



**Princeton Health Department**  
**DASHBOARD Report**  
**2016 – Monitoring the Progress of the Department’s Goals**  
**3<sup>rd</sup> Quarter of 2016 Report**

**Introduction**

The DASHBOARD report is a quarterly update on the Princeton Health Department’s performance measures. This report provides tracked progress information that can be presented during staff meetings and Board of Health meetings and will act as a supplement to the Health Officer’s report on departmental progress. This report will serve as an internal evaluation of interdepartmental progress.

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**Revisions:**

Date	Revision Number	Description of Change	Pages Affected	Reviewed/Changed by
09/23/2016	Dashboard-01	Include Workforce Development and Quality Improvement Plan in Dashboard. Add Table of Contents. Change format.	ALL	Jeff Grosser

**Note:** The Performance Management System tracks the progress on the measured standards of the Strategic and Work Plan.

**Strategic/Work Plan Objectives:**

**STRATEGIC PRIORITY 1: HEALTHY AND SAFE COMMUNITIES**

**GOAL 1: Increase Capacity of community environments to support active living and healthy eating.**

**1.1.1 Nutritional Uptake**

**OBJECTIVE: Increase contribution of fruit and vegetables to the diets of Princeton residents through easier access and health education.**

**MEASURES:**

1. Acquire baseline statistics of fruit/vegetable consumption.
2. Employ methods to enhance fruits/vegetables that are offered throughout town.
3. Provide nutritional education to residents.

**STRATEGIES:**

1. Conduct baseline assessment in Princeton public/private schools, and community.
2. Provide incentives to farmers market vendors in order to promote healthy options throughout town.
3. Review results through survey after 1 year of plan implementation.

**GOALS:**

1. Pending
2. Survey completion by 4<sup>th</sup> quarter 2016
3. Results announced by 4<sup>th</sup> quarter 2016

**STATUS:**

1. Pending/collaborating with Nutrascreen for community nutrition survey

Responsibility: Inspectors, Public Health Nurse, Health Educator

**1.1.2 Tobacco Education and Reform**

**OBJECTIVE: Reduce the initiation of tobacco use among children, adolescents, and young adults through policy, education, and outreach.**

**MEASURES:**

1. Reduce initiation of tobacco use among youth and young adults.
2. Utilize NJ Student Health Survey and Community Health Assessment statistics as baseline numbers.
3. Obtain Princeton specific statistics via outreach and education events.

**STRATEGIES:**

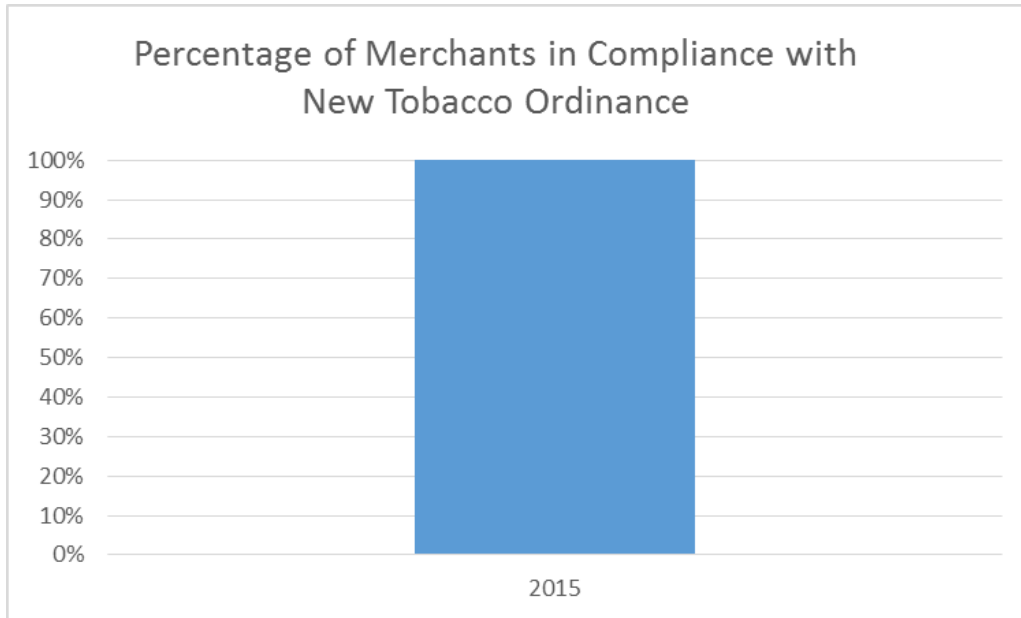
1. Reassess, improve policies on tobacco assess to youths.
2. Educate retailers on distribution of tobacco/e-cigarettes to minors.

**GOALS:**

1. Policies developed by 2<sup>nd</sup> quarter 2015
2. Education to all tobacco retailers by 2<sup>nd</sup> quarter 2015

**STATUS:**

1. Tobacco ordinance 2015-01 was implemented to increase the legal age to purchase tobacco products to 21.



Comments:  
"Sting" operation was conducted during the first year of the ordinance.

**Chart 1:** All merchants in Princeton, NJ were checked to ensure compliance with the new tobacco ordinance, stating that tobacco products cannot be sold or distributed to any person under the age of 21 years.

Responsibility: Inspectors, Health officer, Public Health Nurse, Board of Health

**1.1.3 Immunization Protection**

**OBJECTIVE:** Document and improve vaccination coverage for ACIP required vaccines in Princeton Public and Private schools.

**MEASURES:**

1. Document immunization rates in Princeton schools.
2. Conduct immunization audits for 100% of Princeton schools in 2015.

**STRATEGIES:**

1. Compare students immunized vs. those who are not.
2. Educate school nurses on the importance of listing all students with religious/medical exemptions.

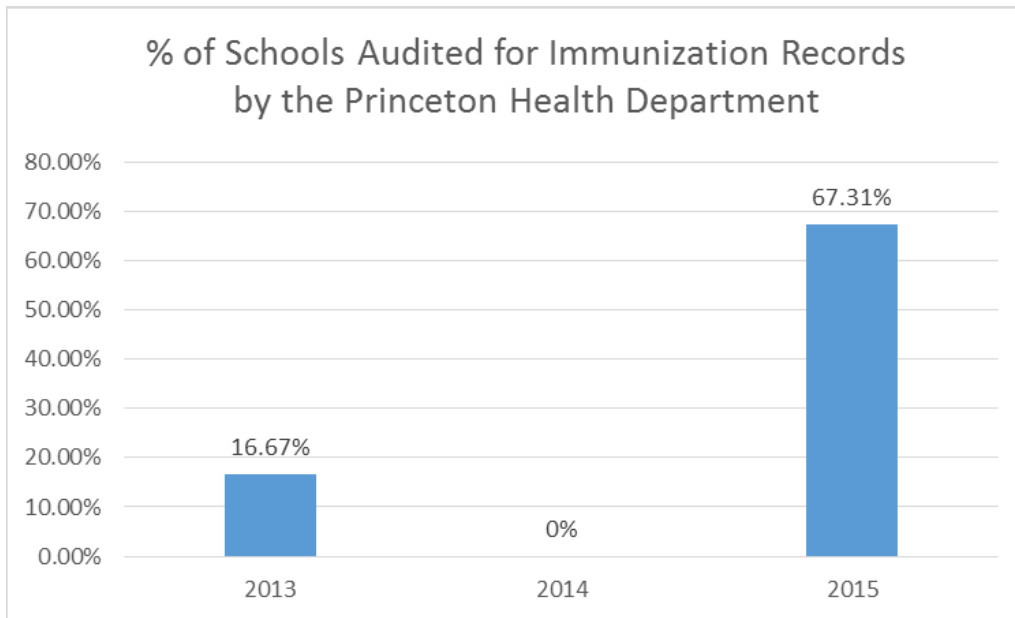
3. Create spreadsheet with all Princeton schools and audit completion date.

