

ILLINOIS REGISTER

DEPARTMENT OF PUBLIC HEALTH

NOTICE OF ADOPTED AMENDMENTS

- 1) Heading of the Part: Certified Local Health Department Code
- 2) Code Citation: 77 Ill. Adm. Code 600
- 3)

<u>Section Numbers:</u>	<u>Adopted Actions:</u>
600.100	Amendment
600.110	Amendment
600.120	New Section
600.200	Amendment
600.210	Amendment
600.400	Amendment
600.410	Amendment
- 4) Statutory Authority: Authorized by Division 5-25 of the Counties Code [55 ILCS 5]; the Public Health District Act [70 ILCS 905]; the Illinois Municipal Code [65 ILCS 5]; and Section 55 of the Civil Administrative Code of Illinois [20 ILCS 2310/55].
- 5) Effective Date of Rulemaking:
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposed Amendments Published in Illinois Register: 40 Ill. Reg. 7021; May 6, 2016
- 10) Has JCAR issued a State of Objection to these amendments? No
- 11) Difference(s) between proposal and final version: The following changes were made a result of comments received during the first notice or public comment period:
 - In Section 600.100, the definition of accreditation was updated to remove the sentence, “accreditation is not a planning process equivalent to IPLAN.”
 - Section 600.210(d)(1) was amended to add a new subsection (E) to allow a written waiver request to postpone meeting certain requirements in the case that full funding is not received by the local health department by State, federal, or any

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other grant funding sources for any program or programs provided as a requirement for certification.

- Section 600.400(a)(2)(E) was amended to provide for the nonalignment of the SHIP with priority health needs of the local public health jurisdiction.
- Section 600.400 was amended to add a new subsection (j) to allow results of the PHAB accreditation process to be used to meet the corresponding requirements of the certification process as long as the documents are not duplicated from the previous re-certification cycle.

In response to JCAR, Section 600.410(a)(4) was amended to provide for the nonalignment of the SHIP with priority health needs of the local public health jurisdiction.

In addition various typographical, grammatical, and form changes. were made in response to the comments from JCAR.

- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace an emergency rule currently in effect? No
- 14) Are there any amendments pending on this Part? No
- 15) Summary and Purpose of Rulemaking: The rulemaking updated terms and definitions, removed references to an obsolete database, and updated certification requirements for certified local health departments.
- 16) Information and questions regarding these adopted amendments shall be directed to:

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The full text of the adopted amendments begin on the next page:

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TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER h: LOCAL HEALTH DEPARTMENTS

PART 600
CERTIFIED LOCAL HEALTH DEPARTMENT CODE

SUBPART A: GENERAL

Section	
600.100	Statement of Purpose
600.110	Definitions
<u>600.120</u>	<u>Referenced Materials</u>

SUBPART B: CERTIFICATION APPLICATION REQUIREMENTS

Section	
600.200	Provisional Certification
600.210	Certification

SUBPART C: PERSONNEL REQUIREMENTS

Section	
600.300	Executive Officer
600.310	Public Health Administrator
600.320	Medical Health Officer
600.330	Denial of Personnel Application

SUBPART D: PRACTICE STANDARDS

Section	
600.400	Public Health Practice Standards
600.410	Requirements for IPLAN or an Equivalent Planning Process

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SUBPART E: DUE PROCESS

Section

600.500	Denial, Suspension or Revocation of Certification
600.510	Procedures for Hearings

AUTHORITY: Implementing and authorized by Division 5-25 of the Counties Code [55 ILCS 5]; the Public Health District Act [70 ILCS 905]; the Illinois Municipal Code [65 ILCS 5]; and Section 55 of the Civil Administrative Code of Illinois [20 ILCS 2310/55].

