



## Review Committee Structure

### Purpose

The purpose of the Ohio First Steps for Healthy Babies Review Committee is to ensure timely, fair and accurate review of hospital applications for Ohio First Steps for Healthy Babies (Ohio First Steps) designation.

The following document outlines the expectations and responsibilities of the Review Committee.

### Committee Structure & Chairmanship

The Review Committee shall consist of between 6-10 members and include at least the following:

- One representative from the Ohio Department of Health;
- One representative from the Ohio Hospital Association;
- One representative from the Ohio Chronic Disease Collaborative and/or the Objective 1.14 implementation team;
- One representative from the Ohio Lactation Consultants Association (OLCA) and/or Ohio Breastfeeding Alliance (OBA);
- One representative from a BFUSA-designated hospital.
- One representative from the American Academy of Pediatrics (AAP) Ohio Chapter and/or the American Congress of Obstetricians and Gynecologists (ACOG).

Individual committee members will serve voluntarily, and may remain on the committee indefinitely. Committee members may resign at any time by providing written notice to the committee chair. Resigning committee members will be asked to aid in recruiting a replacement, especially if committee member is the only representative of one of the organizations listed above. Individuals may join the Review Committee by nomination by a current committee member or by self-nomination, and subsequently receiving a majority affirmative vote by the current Review Committee.

The Review Committee will be chaired by a representative of the Ohio Department of Health. The Review Committee will be co-chaired by a representative of the Ohio Hospital Association.

<b>Application Deadline</b> (must be received by midnight)	<b>Applications to Reviewers</b>	<b>Award Review Deadline</b> (by Review Committee)	<b>Award Notification</b> (to hospitals)
<b>Quarter 1:</b> January 1	January 15	January 31	February 15
<b>Quarter 2:</b> April 1	April 15	April 30	May 15
<b>Quarter 3:</b> July 1	July 15	July 31	August 15
<b>Quarter 4:</b> October 1	October 15	October 31	November 15

Recognition will be valid for three years. However, recognized hospitals will be required to submit a renewal report annually to maintain recognition.