**GOALS:**

1. Conduct immunization audits for 100% of Princeton schools.

**STATUS:**

1. 67.31% of Princeton schools audited for immunization records by PHN.



Comments: the Public Health Nurse has conducted immunization audits for the majority of Princeton schools.

**Chart 2:** The percentage of schools in Princeton that conduct immunization audits increased from 16.67% in 2013 to 67.31% in 2015.

Responsibility: Public Health Nurse, Intern

**1.1.4 Worksite Wellness**

**OBJECTIVE:** Increase percent of Princeton employers that have implemented worksite wellness initiatives by 25%.

**MEASURES:**

1. Conduct baseline assessment of Princeton employers regarding on the job health and safety.
2. Disperse worksite wellness program to Princeton employers.
3. Conduct post training assessment to gauge effectiveness.

**STRATEGIES:**

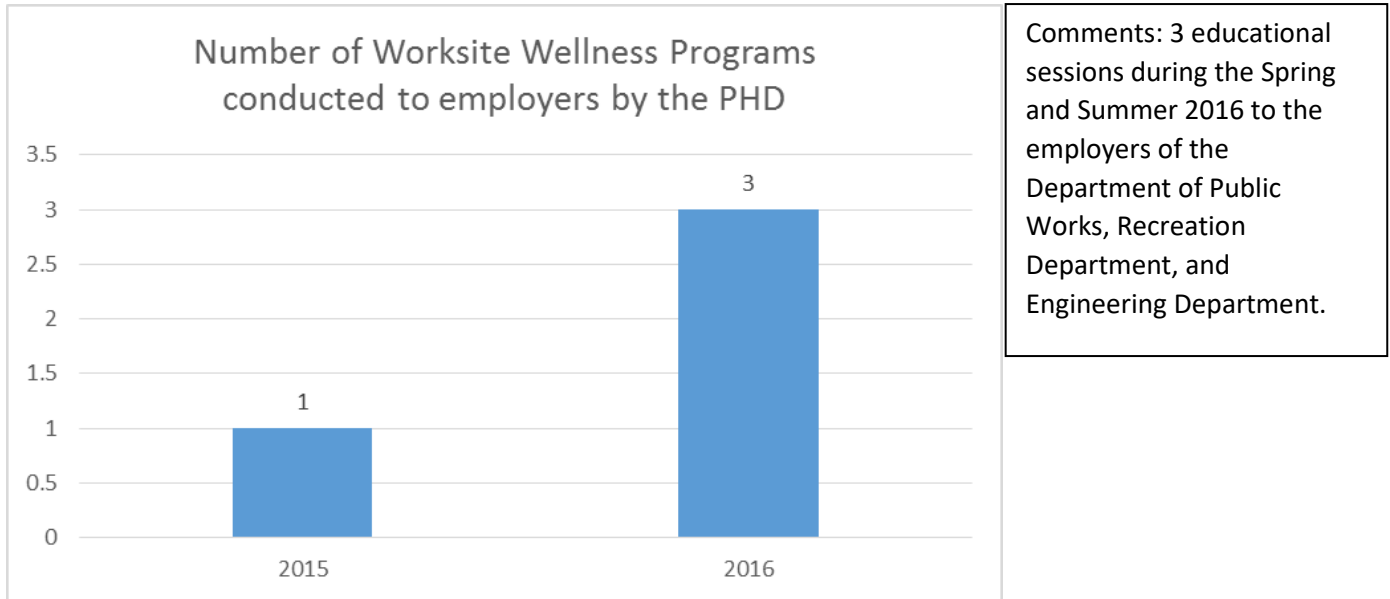
1. Create worksite wellness program for Princeton employers.
2. Offer program to Princeton employers.
3. Conduct trainings at worksites.

**GOALS:**

1. Provide a minimum of 2 worksite wellness programs to employers per year.

**STATUS:**

1. 3 educational sessions in the Spring and Summer of 2016 (Department of Public Works, Recreation department, and engineering department)



**Chart 3:** The Princeton Health Department increased the number of worksite wellness programs conducted to employers from 1 program in 2015 to 3 programs in 2016.

Responsibility: Public Health Nurse, Health Educator

**1.1.5 Senior Health**

**OBJECTIVE:** Provide nutritional and well-being education seminars to senior housing.

**MEASURES:**

1. Increase health education being provided to Princeton senior living housing.

**STRATEGIES:**

1. Utilize Princeton senior housing as a platform for health education.

**GOALS:**

1. Complete 35 health education events at the Princeton Senior Center annually.

**STATUS:**

1. 18 events have been completed at the Princeton Senior Center.

Responsibility: Public Health Nurse, Health Educator

### **1.1.6 Youth Health**

**OBJECTIVE: Increase healthy lifestyle habits in the youth of Princeton through a coordinated approach with Princeton public and private schools.**

MEASURES:

1. Utilize NJ Student Health Survey as baseline indicators.
2. Contact school health coordinators to acquire statistics.
3. Provide information to local pediatricians regarding objective.

STRATEGIES:

1. Coordinate healthy eating and physical activity policies and practices through school health coordinators.
2. Assess healthy eating and physical activity policies and practices.
3. Use a systemic approach to develop, implement, and monitor healthy eating and physical activity policies.

GOALS:

1. Implement a minimum of 2 Health Kidz Program events annually
2. Completion by 3<sup>rd</sup> Quarter 2016

STATUS:

1. 2 Healthy Kidz conducted on 03/25/2015 and 03/30/2015
2. Pending/collaborating with Nutrascreen

Responsibility: Public Health Nurse, Health Educator

**GOAL 2: Engage the community to prevent and reduce chronic disease incidence and morbidity and mortality (e.g. cancer, diabetes, heart disease, asthma)**

### **1.2.1 Chronic Disease Education**

**OBJECTIVE: Increase the number of health education sessions addressing chronic disease by 25%.**

MEASURES:

1. Assess current health education curriculum.
2. Improve and include relevant chronic disease information in sessions.
3. Provide quarterly updates to Board of Health on health education sessions.

STRATEGIES:

1. Combine nutritional/well-being education seminars (see objective 1.5) with health education on chronic disease



**GOALS:**

- 1. Completion by 4<sup>th</sup> quarter 2016
- 2. Provide a minimum of 1 chronic disease education class per month.

**STATUS:**

- 1. Pending
- 2. 3 chronic disease education classes were provided by the Public Health Nurse each month of 2015.

Responsibility: Inspectors, Public Health Nurse, Health Educator, Health Officer

**1.2.2 Chronic Disease Screening**

**OBJECTIVE: Increase the number of screenings focused on chronic disease by 25%.**

**MEASURES:**

- 1. Evaluate current screenings offered by the Princeton Health Department.
- 2. Assure screenings are focused on progressive prevention of chronic disease.