SOURCE: Filed April 17, 1968; emergency amendment at 5 Ill. Reg. 11091, effective October 1, 1981, for a maximum of 150 days; rules repealed, new rules adopted at 6 Ill. Reg. 2716, effective March 1, 1982; codified at 8 Ill. Reg. 18914; amended at 14 Ill. Reg. 840, effective January 1, 1990; new Part adopted by emergency rule at 17 Ill. Reg. 12918, effective July 21, 1993, for a maximum of 150 days; emergency repealer at 17 Ill. Reg. 13115, effective July 21, 1993, for a maximum of 150 days; emergency expired on December 18, 1993; Part repealed, new Part adopted at 18 Ill. Reg. 4276, effective March 1, 1994; amended at 22 Ill. Reg. 14474, effective July 24, 1998; amended at 28 Ill. Reg. 8762, effective June 3, 2004; amended at 41 Ill. Reg. _____, effective _____.

SUBPART A: GENERAL

Section 600.100 Statement of Purpose

- a) This Part has been developed by the Illinois Department of Public Health, in collaboration with the Illinois Association of Public Health Administrators, the Illinois Association of Boards of Health, the Illinois Public Health Association, and the University of Illinois School of Public Health. This Part sets forth requirements for local health departments to be certified by the Department and applies to all local health departments in the State that are conducting or intend to conduct and complete such requirements.
- b) The Department is committed to the mission of public health – to fulfill society's interest in assuring conditions in which people can be healthy. Because of this commitment, the Department has the responsibility to assure that quality public health services are delivered to Illinois citizens. Where possible, it is in the best interest of Illinois citizens to have public health services delivered at the local level by a local health department. A ~~certified~~**Certified** local health department is a local governmental agency that carries out the core functions of public health, assessment, policy development, and assurance, within its jurisdiction. Any local

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health department currently recognized by the Department will be eligible to seek certification. Performance of the core public health functions is the unique feature that distinguishes a ~~certified~~**Certified** local health department from any other public health provider in a local area. The practice standards, included in this Part, are activities that demonstrate a local health department is fulfilling the core functions of public health.

- c) Certification is an eligibility requirement for Local Health Protection Grants awarded by the Department. The Department will make other Department grants available to ~~certified~~**Certified** local health departments, and the Department will give preference to ~~certified~~**Certified** local health departments for certain grants.

(Source: Amended at 41 Ill. Reg. _____, effective _____)

Section 600.110 Definitions

~~For the purposes of this Part, the words and phrases defined herein shall have the following meanings:~~

"Accreditation" means the measurement of health department performance against a set of nationally recognized, practice-focused and evidence-based standards that leads to the issuance of recognition of achievement by the Public Health Accreditation Board (PHAB), the nonprofit entity created to implement and oversee national public health department accreditation.

"Certification" and "Certified" means certification granted to a local health department that meets the requirements set forth in Section 600.210 and Subparts C and D ~~of this Part~~ and is so designated by the Department.

"Community participation" means involvement by representatives of various community interests and groups. (Agency Note: Examples of such interests or groups are ethnic and racial groups, the medical community, mental health and social service organizations, the cooperative extension service, schools, law enforcement organizations, voluntary organizations, the clergy, the business community, economic development agencies, unions, disabled persons and senior citizens.)

"Contributing factor" means a scientifically established factor that directly affects the level of a risk factor.

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"Department" means the Illinois Department of Public Health.

"Director" means the Director of the Illinois Department of Public Health or his or her designee.

"Essential Public Health Services" means the 10 services that describe the responsibilities of public health systems. A formulation of the processes used in public health to prevent epidemics and injuries, protect against environmental hazards, promote healthy behaviors, respond to disasters, and ensure quality and accessibility of health services, the essential public health services are:

- monitor health status to identify community health problems;
diagnose and investigate health problems and health hazards in the community;

- inform, educate, and empower people about health issues;

- mobilize community partnerships to identify and solve health problems;

- develop policies and plans that support individual and community health efforts;

- enforce laws and regulations that protect health and ensure safety;

- link people to needed personal health services and assure the provision of health care when otherwise unavailable;

- assure a competent public and personal health care workforce;

- evaluate effectiveness, accessibility and quality of personal and population-based health services; and

- research for new insights and innovative solutions to health problems.

