

**Evaluation Workgroup:**

**Updated Inventory of Health Department Services as of**

**January 1, 2015**

**Robert Wood Johnson Foundation Sharing Public Health Services Project  
Building Public Health Capacities through Collaboration: Accelerating Progress in  
Northeast Ohio**

**Kent State University**

**Center for Public Policy and Health**

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Portage County's Robert Wood Johnson Foundation Sharing Public Health Services Project is organized around a series of three workgroups: The Strategy and Action (SAP) Workgroup, Evaluation Workgroup, and Education Workgroup. Each workgroup is made up of a mix of health department staff members, board of health members, and other related public health stakeholders.

The mission of the Evaluation Workgroup has been to inventory existing collaborations among the Portage County Health Departments (Portage County, Kent, and Ravenna), assess their current implementation, and devise means by which collaborative efforts among departments in the County may be improved. The Evaluation Workgroup fulfilled this mission through a series of activities that culminated in a report that was finalized in December 2014.

An inventory of public health department services was presented in the Workgroup's report. The Workgroup developed the service inventory through interactions with health department staff in October of 2013. The inventory served as the foundation for an evaluation of the degree to which public health services were being provided collaboratively in Portage County, as well as recommendations made to public health officials in Portage County.

The project team felt it would be helpful to update the inventory at the end of the project period in order to capture any changes in services being provided, and/or the collaborative arrangements around those services. In December 2014, Kent State University's Center for Public Policy and Health (KSU-CPPH) staff met with Portage County Health Department (PCHD) Commissioner, DuWayne Porter, and the City of Kent's Health Commissioner, Jeff Neistadt, and reviewed the original inventory. The group reviewed the inventory line-by-line and noted changes to services that have occurred between October 2013 and December 2014. Based on that review, the inventory was updated by KSU-CPPH to reflect the current state of health department services in Portage County as of January 1, 2015.

There were several notable changes in public health department service provision during the timeframe between the original and updated inventory. First, PCHD continued to provide public health services within the Ravenna Health District, and also began to issue permits within the jurisdiction as the two jurisdictions worked through their consolidation process. Second, the Kent Health Department (KHD) was contracted by PCHD to provide mosquito abatement services within the county's jurisdiction. Finally, in October 2013 both the Cities of Kent and Ravenna provided Vital Statistics services. As of January 2015, Kent is the sole provider of Vital Statistics records in Portage County, and it thus provides services for citizens in Ravenna and elsewhere in Portage County. The updated inventory is presented below.

Inventory of Health Department Services in Portage County as of 1/1/15

Division	Programs	Public Health Accreditation Board Domain(s)	Collaboration (Y/N)	Providers	Recipients	Contract (start/end date)	Grant (Y/N)	Collaboration Purpose	Comments and Notes
ENVIRONMENTAL HEALTH	Inspection and Licensing of food service operations, retail food establishments, and vending.	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N	To provide full food service inspection program to the City of Ravenna; Cost savings to the City. Ravenna replacing contract they had with environmental contractor	
			N	K	K				
ENVIRONMENTAL HEALTH	License and Inspect Public Pools and Spas	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N	To provide full public swimming pool inspection program to the City of Ravenna; Cost savings to the City. Ravenna replacing contract they had with environmental contractor	
			N	K	K				
ENVIRONMENTAL HEALTH	Ensure safety compliance and water testing at public swimming beaches	Enforce public health laws	Y	P	P		N		No public beaches in R or K Kent currently does not have and public bathing beaches.
			N	R	R				
			N	K (O)	K				
ENVIRONMENTAL HEALTH	Inspect, abate, and take enforcement actions in response to nuisance Complaints	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N	Portage County handles some complaints while the city handles others.	
			N	K	K				
ENVIRONMENTAL HEALTH	Respond to, investigate, and quarantine animals in reponse to animal	Enforce public health laws and Conduct and	Y	P	PR	Y (1/15-12/15)	N		
			N	K	K				
ENVIRONMENTAL HEALTH	Inspect, permit, and sample New Private Water Systems	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N	Kent and Ravenna have Municipal Water Supply The property owner will have to apply for a varience with City Council. KHD collects the water samples. Samples are tested at the Kent Water Labs - Serivce Department	
			N	K (O)	K				
ENVIRONMENTAL HEALTH	Inspect & License Water Haulers	Enforce public health laws	N	P	P				
ENVIRONMENTAL HEALTH	Inspect and report on compliance of Semi-Public Sewage Disposal System Inspection Contracts to OEPA (House Bill 110 Program)	Enforce public health laws	N	P	P			EPA has enforcement authority	

