



Oklahoma State Department of Health  
Creating a State of Health

## Health Facility Plan Review Process Improvement Team Executive Summary

July 17, 2015

The Health Facility Plan Review Process Improvement Team held their fifth meeting on July 17, 2015. Present were Craig Jones, Jon Mercer, David Wright, Lee Martin, Don Maisch, Dwayne Robinett, Roger Knak, LaWanna Halstead, Jodi Simmons, Val Schott, David Foss, Lisa Hill, Kyle Nondorf, Terri Cook, Karen Rieger, Luke Tallant, Henry Hartsell, Larry Blackledge, Danny Coats, Susan Walker, Greg Frogge, Eynade Kila and Crystal Rushing.

The team reviewed solutions to reduce waste in the process of reviewing functional programs and Stage 1 and 2 plans. The team agreed on these points:

- Concurrent reviews of functional programs and Stage 1 plans can be done and can be implemented immediately, without the need for a law or rule change;
- An informal review or resolution process can be developed to give facilities a mechanism to ask Oklahoma State Department of Health (OSDH) managers to evaluate a decision made on a program or plan review;
- The objective of the OSDH review process is to position facilities to be successful in their submittal of plans;
- The OSDH should develop a "Frequently Asked Questions" page to capture answers to critical questions and make them available to facilities, architects, engineers and attorneys; and
- An Internet-based customer portal (nicknamed AMANDA) should be considered for program and plan reviews;

The team discussed ideas for a pilot or test of the concurrent review process, and brainstormed on what might go wrong with the proposal. Participants considered possible unintended consequences and the need to develop guidelines for the concurrent reviews. The team expressed a readiness to begin moving to exploring waste in the Stage 1 and 2 plan reviews.

Next steps include:

- OSDH will come up with FAQs for review at next meeting on 8/10
- OSDH comes with timeline for AMANDA implementation
- Outline plans for pilot (small, medium, large projects and rural/urban)
- Health facilities identify possible pilot candidates (date sensitive)
- OSDH send notice of plan/program receipt and submittal deadlines/timeline
- Data collection for Stage 1 review of process – swimlane
- Change data to reflect submittal date
- Draft template, checklist, customer survey

The next meeting is set for Monday, August 10, 2015, from 9 a.m. to 12:30 p.m. at the Oklahoma Hospital Association offices.



**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.