"Equivalent to IPLAN" means an assessment and planning process approved by the Department ~~that~~which meets the requirements set forth in Section 600.410.

"Healthy People-2000" means a program of nationwide health-promotion and disease-prevention goals set by the United States Department of Health and Human Services. Healthy People provides science-based, national goals and

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~~objectives with 10-year targets designed to guide national health promotion and disease prevention efforts to improve the health of all people in the United States. National Health Promotion and Disease Prevention Objectives, U.S. Department of Health and Human Services, Public Health Service, DHHS publication number (PHS) 91-50212. Healthy People 2000 contains a national strategy for significantly improving the health of the nation during this decade and contains measurable targets for striving toward health promotion and prevention of injuries and diseases.~~

"Impact objective" means a goal for the level to which a ~~risk factor~~health problem should be reduced. An impact objective is intermediate in length of time and measurable.

"Indirect contributing factor" means a community-specific factor that directly affects the level of the direct contributing factors. These factors can vary greatly from community to community.

"IPLAN" means the Illinois Project for Local Assessment of Needs, a process developed by the Department to meet the requirements set forth in Section 600.410. IPLAN is a series of planning activities conducted within the local health department jurisdiction resulting in the development of an organizational capacity assessment, a community health needs assessment, and a community health plan.

~~"IQuery" means a web-based data query system administered by the Department for the collection and dissemination of Illinois public health data.~~

~~"IPLAN Data System" means a data base developed by the Department that contains the required data sets to measure community health indicators for assessment purposes.~~

"Legally authorized representative" means the person empowered to act on behalf of the local health department and board of health in such matters as executing contracts, signing applications, and undertaking other major administrative tasks.

"Local health department" means a local governmental agency that administers and assures health-related programs and services within its jurisdiction.

"Local public health jurisdiction" means the geographic area over which a local board of health has legal and regulatory authority.

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"Mandate" or "Mandated program" means those programs and activities that are statutorily required of local health departments by a legislative body, such as a city council, county board, or the General Assembly.

"Outcome objective" means a goal for the level to which a health problem should be reduced. An outcome objective is long term and measurable.

"Proven intervention strategy" means intervention strategy demonstrated to be effective or used as a national model.

"Provisional ~~certification~~Certification" and "Provisionally ~~certified~~Certified" means certification granted to a local health department that meets the requirements for ~~provisional certification~~Provisional Certification set forth in Section 600.200 and is so designated by the Department.

"Public health system" means the collection of public, private, and voluntary entities, as well as individuals and informal associations, that contribute to the delivery of essential public health services.

"Risk factor" means a scientifically established factor (determinant) that relates directly to the level of a health problem. A health problem may have any number of risk factors identified for it.

"Sentinel event" means any unanticipated event resulting in death or serious physical or psychological injury that could have been prevented or managed by the health care system.

"SHIP" means the State Health Improvement Plan that recommends priorities and strategies to improve the health status of Illinois citizens and to improve the Illinois public health system.

"Substantial compliance" means meeting the requirements set forth in this Part, except for variations from the strict and literal performance of ~~those~~~~such~~ requirements ~~that~~~~which~~ result in insignificant omissions and defects, given the particular circumstances and the incidence and history of ~~the~~~~such~~ omissions and defects. Omissions and defects that have an adverse impact on public health and safety shall not be considered insignificant and shall be considered substantial noncompliance.