**STRATEGIES:**

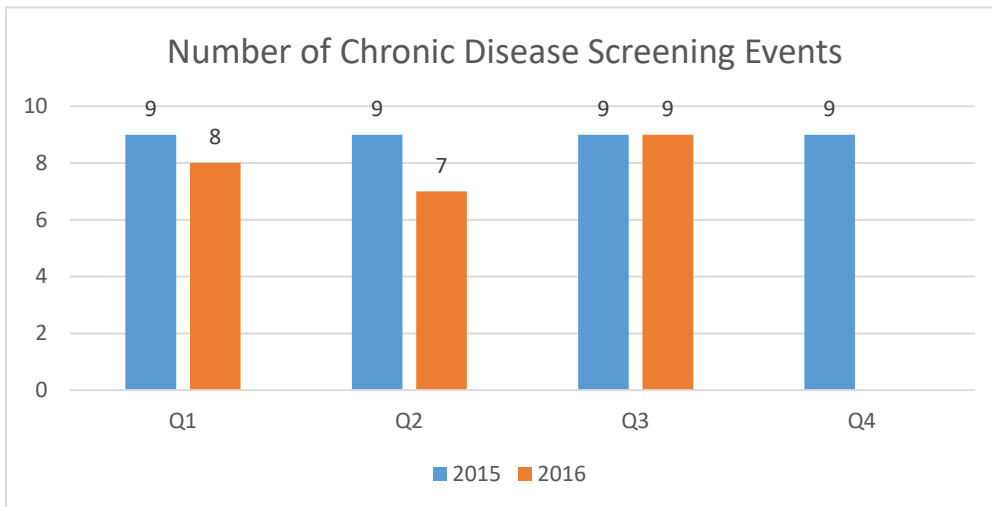
- 1. Begin offering monthly health screenings for community.

**GOALS:**

- 1. Conduct at least 35 chronic disease screenings annually.

**STATUS:**

- 1. 24 chronic disease screenings have been conducted for 2016.



Comments: 36 chronic disease screenings have been conducted for 2015.

**Chart 4:** 15 chronic disease screening events have been conducted in the first and second quarter of 2016 within the Princeton community.

Responsibility: Inspectors, Public Health Nurse, Health Educator, Health Officer

### 1.2.3 Princeton YPLL

**OBJECTIVE:** Calculate the years of potential life lost (YPLL) and overarching causes of death of the residents in Princeton against previous 10 years to determine most prevalent cause of death.

**MEASURES:**

1. Compare calculated YPLL against most relevant data, i.e. county, state.
2. Cross compare Princeton YPLL and causes of death.

**STRATEGIES:**

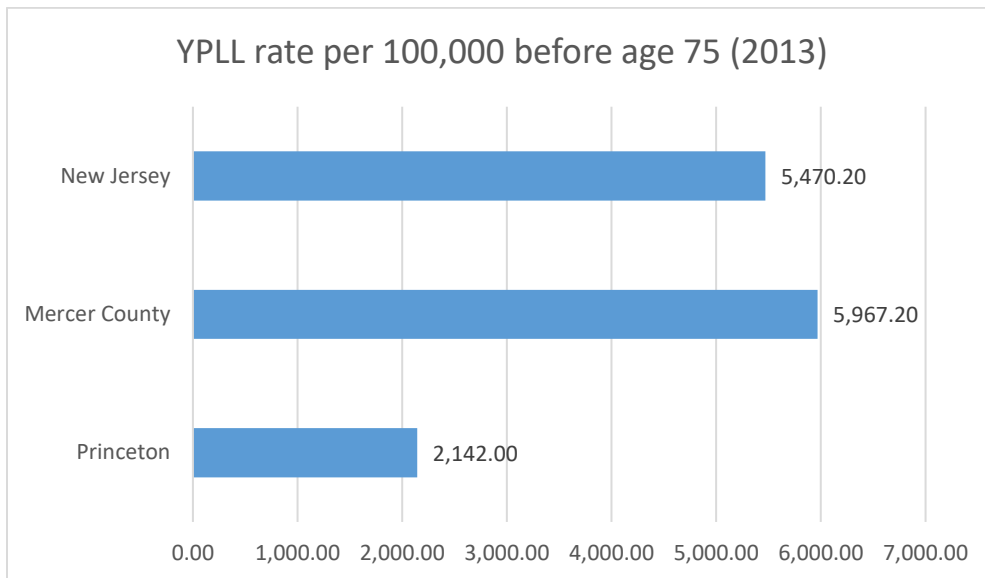
1. Create spreadsheet to calculate/assess YPLL.
2. Conduct evaluation of Princeton death records.
3. Calculate YPLL for Princeton using 75 as end point age.
4. Compare year to year and report findings to Board of Health.

**GOALS:**

1. Achieve a YPLL rate of <5,000.0 (per 100,000)
2. Conduct 100% of death records evaluations.
3. Achieve <1,000 YPLL for Princeton population per year (Use New Jersey State Health Assessment Data).

**STATUS:**

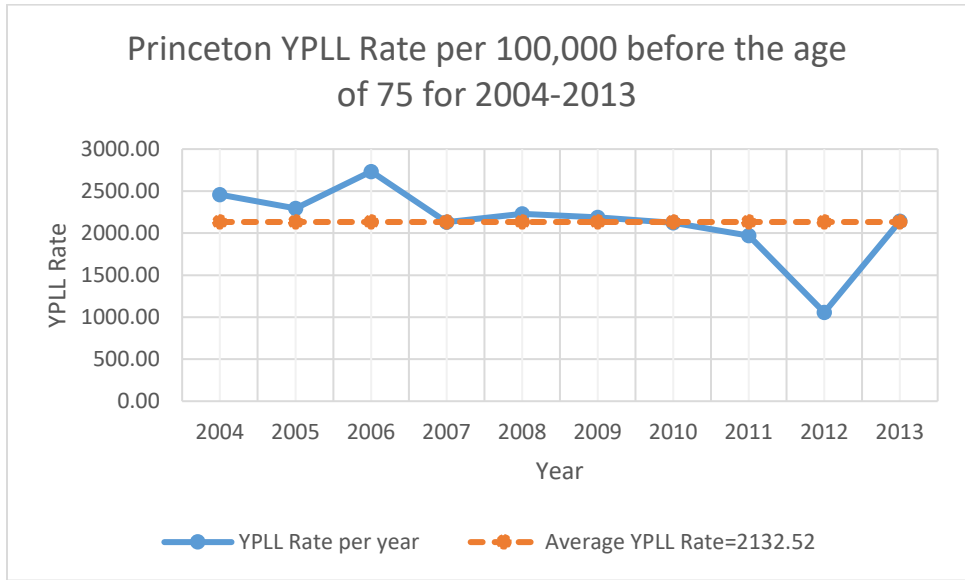
1. YPLL rate of 2, 142.0 (per 100,000) using 2013 data.
2. 100% of death record evaluations were conducted.
3. 568 YPLL for Princeton population per year was achieved with 2013 statistics for 2015.



**Comments:**  
Princeton YPLL rate was calculated based on NJSHAD data, with population indicators being sourced from the U.S. Census.