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ENVIRONMENTAL HEALTH	Operate National Industrial Pretreatment Program	Enforce public health laws	N	K	K		N		Kent City Service Department contracts with Kent City Health Department for administration and laboratory services.
			N	O (service dept)	R				
ENVIRONMENTAL HEALTH	Manage and Deliver Community Water Supply	Enforce public health laws	N	O (service dept)	K		N		For both Kent and Ravenna Cities their Service Departments take care of the community water supply
			N	O (service dept)	R				
			NA (P)	NA (P)	NA (P)				The Portage County Water Resources Department (Sanitary Engineers) is responsible, except where within one of the city or village municipalities. EPA has regulatory authority.
ENVIRONMENTAL HEALTH	Provision of Laboratory Services		N	O (county lab services)	P		N		Kent City has a support lab for central waste water and river water testing.
			N	R	O				
			N	O (Service Dept and KSU)	K				KHD also contracts with KSU to do some laboratory work
ENVIRONMENTAL HEALTH	Inspect and License Tattoo Parlors	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N		Currently ((10-13), there are no Tattoo Parlors operating in the City of Ravenna.
			N	K	K				
ENVIRONMENTAL HEALTH	Inspect and Permit Household Sewage Treatment Systems	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N	To assist RCHD which has no experience with home sewage systems	
			N	K	K				
ENVIRONMENTAL HEALTH	Public Waste Water Treatment Inspection	Enforce public health laws	N	O (Service Dept)	K		N		EPA enforces the public health laws. Kent City Service Dept. runs with waste water treatment plant.
			N	O (Service Dept)	R				
			NA (P)	NA (P)	NA (P)				The Portage County Water Resources Department (Sanitary Engineers) is responsible, except where within one of the city or village municipalities. EPA has regulatory authority.
ENVIRONMENTAL HEALTH	Inspect Home Aeration Systems	Enforce public health laws	N	P	P		N		What happens if these are in Kent or Ravenna?
			N	K	K				
									The property owner will have to apply for a variance with City Council. Operational Inspections are completed the KHD
ENVIRONMENTAL HEALTH	License and Inspect Camp Grounds	Enforce public health laws	N	P	P		N		Only provided by county, no campgrounds in Kent or Ravenna?
	License and Inspect	Enforce public	N	P	P		N		

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ENVIRONMENTAL HEALTH	Hotel / Motel	health laws	N	K	K				KHD has two hotels with in the city. Multi unit housing code covers hotels.
ENVIRONMENTAL HEALTH	Inspect all public and private schools	Enforce public health laws	Y	P	PR	Y (1/15-12/15)	N	Ravenna replacing contract they'd had with environmental contractor	
			N	K	K				KHD is conducting two inspections in each Public and Private schools a year.
ENVIRONMENTAL HEALTH	Inspect and Evaluate home water and sewage systems upon request		N	P	P		N		Water wells and septic inspected with home sales in county. Municipal water and sewage in Kent and Ravenna, not applicable.
			N	K	K				
ENVIRONMENTAL HEALTH	Manage Phase II Stormwater Program or parts thereof (PCHD manages only illicit discharges)	Enforce public health laws	N	P	P		N		Kent and Ravenna Municipalities do their own Storm water not under PH;
			N	O (service dept)	R				
			N	O (servicedept)	K				Kent City contracts with Kent City Service Department.
ENVIRONMENTAL HEALTH	Inspect and enforce multi-unit housing structures	Enforce public health laws	N	K	K		N		Housing Inspections are done by KHD only. KHD enforces the City Environmental Health and Housing Maintenance Code.
			N	O (Service Dept)	R				Ravenna has housing code done through Service Dept. County does not have ordinance for housing code.?
			NA (P)	NA (P)	NA (P)				
ENVIRONMENTAL HEALTH	Inspect dwellings to determine if they need to be demolished for health reasons	Enforce public health laws	N	P	P		N		
			N	K	K				Kent Health Commissioner has authority to demolish buildings
			N	R	R				Collaboration b/t Township Trustees, County Prosecutor's Building Department, The Health Department, and the Fire Marshall; and can often also include the Zoning Inspector (see comment on electronic version for more details).
ENVIRONMENTAL HEALTH	Inspect jails for sanitary conditions	Enforce public health laws	N	K	K		N		KHD inspects the city jail once a year.
			N	R	R				
			N	P	P				PCHD inspects 3 jails annually
ENVIRONMENTAL HEALTH	Mosquito Program		Y	K	KP	Y (1/15-12/15)	N	Kent is open for collaboration with other communities for the Programs services	KHD has developed multiple programs including surveillance, larvaciding, and adulticiding.
ENVIRONMENTAL HEALTH	Inspect and/or license Solid Waste	Enforce public health laws	N	P	P		N		
			N	R/O (RPD)	R				
			N	K	K				