(Source: Amended at 41 Ill. Reg. _____, effective _____)

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Section 600.120 Referenced Materials

The following materials are referenced in this Part:

- a) Civil Administrative Code of Illinois [20 ILCS 5/5-565]
- b) Counties Code [55 ILCS 5/5-25012]
- c) Illinois Municipal Code [65 ILCS 5/11-16-1 and 11-17]
- d) Public Health District Act [70 ILCS 905]
- e) Local Health Department Development Grant Rules (77 Ill. Adm. Code 610)

(Source: Added at 41 Ill. Reg. _____, effective _____)

SUBPART B: CERTIFICATION APPLICATION REQUIREMENTS

Section 600.200 Provisional Certification

- a) A local health department that serves one or more counties and that is not a ~~certified~~Certified local health department may make application for provisional certification~~Provisional Certification~~. ~~The Such~~ application shall be submitted to the Department by letter, memorandum, or similar document signed by an authorized representative and shall include a written commitment to the Department to complete IPLAN or an equivalent to IPLAN within two years after provisional certification~~Provisional Certification~~ is granted.
- b) Upon submission of a complete application, the Department shall have 60 days to review the application. Provisional certification~~Certification~~ shall be granted by the Department to any local health department that meets the requirements of subsection (a) ~~of this Section~~. Provisional certification~~Certification~~ shall expire upon certification~~Certification~~ of the local health department or two years after the date provisional certification~~Provisional Certification~~ was granted, whichever is shorter. Provisional certification~~Certification~~ may be renewed as provided in subsection (c) ~~of this Section~~.
- c) A local health department that has been granted provisional certification~~Provisional Certification~~ may apply for renewal of provisional

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~~certification~~Provisional Certification. ~~The~~Such application shall be made at least 30 days prior to expiration of the ~~provisional certification~~Provisional Certification by submitting to the Department a letter, memorandum, or similar document signed by an authorized representative. The application shall describe activities that the local health department performed during the current term of ~~provisional certification~~Provisional Certification and future activities that will be undertaken during the renewal term that would be expected to result in the completion of IPLAN or an equivalent to IPLAN.

- 1) Renewal applications that are complete and received by the Department no later than 30 days prior to the expiration of ~~provisional certification~~Provisional Certification shall be considered by the Department.
 - 2) The first renewal of ~~provisional certification~~Provisional Certification shall be made if the Department determines, on the basis of the application, that the applicant can be expected to complete IPLAN or an equivalent to IPLAN by conclusion of the renewal term.
 - 3) The second renewal of ~~provisional certification~~Provisional Certification shall be made if the Department determines, on the basis of a written explanation submitted by the local health department, in addition to the application for renewal specified in this subsection (c), that the applicant can be expected to complete IPLAN or an equivalent to IPLAN by conclusion of the second renewal term. The explanation shall include documentation of the incomplete elements of IPLAN or an equivalent to IPLAN with their expected completion dates and the reasons why the local health department did not complete IPLAN or an equivalent to IPLAN within the first renewal term.
 - 4) A renewal of ~~provisional certification~~Provisional Certification granted by the Department shall not exceed 12 months.
 - 5) No more than two renewals of ~~provisional certification~~Provisional Certification shall be granted to a local health department.
- d) A provisionally ~~certified~~Certified local health department is eligible to apply for a Local Health Department Development Grant, pursuant to ~~the Department's Local Health Department Development Grant Rules~~ (77 Ill. Adm. Code 610).

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- e) The Department may conduct an on-site review of the local health department and ~~those~~such documents necessary to determine substantial compliance with this Section.

(Source: Amended at 41 Ill. Reg. _____, effective _____)