**Chart 5:** the YPLL rate per 100,000 before the age of 75 for Princeton, NJ is 2,142.0 (using 2013 data from the New Jersey State Health Assessment Data). The YPLL rate of Mercer County is 5, 967.2 and the

YPLL rate for New Jersey is 5, 470.2 (using data from 2013 from [www.healthindicators.gov](http://www.healthindicators.gov)). Population under 75 data was sourced from 2010 U.S. Census of Population.



Comments: YPLL rates for all years are close to the average, except for 2006 and 2012 YPLL rates. In 2006, the YPLL rate increased to 2, 734.0. In 2012, the YPLL rate decreased to 1055.90.

**Chart 6:** the run chart above displays the Years of Potential Life Lost rate per 100,000 before the age of 75 for Princeton residents between the years 2004-2013. YPLL was calculated based on NJSHAD. All population statistics are sourced from the 2010 U.S. Census (26,518 total population under the age of 75).

Responsibility: Intern, Health Officer

**STRATEGIC PRIORITY 2: PUBLIC HEALTH CONTINUOUS IMPROVEMENTS**

**GOAL 1: Evaluate and continuously improve the department’s processes, programs, and interventions in order to protect and promote health among Princetonians.**

**2.1.1 PHAB Accreditation**

**OBJECTIVE: All required accreditation materials will be submitted through the Public Health Accreditation Board website.**

MEASURES:

1. Successful completion of PHAB materials will be determined by accrediting body.
2. Accreditation application completion document.

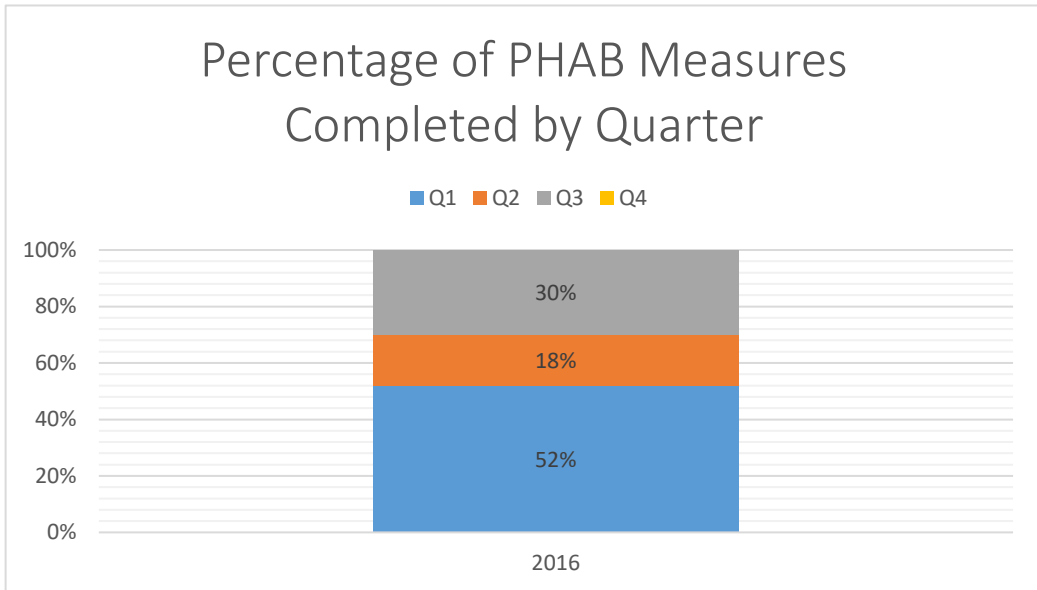
STRATEGIES:

1. Create an excel spreadsheet as a checklist for all required documentation.
2. Being submitting documents through webpage.

GOALS:

1. Have 100% of measures submitted by the end of August 2016.

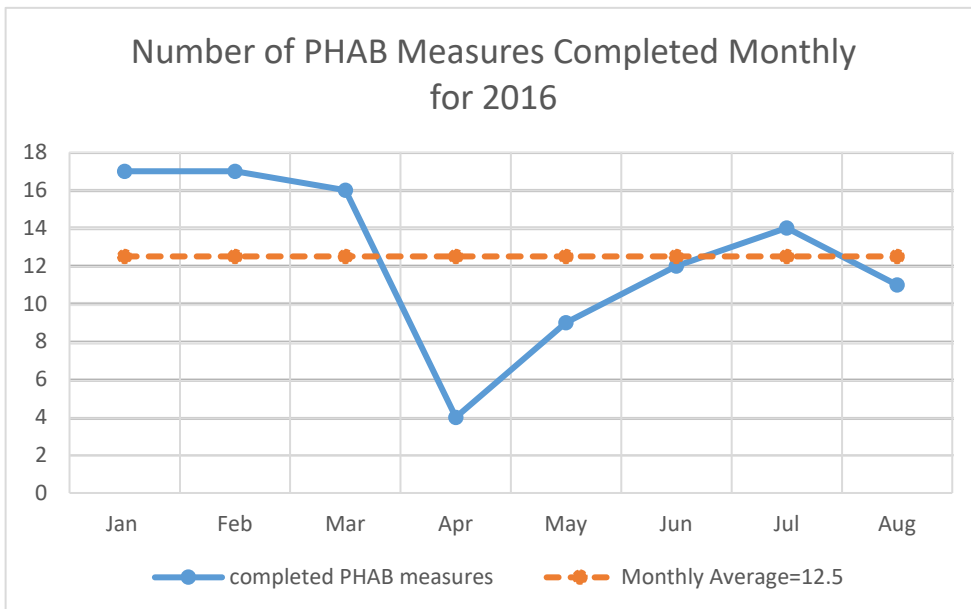
**STATUS:**



**Comments:**

PHAB measures are an ongoing process. Final submission is due on December 1, 2016.

**Chart 7:** 100% of measures have been submitted by the end of August 2016.



**Comments:**

The run chart demonstrates a drop in measures completed for the month of April. The first quarter of 2016 had a median of 17 measures completed.

**Chart 8:** the run chart above displays the number of PHAB measures completed monthly as of August 2016.

Responsibility: Public Health Department, Board of Health

### **2.1.2 PHD Quality Improvement Plan**

**OBJECTIVE: Write and implement a health department quality improvement plan.**

**MEASURES:**

1. Create quality improvement plan.
2. Have plan approved by the Board of Health.
3. Introduce the plan to the Princeton Health Department and implement measures.

**STRATEGIES:**

1. Utilize NACCHO template and adapt it to the needs of the Princeton Health Department.
2. Implement Quality Improvement plan through series of department meetings.

**GOALS:**

1. Update Quality Improvement plan annually.
2. Hold a minimum of 4 QI meeting with PHD staff annually

**STATUS:**

1. Updated 2016.
2. 4 QI meetings/incorporated into monthly staff meetings since March 2016

Responsibility: Princeton Health Department

### **2.1.3 Workforce Development Plan**

**OBJECTIVE: Create and implement workforce development plan to address the training needs of staff as well as the development of core competencies in order to perform required duties while carrying out the department's mission.**

**MEASURES:**

1. Organize all training certifications and other proofs of training centrally.
2. Create spreadsheet with complete list of trainings.
3. Document voids in trainings.
4. Create long term training schedule for staff.