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ENVIRONMENTAL HEALTH	Air Quality monitoring permitting, and response to complaints		N	O (ARAQMD)	P	Sept 2010 - ongoing	N		Contract with ARAQMD
			N	O (ARAQMD)	K	2012-ongoing		Contract with ARAQMD	
			N	O (ARAQMD)	R			Contract with ARAQMD	
ENVIRONMENTAL HEALTH	License and Inspect Mass gatherings	Enforce public health laws	Y	P	PR		N		
			N	K (O)	K			Kent City Ordinance requires permit for mass gatherings	
ENVIRONMENTAL HEALTH	Lead Prevention - Inspection upon request due to elevated blood levels in individuals.	Enforce public health laws	N	O (ODH)	P		N		PCHD environmental health division works with nursing division to refer individual cases with high lead levels
			N	O (ODH)	R				
			N	O (ODH)	K				
ENVIRONMENTAL HEALTH	Monitor and enforce Clean Indoor Air Act		N	O (ARAQMD)	P		N		Akron Regional Air Authority provides services to towns, townships and cities in Portage County
			N	O (ARAQMD)	R				
			N	O (ARAQMD)	K				
ENVIRONMENTAL HEALTH	Monitor and enforce smoking regulations and law	Enforce public health laws	Y	O (Cuyahoga Co.)	PR	ODH contract with Cuyahoga County Health District covers P/R	N		
			Y	O (Cuyahoga Co)	R	ODH contract with Cuyahoga County Health District covers P/R			
			N	K	K	41487		KHD has signed a contract to investigate all smoking reports and enforces the public health laws with in the City of Kent	
ENVIRONMENTAL HEALTH	Plumbing Inspections	Enforce public health laws	N	P	P		N		City of Ravenna done through Building Dept.
			N	R	R				
			N	K (O)	K			Kent City Plumbing Inspections are done through Kent City Building Department	
ADMINISTRATION	Record and Issue Vital Records (births and deaths)		Y	K	PRK (see note)		N		Birth and Death Records are available through KHD and the universal statewide access system.
ADMINISTRATION	Permit Issuance for Sewage and Private Water Systems	Maintain administrative and management	Y	P	PR	Y (1/15-12/15)	N		PCHD and KHD will be discussing a potential contract in this area.
			N	K	K				
ADMINISTRATION	Permit Issuance for food service operations, retail food establishments, and vending.	Maintain administrative and management capacity	Y	P	PR	Y (1/15-12/15)	N		