Section 600.210 Certification

- a) A ~~provisionally certified~~Provisionally-Certified local health department may apply for ~~certification~~Certification.
- 1) ~~The~~Such application shall be submitted to the Department on forms or in a format provided or prescribed by the Department and shall include a community health needs assessment and a community health plan in accordance with Subpart D-~~of this Part~~. The application shall be signed by an authorized representative.
- 2) Upon receipt of a complete application, the Department shall have 60 days to review the application to determine if the applicant meets the personnel requirements set forth in Subpart C-~~of this Part~~ and the practice standards set forth in Subpart D-~~of this Part~~.
- A) If the Department determines that the applicant is in substantial compliance with Subparts C and D-~~of this Part~~, ~~certification~~Certification shall be granted by the Department.
- B) If the Department determines that the applicant is not in substantial compliance with Subparts C and D-~~of this Part~~, ~~certification~~Certification shall be denied and the local health department shall be notified in writing of the denial of ~~certification~~Certification. ~~The~~Such notification shall specify the reasons for denial of ~~certification~~Certification and shall describe the right of the applicant to request a hearing to appeal the denial of ~~certification~~Certification, pursuant to Section 600.510.
- b) Certification granted to local health departments that apply pursuant to this Section shall expire five years following the date of ~~certification~~Certification.
- 1) ~~All certifications set to expire in 2004 will be extended to the same date in 2005. These extensions will be granted automatically without the need~~

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~~for a waiver request. A petition to maintain the 2004 recertification schedule, however, may be submitted to the Department. The petition shall include the name of the local health department, a request to maintain the original recertification renewal date, and the signature of the public health administrator.~~

- 2) ~~For the period between 2005 and 2007, the Department will implement a staggered certification renewal schedule in which approximately one third of local health departments will be reviewed annually. This review schedule will be developed by the Department in consultation with the local health departments. Thereafter, the certification reviews will occur every five years on this staggered schedule.~~

- c) A ~~certified~~Certified local health department may apply for renewal of ~~certification~~Certification.

- 1) ~~The~~Such an application shall be made at least 60 days prior to the expiration of the ~~certification~~Certification period. An application shall be submitted to the Department on forms or in a format provided or prescribed by the Department and shall include a community health needs assessment and a community health plan in accordance with Subpart D-~~of this Part~~. The application shall be signed by an authorized representative.
- 2) Upon ~~receipt~~completion of a complete application, the Department shall have 60 days to review the application to determine if the applicant is in substantial compliance with the personnel requirements set forth in Subpart C-~~of this Part~~ and the practice standards set forth in Subpart D-~~of this Part~~.
- A) If the Department determines that the applicant is in substantial compliance with Subparts C and D-~~of this Part~~, ~~certification~~Certification shall be renewed by the Department for a five-year period.
- B) If the Department determines that the applicant is not in substantial compliance with Subparts C and D-~~of this Part~~, renewal of ~~certification~~Certification shall be denied and the local health department shall be notified in writing of the denial of ~~certification~~Certification. ~~The~~Such notification shall specify the reasons for denial of ~~certification~~Certification and shall describe

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the right of the applicant to request a hearing to appeal the denial of ~~certification~~Certification renewal, pursuant to Section 600.510.

- d) A ~~certified~~Certified local health department that ~~at any time during the period for which the local health department has been granted Certification~~ does not meet all applicable requirements for ~~certifications~~such Certification due to conditions or circumstances beyond the reasonable control of the local health department may make a written request to the Department for a waiver ~~to postpone meeting~~of the requirements set forth in Subparts C and D ~~of this Part~~. The certified local health department may make the waiver request at any time during the period for which the local health department has been granted certification. A waiver will not be required for certification extensions issued under subsection (b) of this Section.
- 1) Conditions or circumstances beyond the reasonable control of the local health department shall include, but not be limited to:
- A) Participating in assessment activities with hospitals undertaking community health needs assessments as required by the Internal Revenue Service for 501(c)(3) hospitals;
 - B) Participating in assessment and planning activities required for a local health department seeking voluntary accreditation through PHAB;
 - CA) Unanticipated or unavoidable lack of qualified personnel necessary to fulfill applicable requirements; or
 - DB) Disease outbreaks, natural disasters, and other unusual circumstances ~~that which~~ may threaten the health and safety of residents and ~~that which~~ require re-assignment of personnel to protect the health and safety of residents within the local health department's jurisdiction.
 - E) Full funding is not received by the local health department on a timely basis from State, federal, or any other grant funding sources for any program or programs that are being provided as a requirement for certification.
- 2) The Department shall grant a waiver if it determines that the local health department meets the conditions or circumstances specified in

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~~subsection~~ ~~subsection~~ (d)(1)(A) and (B) ~~of this Section~~. The Department shall notify the local health department of its decision within 10 working days after the receipt of the request.

