none"> <li>• Develop annual HSAB report document</li> <li>• Schedule annually, face-to-face presentation (s) to BOS</li> <li>• Ensure measurable and documented outcomes for annual priorities</li> <li>• Create a matrix of monthly meetings, and summarized in annual report</li> <li>• Feature a monthly presentation for update on impact of outcomes and their links to HSAB priorities, and summarized in annual report</li> <li>• Create an annual planning timeline for Board agenda and actions, including presentations and Board letters</li> <li>• Implement mechanism for documenting information for HSAB annual report and review quarterly</li> <li>• Enhance efficiency during Board meetings allowing for more dialogue on identified priority issues</li> <li>• Create annual schedule for Board Letters and necessary presentations</li> <li>• Conduct HSAB Annual Survey for Director of HHS</li> <li>• Ensure alignment between HSAB, Director, and BOS</li> </ul>			HSAB Chair
<p><b>2.1 Strengthen HSAB committees role and function</b></p>		<ul style="list-style-type: none"> <li>• Increase time for discussion during board meetings</li> <li>• Document Advisory Board meeting attendance of members and/or alternates</li> <li>• Create and post an annual Advisory Board calendar on the HSAB website that documents Board and Committee meeting dates and times</li> <li>• Conduct an annual HSAB Board member survey/evaluation</li> <li>• Convene an annual Strategic Retreat</li> <li>• Produce work plans and accomplishments document/report to BOS and Director of HHS</li> <li>• Summarizing findings, recommendations (section 861.9 of San Diego Code of Administrative Ordinances)</li> </ul>			

Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
2.2 Strengthen HSAB sub-committees role and function		<p>Ensure sub-committees:</p> <ul style="list-style-type: none"> <li>• Create, document and present an annual agenda</li> <li>• Provide documented updates at monthly HSAB meetings, which will be documented for and consolidated into the Annual Board Report</li> <li>• Meet monthly at a regularly scheduled time</li> <li>• Are reviewed annually for structure and role modifications</li> <li>• Ensure committee meeting times and dates are on the County HSAB web site</li> <li>• Convene telephone meetings for subcommittees</li> <li>• Create an annual timeline for each HSAB committee</li> </ul>			

**HSAB Strategic Plan Goal #2: “Advance the value of a holistic integration of public health, primary care, behavioral health, and social support services”**

Strategy 3: Improve <u>integration</u> , access, and quality of HHS A Health Services					
Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
3.0 For key population health issues identified, ensure lens of <b>integration, access, and quality</b> is applied		<ul style="list-style-type: none"> <li>• Develop a mechanism/lens to evaluate recommendations to BOS to ensure they include integration, access and quality elements</li> </ul>			
3.1 Review barriers to integration and advocate for efficient <b>health services integration</b>		<ul style="list-style-type: none"> <li>• Add barriers to integration to HSAB agenda, identify speaker and make recommendations</li> </ul>			
3.2 Offer ideas and insights to BOS re. <b>accountable care communities</b>		<ul style="list-style-type: none"> <li>• Add accountable care communities to HSHB agenda, discuss and make recommendations</li> </ul>			
3.3 Increase <b>access and utilization</b>		<ul style="list-style-type: none"> <li>• Learn what other agencies do in community to bring access to care</li> </ul>			
3.4 Explore <b>health services platform</b> : gaps and weaknesses, develop expertise to address		<ul style="list-style-type: none"> <li>• Discuss at HSAB meeting</li> </ul>			

Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
3.5 Seek full access independent of insurance coverage type		<ul style="list-style-type: none"> <li>Determine financial and insurance limitations and constraints</li> </ul>			
3.6 Address the implementation of ACA-Network adequacy		<ul style="list-style-type: none"> <li>Discuss at HSAB how to help MDs take on more ACA patients and how to engage the uninsured to enroll in ACA</li> </ul>			
3.7 Address cost reduction and/or containment		<ul style="list-style-type: none"> <li>Discuss cost of healthcare e.g., dementia costs</li> </ul>			
3.8 Address shortage of primary care and how expand to population		<ul style="list-style-type: none"> <li>Put issue of primary care on HSHB agenda for discussion</li> </ul>			
3.9 Address the lack of access to mental health services		<ul style="list-style-type: none"> <li>Put issue of access to mental health services on HSHB agenda for discussion and liaison with behavioral health</li> </ul>			
3.10 Address non-citizen healthcare and access to specialty care		<ul style="list-style-type: none"> <li>Put issue of primary care on HSHB agenda for discussion</li> </ul>			
3.11 Provide guidance to BOS on: 1) Vertical and horizontal integration of care delivery system to capture efficiencies of care; 2) Funding for services; 3) Integration of primary care, dental, and behavioral health services		<ul style="list-style-type: none"> <li>Add to HSAB agenda and make recommendations</li> </ul>			
3.12 Determine how best to include housing and social service integration in the community health assessment (CHA) process		<ul style="list-style-type: none"> <li>Discuss with lead on CHA</li> </ul>			

**HSAB Strategic Plan Goal #2: "Advance the value of a holistic integration of public health, primary care, behavioral health, and social support services"**

