



Oklahoma State Department of Health  
Creating a State of Health

## Health Facility Plan Review Process Improvement Team Executive Summary

June 12, 2015

The Health Facility Plan Review Process Improvement Team held their fourth meeting on June 12, 2015. Present were Brian Guenther, Jon Mercer, David Wagner, David Wright, Lee Martin, Don Maisch, Darlene Simmons, John Larson, Stacy Smith, Brandon Bowen, Dwayne Robinett, Roger Knak, LaWanna Halstead, Ryan Bader, Jodi Simmons, Tracy Bishop, Val Schott, David Foss, Mike Cook, Lisa Hill, Joyce Clark, Connie McFarland, Kyle Nondorf, Terri Cook, Pat Rogers, and Crystal Rushing.

The team recapped the top four sources of waste identified at the previous meeting:

- Too many points of entry for information exchange between OSDH and providers;
- (Lack of) clear expectation of outcomes;
- Inadequate submittals of programs and plans; and
- Timing and sequencing of functional program and Stage 1 plans.

The team's general discussion included these topics:

- Consolidating multiple points of entry at OSDH for program and plan submittals,
- Communicating clearly to all providers the current or modified processes;
- Considering changes in policies;
- Comparing Oklahoma to national approaches on functional program and plan reviews;
- Providing guidance or thresholds for resubmittals based on changes in scope of projects;
- Establishing an appeal or review when a provider reaches an impasse;
- Improving and refining data on OSDH processing of programs and plans.

The team focused on the functional program and identified these opportunities:

- Concurrent reviews of functional programs and Stage 1 plan submittals;
- Guidance to help meet required elements of a functional program in rules; and
- Consideration of special design features and critical care areas.

Next steps include:

- OSDH will develop consequences of concurrent functional program and Stage 1 reviews;
- OSDH will develop additional data:
  - Gaps between process stages (functional program approved and Stage 1 received, Stage 1 received and approved, Stage 1 approved and Stage 2 received);
  - Linear graph to show projections; and
  - Scatter plot of outliers; and
- Complete work on eliminating waste in the process.

The next meeting is set for July 17, 2015. The team discussed expanding the meeting to a full day.



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**AIM Statement:** An opportunity exists to ensure the Oklahoma State Department of Health implements clear, reasonable and timely management practices for construction and plan reviews for hospitals and other health facilities in compliance with applicable state and federal laws and rules and up-to-date guidelines. This effort should decrease the time required to complete approvals of plans and construction projects, moving from the current “sample” means days, to a 15% reduction by December 31, 2015. This is important to work on immediately because timely plan reviews and inspections give health facilities important information needed to achieve and maintain compliance with construction and review standards. Timely reviews and inspections have the potential to affect patient health and safety, to ensure compliance with building and safety codes, to improve the efficiency and cost-effectiveness of state government services, and to reduce compliance costs for health facilities. The baseline is measured as the mean number of days at the four major stages of the plan review process.