**STRATEGIES:**

1. Draft workforce development plan and obtain approval from Board of Health.
2. Introduce the plan to the Princeton Health Department staff.
3. Reassess plan annually.

**GOALS:**

1. Completion by 3<sup>rd</sup> Quarter 2016
2. Completion by 3<sup>rd</sup> Quarter 2016
3. Reoccurring

**STATUS:**

1. Approved by the Board of Health in 3<sup>rd</sup> quarter of 2016
2. Pending/completion anticipated for July 2017

Responsibility: Health Officer, Princeton Health Department staff

#### **2.1.4 CHA & CHIP**

**OBJECTIVE: Plan, collaborate, and being preparing Community Health Assessment and Community Health Improvement Plan.**

MEASURES:

1. Evaluate current CHIP & CHA and document areas that still need attention.
2. Communicate those areas to GMPHP.

STRATEGIES:

1. Attend monthly Greater Mercer Public Health Partnership meetings and assist with development of plans.
2. Work with group to ensure CHA & CHIP encompass requirements of PHAB.

GOALS:

1. Attend 100% of GMPHP meetings in 2015.
2. CHA & CHIP content must match same measure topics/guidelines as PHAB requirements.

STATUS:

1. Ongoing
2. 100% of GMPHP meetings were attended.

Responsibility: Health Officer

**GOAL 2: Display the range of services and resources available from the Princeton Health Department to the public via updating and improving municipal health department webpage and other forms of media.**

#### **2.2.1 Website Improvement**

**OBJECTIVE: Develop a website improvement plan for the Princeton Health Department by the end of 2015.**

MEASURES:

1. Create site satisfaction survey users can submit.
2. Gauge user satisfaction on accessibility, relevance, accuracy, and regular improvements.
3. Stay on pace with cdc.gov webpage to ensure information on emerging diseases is accessible.

**STRATEGIES:**

1. Create timeline for webpage with webpage content to be uploaded.
2. Have satisfaction survey reviewed by Health Department staff weekly.
3. Provide updates to Princeton IT and webmaster monthly.

**GOALS:**

1. To produce a timeline for webpage content upload.
2. Review satisfaction survey results weekly.
3. Contact Princeton IT and webmaster once a month with updates.

**STATUS:**

1. Updated Quarterly/currently creating a timeframe for feasibility
2. Ongoing

Responsibility: Board of Health, Princeton Health Department

**2.2.2 Social Media**

**OBJECTIVE: Create social media page (either Twitter or Facebook) to display/promote local and national current events and issues occurring in public health.**

**MEASURES:**

1. Measure usage of social media based upon followers and repostings.
2. Create monthly social media report that is included in the Board of Health report.

**STRATEGIES:**

1. Create quality improvement plan.
2. Have plan approved by the Board of Health
3. Introduce the plan to the Princeton Health Department and implement measures.

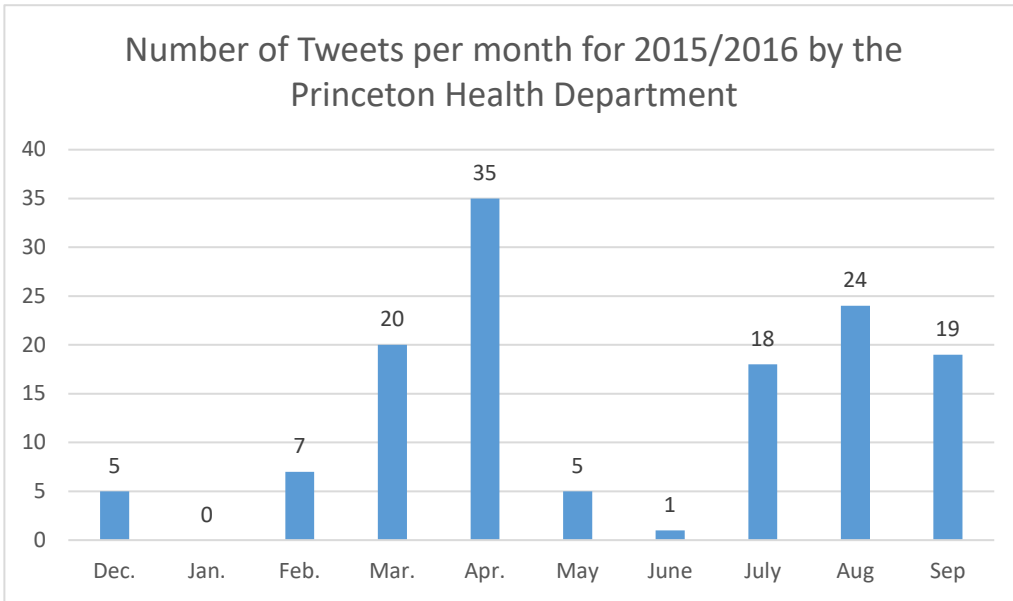
**GOALS:**

1. Completion 3<sup>rd</sup> quarter 2015
2. Create at least 50 tweets annually by @ptonhealthdept

**STATUS:**

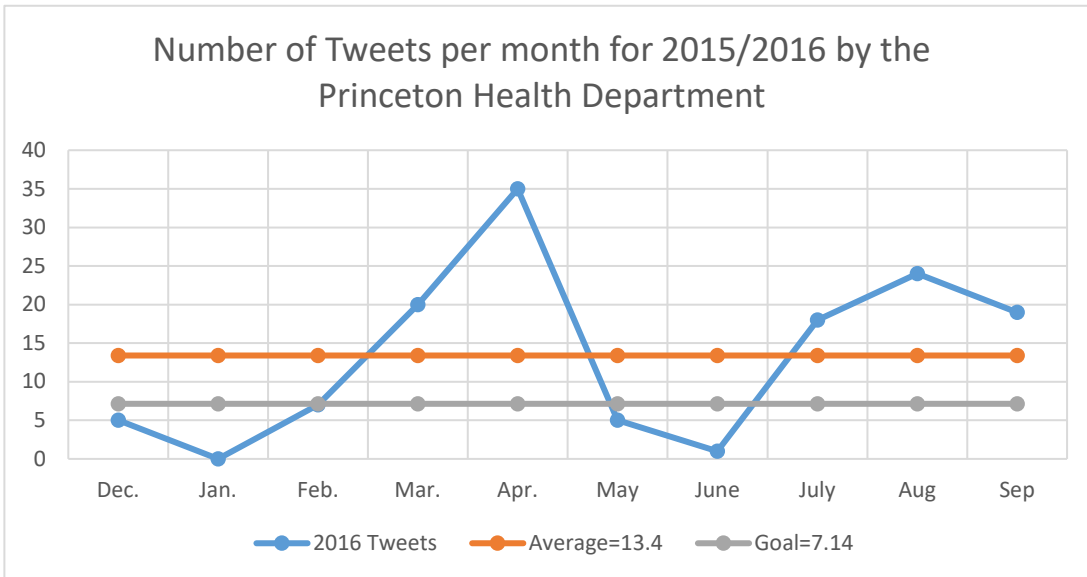
1. Ongoing

2. 5 tweets for 2015 and 129 tweets for 2016



Comments: the Princeton Health Department twitter account @ptonhealthdept is run by the Health Officer. Initial set-up was in collaboration with Access Princeton.