- A) A waiver shall be granted for a six-month period or until the conditions or circumstances referred to in subsections (d)(1)(A) and (B) ~~of this Section~~ are remedied, whichever is shorter.
- B) The Department may extend a waiver for ~~threetwo~~ additional six-month periods. All requests for extension of waiver shall be received by the Department at least 15 working days prior to the expiration of the waiver period.
 - i) The first ~~or second~~ extension of the waiver shall be made if the Department determines, on the basis of a written explanation from the local health department, that reasonable progress has been made and the local health department can be expected to be in substantial compliance with applicable requirements of ~~certification~~ ~~Certification~~ on or before the conclusion of the ~~first~~ extended waiver period.
 - ii) The ~~thirdsecond~~ extension of waiver shall be made if the Department determines, on the basis of a written explanation from the local health department, that reasonable progress has been made and the local health department can be expected to be in substantial compliance with applicable requirements of ~~certification~~ ~~Certification~~ on or before the conclusion of the ~~thirdsecond~~ extended waiver period. The explanation shall include documentation of the applicable ~~certification~~ ~~Certification~~ requirements that are not being met, with the expected dates for completion and the reasons why the local health department was unable to achieve substantial compliance within the ~~first~~ extension period.
- 3) The Department shall review the local health department for substantial compliance with ~~certification~~ ~~Certification~~ requirements upon the expiration of the waiver period or upon request of the local health department. The Department's review shall include only those

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certification requirements that are the basis for the waiver.

- A) If the Department, based upon its review, determines that the local health department meets the requirements set forth in Subparts C and D ~~of this Part~~, the local health department shall be considered in substantial compliance with the requirements of ~~certification~~Certification, and no further action shall be taken by the Department.
- B) If the Department, based upon its review, determines that the local health department does not meet the requirements set forth in Subparts C and D ~~of this Part~~ and the waiver has expired, the Department shall notify the local health department of its option to request an extension of waiver under subsection (d)(2)(B)~~this Section~~.
- C) If the Department, based upon its review, determines that the local health department does not meet the requirements set forth in Subparts C and D ~~of this Part~~ and the local health department's request was submitted prior to the expiration of the waiver period, the waiver shall continue until the end of the six-month period.
- e) The Department may conduct an on-site review of the local health department and ~~those~~such documents necessary to determine substantial compliance with this Section.

(Source: Amended at 41 Ill. Reg. _____, effective _____)

SUBPART D: PRACTICE STANDARDS

Section 600.400 Public Health Practice Standards

- a) Assess the health needs of the community by establishing a systematic needs assessment process that periodically provides information on the health status and health needs of the community.
 - 1) A community health needs assessment that systematically describes the prevailing health status and health needs of the population within the local health department's jurisdiction shall be conducted at least once every five years.

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- A) The assessment shall be conducted through completion of IPLAN or an equivalent to IPLAN that meets the requirements set forth in Section 600.410.
 - B) The assessment shall, at a minimum, include an analysis of data in groupings designated by the Department, which are: demographic and socioeconomic characteristics; general health and access to care; maternal and child health; chronic disease; infectious disease; environmental/occupational/injury control; and sentinel events contained in the IPLAN Data System provided by the Department for assessment purposes.
 - C) The assessment shall include community participation in the health needs assessment process in order to facilitate the identification of community health problems and the setting of priorities from among those health problems.
 - D) Community health needs shall be identified during the community health needs assessment process based on the analysis of data describing the health of the population and on the judgment of the community participants concerning the seriousness of the health problems and needs. Prioritization shall result in the establishment of at least three priority health needs.
- 2) A community health needs assessment shall contain:
- A) A statement of purpose of the community health needs assessment that includes a description of how the assessment will be used to improve health in the community.
 - B) A description of the community participation process, a list of community groups involved in the process, and method for establishing priorities.
 - C) A description of the health status and health problems most meaningful for the community in the data groupings designated by the Department, which are: demographic and socioeconomic characteristics; general health and access to care; maternal and child health; chronic disease; infectious disease;

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environmental/occupational/injury control; and sentinel events. ~~in the IPLAN Data System.~~

D) A description of the process and outcomes of setting priorities.