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			N	K	K				
ADMINISTRATION	Maintain Records	Maintain administrative and management capacity	N	P	P		N		Currently done by Ravenna but this may change after full jurisdictional consolidation.
			N	R	R				
			N	K	K				
ADMINISTRATION	Issue Required Reports to the State of Ohio	Maintain administrative and management capacity	N	P	P		N		Currently done by Ravenna but this may change after full jurisdictional consolidation.
			N	R	R				
			N	K	K				
ADMINISTRATION	Prepare and monitor budget/expenses	Maintain administrative and management capacity	N	P	P		N		Currently done by Ravenna but this may change after full jurisdictional consolidation.
			N	R	R				
			N	K	K				
ADMINISTRATION	Manage Finances	Maintain administrative and management capacity	N	P	P		N		Currently done by Ravenna but this may change after full jurisdictional consolidation.
			N	R	R				
			N	K	K				
ADMINISTRATION	Human Resource Management	Maintain administrative and management capacity	N	P	P		N		Currently done by Ravenna but this may change after full jurisdictional consolidation.
			N	R	R				
			N	K	K				
ADMINISTRATION	Grants Management	Maintain administrative and management capacity	N	P	P		N		Currently done by Ravenna but this may change after full jurisdictional consolidation.
			N	R	R				
			N	K	K				
NURSING	Administer Childhood Immunizations using VFC vaccine and private purchase vaccine		Y	P	PRK	Kent & Ravenna with PCHD (ends 12-15)	Partial IAP	Cities do not have internal nursing divisions	
NURSING	Administer Adult Immunizations private purchase vaccines and state vaccines		Y	P	PRK	Kent & Ravenna with PCHD (ends 12-15)	N	Cities do not have internal nursing divisions	
NURSING	Administer International Travel Immunizations and provide Travel Education		Y	P	PRK	Kent & Ravenna with PCHD (ends 12-15)	N	Cities do not have internal nursing divisions	



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NURSING	Monitoring, Reporting and tracking of Communicable Diseases (and others)		Y	P/O (SCPH)	PRK	Kent & Ravenna with PCHD (Contract ends (ends 12-15)(PCHD subcontract w/ SCPH ends (ends 12-15)	Partial PHEP	Cities do not have internal nursing divisions		
NURSING	Providing Health Screening Services (ODH - new born screening, TB, fairs (BP,		Y	P	PRK		N	Cities do not have internal nursing divisions		
NURSING	Manage and control of Tuberculosis		Y	P	PRK	PCHD is the TB Registry for the County	Y - Epi only (Partial) PHEP	Cities do not have internal nursing divisions		
NURSING	Coordinate care and services for children who qualify for Bureau for Children with Medical Handicaps (BCMH)		Y	P/O (ODH, see note)	PRK	Contract with ODH to PCHD	N	Cities do not have internal nursing divisions	ORC requires ODH to do this ODH Contracts with LHD	
NURSING	Administer and coordinate Emergency Preparedness and Planning		Y	P	PRK	Kent & Ravenna with PCHD	PHEP	Cross-jurisdictional grant		
NURSING	Monitor Disease events through Epi Center Anolomys (Epi Center) and National Retail Data Monitoring (NRDM)		Y	P	PRK		PHEP	Cities do not have internal nursing divisions		
NURSING	Provides Health Education and Health Promotion		Y	P	PRK		Partial IAP, CFHS, PHEP, General Fund	Cross-jurisdictional grants	Provides services such as car seat distribute, prevent blindness program, immunization education, safe sleep for SIDs education, nutrition education, promote health departments, enabling services	

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NURSING	Manage Rabies treatment, prophylaxis and post exposure		Y	P	PR	Contract with Ravenna (ends 12-15)	N	Cities do not have internal nursing divisions	
			Y	KP	K				KHD handles dog bites, exposure and
NURSING	Provide and monitor Immunization Assessment		Y	P	PRK	Nursing Contract with Kent and Ravenna City (ends 12-15)	IAP	Cross-jurisdictional grants	
NURSING	Provided a Maternal Child assessment based on the health indicators by ODH		Y	P/O (SCPH)	PRK	PCHD subcontract for Epi components with SCPH (ends 12-15)	CFHS	Cross-jurisdictional grant	
NURSING	Nutrition Education		Y	P/O (SCPH)	PRK	PCHD subcontract with KSU Nutrit Outreach (ends 12-15)	CFHS	Cross-jurisdictional grant	
References:				<a href="http://www.kentohio.org/dep/health-programs.asp">www.kentohio.org/dep/health-programs.asp</a>	<a href="http://www.ci.ravenna.oh.us">www.ci.ravenna.oh.us</a>				