**Chart 9:** The 3<sup>rd</sup> Quarter contained the highest number of tweets with a total of 61.



**Chart 10:** The run chart above displays the number of tweets sent out by the Princeton Health Department on a monthly basis. The month of April experienced a large amount of tweets, 35, due to it being Public Health Week in that month.

Responsibility: Princeton Health Department



### **2.2.3 New Outreach Documents**

**OBJECTIVE: Create an electronic brochure encompassing all Princeton Health Department services and events, and send out to all community partners, stakeholders, and residents by the 4<sup>th</sup> quarter in 2015.**

MEASURES:

1. Assess traffic into health department before and after dispersal of brochure.
2. Assess phone/email volume before and after dispersal of brochure.

STRATEGIES:

1. Draft an updated brochure for the Princeton Health Department.
2. Review the brochure by the Princeton Health Department staff.
3. Distribute the brochure.

GOALS:

1. Update Princeton Health Department brochure annually.
2. Completion by 4<sup>th</sup> quarter 2015
3. Distribute 100% of 2,000 brochures

STATUS:

1. Brochure updated 02/02/2016
2. Ongoing
3. 2,000 brochures (100%) distributed through events, reception desks, schools, etc. in 2016

Responsibility: Health Officer, Princeton Health Department staff

**GOAL 3: Improve transparency of health department via displaying environmental inspections and investigations to the public electronically and increase environmental specialist public outreach.**

### **2.3.1 Digital Investigations**

**OBJECTIVE: Perform retail food inspections and all other investigations via electronic inspection form by the end of 2016.**

MEASURES:

1. Ensure training by all inspectors on electronic inspections/investigations.
2. Update policy and procedures to reflect new technology.

STRATEGIES:

1. Review technology with staff.
2. Request demonstrations.
3. Collaborate with IT to ensure operability within current system.

**GOALS:**

1. Hold annual review meetings

**STATUS:**

1. Review meeting was held 06/16/2016.

Responsibility: Princeton Health Department

**2.3.2 Food Inspection Transparency**

**OBJECTIVE: By the 2<sup>nd</sup> quarter of 2017, all retail food inspections will be displayed on the Princeton website.**

**MEASURES:**

1. Create webpage database to display information.
2. Update policies and procedures to reflect uploading of inspection reports.

**STRATEGIES:**

1. Collaborate with Princeton IT.
2. Ensure capital budget reflects digital inspection program costs.

**GOALS:**

1. Completion by 3<sup>rd</sup> quarter 2015
2. Make 100% of conducted food establishment inspection reports available for public view online.

**STATUS:**

1. Pending
2. 100% of reports made available to public online for 2015

Responsibility: Public Health Department

**2.3.3 Complaint Input Through See-Click-Fix**

**OBJECTIVE: Improve public health effectiveness through data tracking, and utilize Access Princeton's "See-Click-Fix" program for 100% of complaint investigations.**

**MEASURES:**

1. Incorporate all environmental complaints into See-Click-Fix.
2. Incorporate quality improvement plan into complaint reporting and response.

**STRATEGIES:**

1. Update complaint policy and procedure to include See-Click-Fix program.

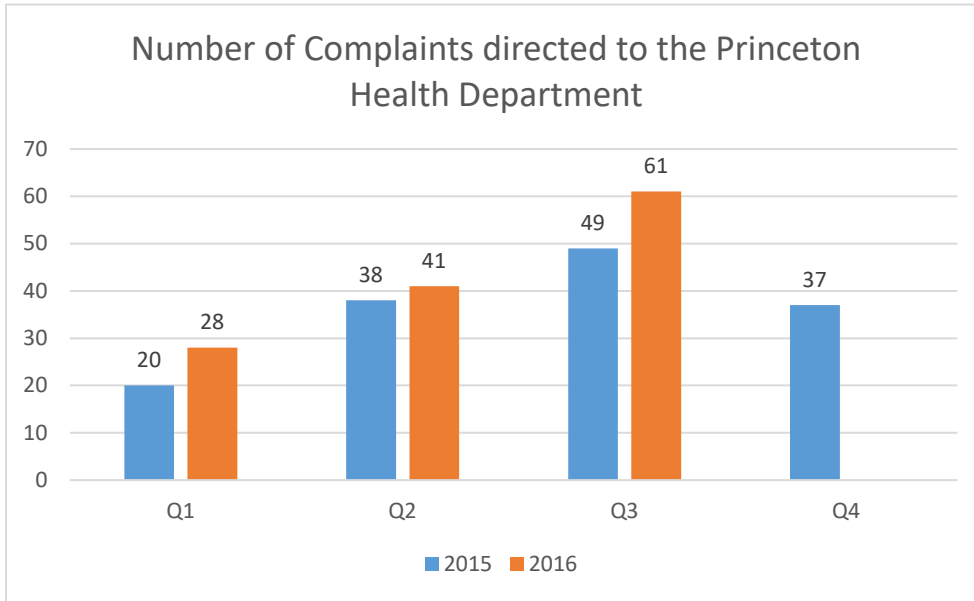
2. Create easy link to reporting database through webpage/social media.

**GOALS:**

1. 4<sup>th</sup> quarter 2015
2. Track 100% of complaints directed to Health Department.

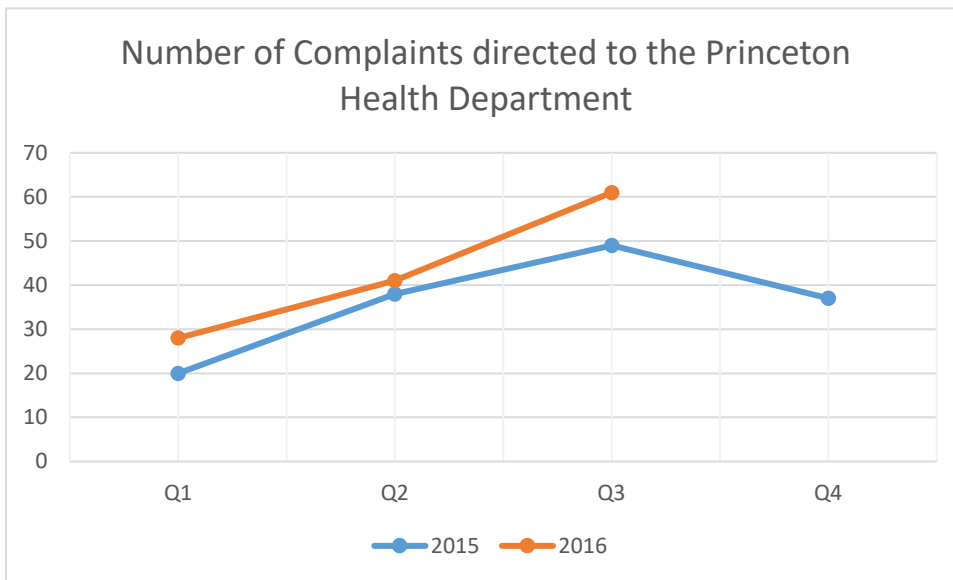
**STATUS:**

1. Completed on 01/01/2015.
2. Ongoing/ 100% complaints tracked



Comments: the Number of Complaints directed to the Health Department are logged through See-Click-Fix and are manually logged by the senior REHS. 3<sup>rd</sup> Quarter data does not include complaints after 09/17/2016.