E) A statement that the SHIP was reviewed, including a description of the alignment or nonalignment between the priority health needs of the applicable local public health jurisdiction, as identified by the local health department, and the priorities to improve the public health system, as set forth by the SHIP.

b) Investigate the occurrence of adverse health effects and health hazards in the community by conducting timely investigations that identify the magnitude of health problems, duration, trends, location and populations at risk.

c) Advocate for public health, build constituencies and identify resources in the community by generating supportive and collaborative relationships with public and private agencies and constituent groups for the effective planning, implementation and management of public health activities. The local health department shall:

1) develop and strengthen communication with units of government, health-related organizations, health providers, citizens, and news media;

24) ~~The local health department shall~~ meet at least annually with representatives of health-related organizations within its jurisdiction to define inter-organizational roles and responsibilities; ~~and.~~

32) ~~The local health department shall~~ disseminate health reports that have been developed by the local health department to the board of health, county board or other legislative bodies within its jurisdiction, the media, and the public.

d) Develop plans and policies to address priority health needs by establishing goals and objectives to be achieved through a systematic course of action that focuses on local community needs and equitable distribution of resources, and involves the participation of constituents and other related governmental agencies. Develop a community health plan that addresses at least three priority health needs, identified pursuant to Section 600.400, during each certification period.

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- 1) The local health department shall include in its community health plan an analysis to establish risk factors and contributing factors for each priority health need, to determine the adequacy of existing resources, and to identify population groups at risk of poor health status within the local health department's jurisdiction.
- 2) The community health plan shall present measurable objectives and strategies for intervention for each priority health need.
- 3) The local health department shall utilize community participation to assist in the development of the community health plan.
- 4) In jurisdictions where a board of health exists pursuant to Section 5-25012 of the Counties Code, ~~(Ill. Rev. Stat. 1991, ch. 34, par. 5-25012)~~ [55 ILCS 5/5-25012]; Division 16 or 17 of the Illinois Municipal Code, ~~(Ill. Rev. Stat. 1991, ch. 24, par. 11-16-1 and par. 11-17-1 through 11-17-12)~~ [65 ILCS 5/11-16-1 and 5/11-17]; or the Public Health District Act ~~(Ill. Rev. Stat. 1991, ch. 111½, par. 0.01 et seq.)~~ [70 ILCS 905], the local health department shall present the community health plan to the board of health for its review. A community health plan shall be adopted by the board of health.
- 5) The local health department shall submit the community health plan to the Department. The plan shall contain:
 - A) A statement of purpose of the community health plan that includes how the plan will be used to improve the health of the community;
 - B) A description of the process used to develop the community health plan;
 - C) A description of each priority, including the importance of the priority health need, summarized data and information on which the priority is based, the relationship of the priority to HealthyPeople national health objectives, 2000 National Health Objectives and subsequent revisions and factors influencing the level of the problem (e.g., risk factors, contributing and indirect contributing factors);
 - D) At least one measurable outcome objective covering a three or

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more year~~five-year~~ time frame related to each priority health need;

