



Oklahoma State Department of Health
Creating a State of Health

Health Facility Plan Review Process Improvement Team Executive Summary August 10, 2015

The Health Facility Plan Review Process Improvement Team held their sixth meeting on August 10, 2015. Present were Craig Jones, Joyce Clark, Brian Guenther, John Larson, Libby Scott, Jodi Simmons, Jon Mercer, LaWanna Halstead, Evan Norton, Terri Cook, Ryan Bader, Henry Hartsell, Lee Martin, David Wright, Dwayne Robinett, Darlene Simmons, Don Maisch, Mary Brinkley, Lisa Hill, Eynade Kila, Ginger Thompson and Crystal Rushing.

The team reviewed the July 17, 2015 executive summary and recapped the project to date.

The team reviewed a draft of the functional program template. The templates will be sent to David Foss, Ryan Bader, David Wright, Dwayne Robinett and Val Schott to pilot for upcoming projects.

The team reviewed a draft customer survey. Henry Hartsell said OSDH should incorporate the plan-review survey items into its customer service initiative. In response to a question, he did not have the timeline for completion but will work with the customer service team and bring back an updated survey for the plan review team to consider.

The team revisited and discussed the communication plan. The team agreed to post the executive summaries on the Health Facilities Plan Review website page.

The team reviewed the swimlane process map and began to identify waste in stage 1 plan reviews. The following were identified as possible sources of waste or failure in the review process for functional programs, Stage 1 and 2 plans, and final construction.

1. Prior to first submittal
 - a. Owner proceeds with project without OSDH approval
 - b. Lack of scoping meeting/conference call before submittal to prevent potential stopping points
2. Functional program review
 - a. OSDH functional program reviewer and architect weekly meeting
 - b. OSDH spends time in middle of process responding to facility's requests for updates
 - c. OSDH communications do not go to appropriate facility contact/team
 - d. Not enough OSDH FTEs to work through volume in allotted time
3. Stage 1 plan review
 - a. Nomenclature on prints does not match functional program of 667 terms
 - b. Lack of life safety plans



- c. Lack of scaled, legible drawings
 - d. Failure to identify
 - i. Anesthetizing locations
 - ii. Critical/general care
 - iii. Wet/dry locations
 - e. Facility does not return submittal without 30-45 days, or notify OSDH of expected delay
4. 100% inspection
- a. Not enough notification for final inspection request

Data Updates:

- Evan Norton gave an update on the process time frames.
- David Foss suggested adding a status update on staffing to the agenda.

Next steps include:

- Templates to be done August 13, 2015 and sent to David Foss, Ryan Bader, David Wright, Dwayne Robinett and Val Schott for testing.
- Add items to the Frequently Asked Questions document
 - In what format does OSDH want plans, functional program, closeout documents?
 - If a facility has to complete a resubmit is the project on hold? (If change in scope, see FAQ 5.)
 - Define surgery – OSDH should reference policy/rules.
 - Can a facility submit self-report a plan of correction that corrects overtime?
What is a plan of correction and what is the process?
- Provide a status report on the team's work at the next meeting of the Hospital Advisory Council
- Post executive summaries on Health Facility Plan Review Internet page.
- OSDH will make changes to the swimlane process map.
- OSDH will set meeting dates in October and November.

The next meeting is set for September 11, 2015.