**Chart 11:** In 2015, 144 complaints were directed to the Princeton Health Department; while, so far, in 2016, 130 complaints have been directed to the Princeton Health Department.



Comments: The trend for 2015 and 2016 complaints directed to PHD increases and reaches its maxima at Quarter 3, and then decreases in Quarter 4. This trend is caused by the seasonal shift between quarters. The third quarter experiences the greatest number of complaints.

**Chart 12:** The run chart above displays the number of complaints received by the Princeton Health Department per quarter. The average number of complaints per quarter is 36.

Responsibility: Health Officer and Princeton Health Department staff

### **2.3.4 Complaint Response Rate**

**OBJECTIVE:** Increase response time to health department complaint investigations by 50%.

MEASURES:

1. Monitor response rate to complaints through See-Click-Fix.
2. Compare current complaint response rate to previous years.

STRATEGIES:

1. Update policy and procedure relating to complaint procedure.
2. Participate in complaint database training.

**GOALS:**

1. Completion by 4<sup>th</sup> quarter 2015
2. Achieve an average response time of a maximum of 72 hours.

**STATUS:**

1. Completed on 01/01/2015.
2. Average response time for complaints directed to the Health Department is 40:20:12 (hours:minutes:seconds) for 3<sup>rd</sup> Quarter of 2016.
3. 3<sup>rd</sup> Quarter average response time is 29 hours faster than the average response time of 2015-June 2016.

Responsibility: Princeton Health Department staff

## **STRATEGIC PRIORITY 3: Prepare for public health emerging threats**

**Goal 1: Improve existing emergency preparedness procedures and infrastructure.**

### **3.1.1 Mass Disease SOP**

**OBJECTIVE:** Create mass disease standard operating procedure.

MEASURES:

1. Evaluate existing plan and assess for weaknesses based upon change in the environment/population.
2. New plan will be evaluated by the Medical Reserve Corps and Board of Health.

STRATEGIES:

1. Coordinate with other Mercer County Local Health Departments to ensure consistency of plan and availability of resources.
2. Draft new plan and present it to the Board of Health and OEM for input, including the LEPC.

**GOALS:**

1. Mass fatality annex to be completed by June 2017.
2. Conduct a mass dispensing exercise annually

**STATUS:**

1. Ongoing/review of Princeton OEM EOP to be conducted for implementation of mass fatality annex
2. To be completed by fall 2016

Responsibility: Princeton Health Department, Board of Health

**3.1.2 Update POD Plan**

**OBJECTIVE: Renew and improve existing point of distribution plan currently held between Princeton Health Department and Princeton University.**

**MEASURES:**

1. Review medical countermeasure dispensing plan.
2. Update staff roster.
3. Geocode all Central West POD sites and identify one POD site within each country.
4. Update to comply with NJDOH recommended plans.

**STRATEGIES:**

1. Evaluate current plans with LINCS agency and Princeton University.
2. Perform call down drill exercise to ensure correct contact list.

**GOALS:**

1. Perform annual call down drill exercises.
2. Submit to LINCS agency as final copy for record keeping.

**STATUS:**

1. Ongoing
2. Call down exercise performed in July 2015.

Responsibility: Princeton Health Department

### **3.1.3 Emergency Annex**

**OBJECTIVE: Update all public health emergency preparedness annexes in collaboration with Princeton Office of Emergency Management.**

MEASURES:

1. Review existing PH annexes and update based upon changing environment and responsible personnel.

STRATEGIES:

1. Inventory resource on annexes and update.
2. Contact key stakeholders and update forms of contact.

GOALS:

1. For 100% performance, the existing PH annexes must be reviewed and updated annually based upon changing environment and responsible personnel.

STATUS:

1. All Hazards and Public Health EOPs reviewed in LEPC meeting 3/17/2016.

Responsibility: Health Officer, Princeton Health Department staff

### **3.1.4 Public Health Emergency Preparedness Information**

**OBJECTIVE: Recreate Public Health preparedness information.**

MEASURES:

1. Update current emergency preparedness page with relevant public health tips and ideas.

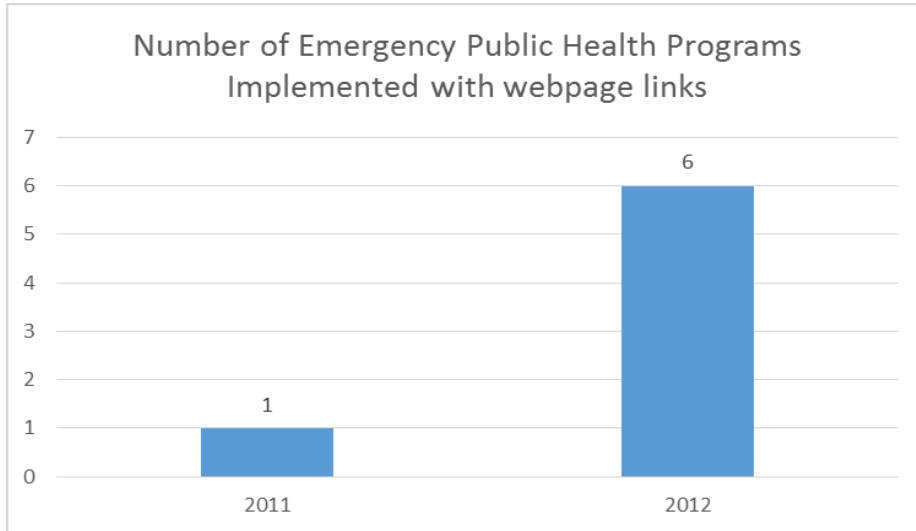
STRATEGIES:

1. Utilize NJDOH and CDC preparedness pages as templates.

GOALS:

1. Have at least 5 links on PHD webpage on emergency public health preparedness.

**STATUS:**



Comments: The Emergency Public Health Program is a webpage that provides links to CDC information sheets about topics that affect Princeton Residents.

**Chart 13:** 7 links are available on the Emergency Public Health Program webpage for 2015.  
Responsibility: Princeton Health Department staff

**3.1.5 Incident Response Plans**

**OBJECTIVE:** Develop mitigation and incident response plans for prioritized public health hazards in collaboration with Princeton OEM and in conjunction with NJDOH event response plans.

**MEASURES:**

1. Revisit existing incident response plans and update
2. Evaluate current resources to ensure plans can be accomplished
3. Present plans to Princeton OEM

**STRATEGIES:**

1. Utilize Local Health Report emergency preparedness parameters to include necessary plans
2. Present plans to Mercer County Division of Public Health/Medical Reserve Corps.

**GOALS:**

1. Complete the following annually for 100% performance:
  - a. Revisit incident response plans and update
  - b. Evaluate current resources to ensure plans can be accomplished
  - c. Present plans to Princeton OEM
  - d. Present plans to Mercer County Division of Public Health/ Medical Reserve Corps.