Strategy 4: Identify key population health/SDOH issues and make recommendations to the BOS about them to advance holistic integration and population health					
Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
4.0 Select 1 – 3 key population health/SDOH issues for collective impact annually and advance progress by advocating strategies that will result in greater population health e.g., housing, education, mental and/or behavioral health (selection of issues to be based on greatest need and impact)		<ul style="list-style-type: none"> <li>Support collective impact for 1-3 of the following issues:                             <ul style="list-style-type: none"> <li>• Poverty</li> <li>• Education</li> <li>• Transportation</li> <li>• Housing: affordable housing: nexus between health and housing; braiding resources available for delivery of whole person care</li> <li>• Mental health and access: needs to be integrated and coordinated with primary care</li> <li>• Opioid epidemic/ prescription drug abuse</li> <li>• Obesity</li> <li>• Chronic diseases</li> <li>• Marijuana use/abuse</li> <li>• Prevalence of gun violence and preventing injuries</li> <li>• Family violence protection</li> <li>• Health issues related to aging population: dementia, access to care, isolation, caregiver support; Alzheimer's</li> <li>• HIV prevalence: getting to zero, actuality v reported</li> <li>• HIV procurement: County contracts onerous</li> <li>• Foster care: how to ensure care access and clinical standards during temp supervisor</li> <li>• Drugs covered by medical</li> <li>• Implementation of WPC</li> </ul> </li> </ul>			
4.1 For 1-3 key issues identified, solicit and examine: evidence-based practices, data, information, expert advice, community input, input from other advisory boards and health care provider coalitions, conduct site visits, and attend forums; report back to HSAB; then discuss and make informed recommendations to the BOS		<ul style="list-style-type: none"> <li>• Determine 1-3 priority issues</li> <li>• Gather information for deliberation</li> <li>• Add to HSAB agenda</li> <li>• Discuss and deliberate</li> <li>• Make recommendations to BOS</li> </ul>			

Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
4.2 Address additional population health/SDOH issues as the need arises and/or are brought to the attention of the HSAB by BOS, HHSa, or community		<ul style="list-style-type: none"> <li>Respond to requests to add additional items to agenda</li> </ul>			

**HSAB Strategic Plan Goal #3: "Solicit community input for the design of solutions"**

Strategy 5: Solicit and utilize <u>community</u> , public and stakeholder input on key health issues to inform recommendations					
Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
5.0 Conduct annual <b>environmental scan</b> of HHSa (and community priorities)		<ul style="list-style-type: none"> <li>Create an Environmental Scan guideline outlining potential questions and talking points to be used during in-person meetings with Nick, BOS Aides, Public Health Officer, regional leadership teams, and others</li> <li>Establish timelines</li> <li>Assign leads</li> <li>Consolidate and report on input</li> </ul>			

Objective	Performance Measure and Target	Supporting Activities	Year 1, 2 or 3	Activity Completion Date	Lead/ Comments
<p>5.1 Create and promote mechanisms and/or <b>opportunities to solicit input</b> from public, stakeholder and community e.g., regional leadership teams, on minimum of 2 key issues per year with a focus on integration, access and quality</p>		<ul style="list-style-type: none"> <li>• Communicate (about HSAB logistics and) annual priorities areas of focus</li> <li>• Conduct outreach through social media</li> <li>• Generate an enhanced web site home page</li> <li>• Conduct engagement with and participation in other Boards and organizations</li> <li>• Connect with community advocacy groups within the community</li> <li>• Connect with program coalitions</li> <li>• Ask members to reach out and inform their contacts regarding HSAB and issues of interest</li> <li>• Promote attendance by HSAB members at community forums and relevant events</li> <li>• Conduct HSAB site visits that align with identified priorities and emergent issues/needs</li> <li>• Learn and document community health needs</li> <li>• Identify and discuss public health issues impacting indigent population</li> <li>• Educate Public Health about the different needs of communities</li> <li>• Allow community involvement to determine emerging issues</li> <li>• Ensure we address and support the range of County residents</li> <li>• Determine community needs based on age, location, linguistic and cultural diversity</li> </ul>			
<p>5.2 Consider and discuss <b>community input and forward recommendation</b> to BOS on these issues</p>		<ul style="list-style-type: none"> <li>• Recommend HHSA County issues based on needs of community</li> <li>• Strengthen advisory roles and partnerships</li> </ul>			
<p>5.3 Summarize and provide next steps to community and BOS on <b>community engagement</b></p>		<ul style="list-style-type: none"> <li>• Provide feedback to community on how the input was considered and used and communicate any next steps for action</li> <li>• Summary of community meetings, and summarized in annual report</li> </ul>			

**HSAB Strategic Plan Strategic Goal #4: "Monitor and provide advice for budget, legislative, policy, and program changes"**

**Strategy 6: Identify and advise on key issues related to budget, legislative, policy, and program changes**

<b>Objective</b>	<b>Performance Measure and Target</b>	<b>Supporting Activities</b>	<b>Year 1, 2 or 3</b>	<b>Activity Completion Date</b>	<b>Lead/ Comments</b>
6.0 Provide BOS with advice on current and proposed budgets to address key issues (Strategy 5)		<ul style="list-style-type: none"> <li>• Review current and proposed legislation (federal, state and county) impacting on health care, population health, and/or SDOH and related issues</li> <li>• Identify monitoring mechanisms</li> <li>• Review outputs from monitoring mechanisms following implementation of <b>new legislation</b> e.g., ACA</li> <li>• Discuss and make recommendations at HSHB meeting</li> </ul>			
6.1 Provide BOS with advice on current and proposed legislation					
6.2 Provide BOS with advice on current and proposed policy issues and/or changes		<ul style="list-style-type: none"> <li>•</li> </ul>			
6.3 Provide BOS with advice on current and proposed program changes		<ul style="list-style-type: none"> <li>•</li> </ul>			