- E) At least one measurable impact objective related to each outcome objective; and
 - F) At least one proven intervention strategy to address each impact objective. The description should include a discussion of: community resources that will contribute to implementation; estimated funding needed for implementation; and anticipated sources of funding.
- e) Manage resources and develop organizational structure through the acquisition, allocation and control of human, physical and fiscal resources, and maximizing the operational functions of the local public health systems through coordination of community agencies' efforts and avoidance of duplication of services.
- 1) The local health department shall, at least once every five years, perform an organizational capacity self-assessment that meets the requirements set forth in Section 600.410. The local health department shall provide the Department with a statement signed by an authorized representative indicating that the organizational capacity self-assessment was completed by the local health department and reviewed by the board of health.
 - 2) The local health department shall maintain a current organizational chart ~~that~~which includes all functional elements of the organization and their relationship to each other.
 - 3) The local health department shall maintain current written job descriptions, minimum qualifications for each position, and written plans or policies regarding staff recruitment, selection, development, and retention.
 - 4) The local health department shall notify the Department in writing within 10 business days after the effective date of the termination, resignation or leave of absence of the public health administrator or other personnel required under Subpart C.
- f) Implement programs and other arrangements assuring or providing direct services for priority health needs identified in the community health plan by taking actions ~~that~~which translate plans and policies into services.

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- g) Evaluate programs and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with plans and policies, and provide feedback on inadequacies and changes needed to redirect programs and resources.
 - 1) The local health department shall conduct periodic reviews of programs, services, and personnel to demonstrate compliance with applicable professional and regulatory standards.
 - 2) The local health department shall conduct monitoring of programs to assess achievement of mandated programs and progress towards meeting community health objectives as stated in the community health plan.
- h) Inform and educate the public on public health issues of concern in the community, promoting an awareness about public health services availability, and health education initiatives ~~that~~^{which} contribute to individual and collective changes in health knowledge, attitudes and practices towards a healthier community.
- i) Documentation of each activity conducted pursuant to Subpart D ~~of this Part~~ shall be available for review by the Department upon request.
- j) The results of the PHAB Accreditation including the community health assessment, organizational capacity or strategic plan and the health plan may be used to meet the corresponding requirements of the certification process as long as the documents are not duplicated from the previous recertification cycle.

(Source: Amended at 41 Ill. Reg. _____, effective _____)

Section 600.410 Requirements for IPLAN or an Equivalent Planning Process

- a) IPLAN or a planning process equivalent to IPLAN shall meet the following requirements:
 - 1) The process shall involve community participation in the identification of community health problems, priority-setting, and completion of the community health needs assessment and community health plan.
 - 2) ~~The list of community~~^{Community} health indicators published on the

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~~IQuery web site~~~~contained in the IPLAN Data System provided by the Department for assessment purposes or a similar, equally comprehensive data system developed by the local health department~~ shall be utilized to structure the minimal content of the assessment. A local health department may use in its assessment IQuery data and ~~such~~ additional data available ~~that describes, describing~~ the health of its population, including natality, mortality, morbidity and risk factors for illness in its jurisdiction.

- 3) The process shall result in the setting of priority health needs.
- 4) The process shall include a review of the SHIP by the local health department and a description of the alignment or nonalignment between the priority health needs for the applicable local public health jurisdiction, as identified by the local health department, and the priorities to improve the public health system set forth by the SHIP.
- 54) The process shall include an analysis of priority problems that shall lead to the establishment of objectives and strategies for intervention.
- 65) The process shall include board of health adoption of the community health plan.
- 76) The process for developing an assessment of organizational capacity shall address:
 - A) the internal capabilities of the local health department to conduct effective public health functions, including an assessment of operational authority, community relations, information systems, and program management; or
 - B) an organizational strategic plan developed within the previous five years that assesses strengths, weaknesses, opportunities and threats in the local health jurisdiction.
- b) Upon written request of a local health department, the Department shall approve a planning process equivalent to IPLAN if the Department determines that the proposed equivalent planning process complies with the requirements of subsection (a) ~~of this Section~~. If the local health department is not satisfied with the Department's response to its request ~~made pursuant to this subsection~~, it may petition the Director to reconsider.

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(Source: Amended at 41 Ill. Reg. _____, effective _____)