**STATUS:**

1. A. EOPs updated 3/17/2016  
C. OEM Director reviewed plan in LEPC meeting on 3/17/2016

Responsibility: Princeton Health Department Staff

**STRATEGIC PRIORITY 3: Prepare for public health emerging threats.**

**Goal 2: Improve the ability of Princeton to withstand and quickly recover from emergencies.**

**3.2.1 Emergency Forecast and Pre-planning**

**OBJECTIVE: Identify and prioritize the potential public health emergencies (natural and human generated) which Princeton and surrounding municipalities are likely to experience.**

MEASURES:

1. Collaborate with OEM Coordinator on emergency identification
2. Assess public health needs of community based upon specific emergency

STRATEGIES:

1. Assess capabilities of PHD against each emergency
2. Coordinate emergency planning with capital budget requests
3. Engage locally with Medical Reserve Corps (MRC) through planning process

**GOAL:**

1. Review All Hazards and Public Health EOP twice a year.

**STATUS:**

1. Ongoing/review meeting with Local Emergency Planning Committee about Princeton Health Department EOPs.

Responsibility: Princeton Health Department and Board of Health

**3.2.2 Preparedness Status of Community**

**OBJECTIVE: Assess community preparedness through online community survey.**

MEASURES:

1. Develop survey, post survey on webpage, solicit resident/business responses
2. Assess preparation needs of community and include in PHD disaster preparedness plan

STRATEGIES:

1. Utilize NACCHO emergency preparedness policies and strategies as the template for survey and proposed plan

**GOALS:**



1. Achieve a minimum of 10 survey respondents

**STATUS:**

1. Ongoing/ June 2016

Responsibility: Princeton Health Department

**STRATEGIC PRIORITY 3: Prepare for public health emerging threats.**

**Goal 3: Maintain and improve surveillance of acute diseases and public health threats.**

**3.3.1 Endemic Disease Awareness**

**OBJECTIVE: Increase awareness of seasonal diseases through in person education lessons, electronic media, and creation of seasonal disease “watch” calendar.**

**MEASURE:**

1. Evaluate current endemic disease data against historical disease data

**STRATEGIES:**

1. Health education classes will incorporate endemic disease education based upon season
2. Webpage to include seasonal disease “watch” calendar

**GOALS:**

1. Conduct 15 events on seasonal endemic disease
2. Completion by 3<sup>rd</sup> Quarter 2015

**STATUS:**

1. Ongoing
2. Pending

Responsibility: Health educator, Public Health Nurse, and Health Officer

**3.3.2 Supplemental Princeton Medical Communications Network**

**OBJECTIVE: Create local physician and clinic network communications system to supplement current NJLINCS messages.**

**MEASURES:**

1. Utilize NJLINCS contact list as template
2. Stratify by medical network in Princeton
3. Send correspondence to group regarding the purpose and mission

**STRATEGIES:**

1. E-mail/Mail contact updates to NJLIJNCS medical network
2. Update new Princeton list
3. E-mail group quarterly to ensure working addresses

**GOALS:**

1. Perform call down exercise at least once annually.

**STATUS:**

1. Call down exercise performed in July 2015

Responsibility: Health Educator and Health Officer

## **Workforce Development Plan Objectives**

### **Goal 1: New Employee Orientation**

#### **1.1.1 Primary Orientation**

**OBJECTIVE: Orient new employees to public health and the agency**

Measures:

1. Orient new employees to Princeton Health Department
2. Train new staff in emergency preparedness
3. Train new employees with Princeton Ethics Law
4. Train new employees on civil rights
5. Train new employees on cultural diversity and sensitivity

Strategies:

1. Review Personnel Manual for all new employees
2. Review All Hazards and Public Health EOP for all new employees

**Goals:**

1. Personnel Manual and EOPs to be reviewed within first 2 weeks of employment.
2. Provide an orientation packet for all new employees- to be reviewed within first 2 weeks of employment.

**Status:**

1. Orientation packet to be completed by the Princeton Human Resources Department by January 2017.

Responsibility: Health Officer, all staff

### **Goal 2: Increase Awareness of Professional Development Training**

#### **2.1.1- Identify Training Needs**

**OBJECTIVE: Identify training needs**

Measures:

1. Evaluate areas for improvement that can fulfilled through training

Strategies:

1. Conduct a Training Needs Assessment

**Goals:**

1. Conduct a Training Needs Assessment by September 2016.

**Status:**

1. Training Needs Assessment completed in June 2016.

Responsibility: All staff, Board of Health

### **2.1.2- Training Opportunities for Staff**

**Objective: Provide training opportunities for staff**

Measure:

1. Training opportunities are to be encouraged and promoted to all staff

Strategies:

1. Provide all training requirements as listed in the Workforce Development Plan

**Goal:**

1. Attend all training on Training Schedule

**Status:**

1. Required FEMA courses have been completed by Health Officer and REHS

Responsibility: All staff, Board of Health

## **Goal 3: Ensure Licensure Requirements Are Met**

### **3.1.1 Verification of Educational Compliance**

**OBJECTIVE: Ensure compliance of education requirements and support for compliance**

Measure:

1. Annual verification of compliance with continuing education requirements for staff with licensure/certification requirements
2. Provide registration fees and paid time for training attendance for all staff

Strategies:

1. NJ Learning Management Network self-documentation
2. Review through NJ Learning Management Network

**Goals:**

1. Annual review of licensure requirements through NJ Learning Management Network transcripts of all staff.

**Status:**

1. Reviewed by Health Officer on February 2016.

Responsibility: Health Officer

**Goal 4: Higher Education Promotion**

**4.1.1 Staff Meeting on Municipal Policy for Tuition Reimbursement**

**OBJECTIVE: Support ongoing higher education among staff**

Measure:

1. Inform staff of Princeton Municipal Policy on higher education tuition reimbursement

Strategies:

1. Hold staff meeting on the Municipal Policy on higher education

**Goal:**

1. Annual staff meeting discussing the tuition reimbursement policy for higher education for Princeton employees.
2. Completion by end of 4th Quarter 2016.

**Status:**

1. Ongoing

Responsibility: Town Administration, Town Council, Board of Health, Health Officer

## **Quality Improvement Plan Objectives**

### **Goal 1: Conduct Quality Improvement Project Team Meeting**

#### **1.1.1 Establish a Quality Improvement Plan/Team**

**OBJECTIVE: To carry out our QI efforts through an organized structure**

Measure:

1. Establish a QI team to promote QI project initiatives throughout the department

Strategies:

1. Incorporate QI meeting into regular staff meeting to include all department members to implement QI in all aspects of the health department.

Goal:

1. Hold monthly Quality Improvement meetings

Status

1. First monthly QI meeting held in February 2016

Responsibility: QI Project Leads

#### **1.1.2 Implement Quality Improvement Efforts**

**Objective: To implement Quality Improvement initiatives**

Measure:

1. Record the number of QI project proposals
2. Record the number of completed QI projects

Strategies:

1. Review QI project proposals

**Goals:**

1. 2 submitted QI project proposals for 3<sup>rd</sup> Quarter of 2016

**Status:**

1. 3 submitted QI project proposals- AIM statements

### **1.1.3 Employee Quality Improvement Training**

**Objective: To support employee QI training**

Measure:

1. Provide employee training to new and current employees

Strategies:

1. Encourage completion of online courses from phf.org and phtc-online.org

**Goals:**

1. Completion of at least 1 QI training annually

**Status:**

1. All employees have completed the Basic Training of Quality Improvement for Public Health Practitioners in March 2016.

Responsibility: Health Officer, all staff