**[HEALTH DEPARTMENT LOGO]**

**[HEALTH DEPARTMENT NAME]**

Public Health Accreditation Board (PHAB) Site Visit

Board of Health & Governing Entity FAQs

1. When is the Governing Entity Session with the PHAB accreditation site visitors?

(Day/Date/Time)

1. What is the time commitment?

(Total Amount of Hours)

1. Where is the meeting taking place?

(Department Name/Address/State)

1. What is Public Health Accreditation?

Public Health department accreditation is defined as the development of a set of standards, a process to measure public health department performance against those standards, and reward or recognition for those public health departments who meet the standards.

PHAB’s standards address a range of core public health programs and activities including, but not limited to, the following:

Environmental public health

Health education

Health promotion

Community health

Chronic disease prevention and control

Communicable disease

Injury prevention

Maternal and child health

Public health emergency preparedness

Access to clinical services

Management, administration and governance

1. What is the PHAB accreditation process and [DEPARTMENT NAME] Timeline?

|  |  |  |
| --- | --- | --- |
| Step 1 | Submit Statement of Intent | **(Date)** |
| Step 2 | Application | **(Date)** |
| Step 3 | Documentation and Submission | **(Date)** |
| Step 4 | Site Visit | **(Date(s)** |
| Step 5 | Accreditation Decision | **(Date(s)** |
| Step 6 | Reports | **(Annually)** |
| Step 7 | Reaccreditation | **Every 5 years** |

1. What is the purpose and benefits of public Health accreditation?

**PHAB Purpose:** Accreditation looks at leadership, strategic planning, community engagement, customer focus, workforce development, evaluation, and quality improvement.

**Goal:** To improve and protect the health of every community by advancing the quality and performance of health departments.

**Vision:** Health performing governmental public health system that will make us a healthier nation.

**Benefits:** 1) Meeting best practice standards of the Ten Essential Health Services (only 7 state health departments are currently accredited – Washington, Oklahoma, New York, Florida, Minnesota, Vermont, California), 2) National recognition, validation and accountability 3) CDC accreditation required funding opportunities; 4) Improved communication and collaboration.

1. What is the fee cost for accreditation?

PHAB accreditation fees are population based and dependent on the health department’s jurisdiction.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Health Department Category | Population Size of the Jurisdiction Served | Year 1  Payment | Year 2  Payment | Year 3  Payment | Year 4  Payment | Year 5  Payment |
| Category 1 | Less than  50,000 | $3,180.00 | $2,385.00 | $2,385.00 | $2,385.00 | $2,385.00 |
| Category 2 | 50,000 to 100,000 | $5,167.00 | $3,875.75 | $3,875.75 | $3,875.75 | $3,875.75 |
| Category 3 | 100,000 to 200,000 | $6,756.00 | $5,068.25 | $5,068.25 | $5,068.25 | $5,068.25 |
| Category 4 | 200,00 to Million | $7,950.00 | $5,962.50 | $5,962.50 | $5,962.50 | $5,962.50 |
| Category 5 | 1 Million to  3 Million | $11,925.00 | $8,943.75 | $8,943.75 | $8,943.75 | $8,943.75 |
| Category 6 | 3 Million to  5 Million | $15,900.00 | $11,925.00 | $11,925.00 | $11,925.00 | $11,925.00 |
| Category 7 | 5 Million to  15 Million | $19,875.00 | $14,906.25 | $14,906.25 | $14,906.25 | $14,906.25 |
| Category 8 | Greater than  15 Million | $23,850.00 | $17,887.50 | $17,887.50 | $17,887.50 | $17,887.50 |

1. Who are PHAB’s Stakeholders?

Nation Applicant Constituent Associations: Association of State and Territorial Health Officials (ASTHO), the National Association of County and City Health Officials (NACCHO), THE National Association of Local Broads of Health (NALBOH), and the Nation Indian Health Board (NIHB).

Public Health System Stakeholders: American Public Health Association (APHA), the Association of Public Health Laboratories (APHL), Council of State and Territorial Epidemiologists (CSTE), the Nation Association of Chronic Disease Directors (NACDD), the National Association of Public Health Statistics and information Systems (NAPHSIS), the National Network of Public Health Institutes (NNPHI), the National Public Health informatics Institutes (NEHA), the Association of Maternal and Child Health Programs (AMCHP), the Association of Public Health Nurses (APHN), the Center for Sharing Public Health Services, and Trust for America’s Health.

National Public Health Quality Improvement Stakeholders: Department of Health and Human Services Office of Healthcare Quality, the National Quality Forum, the North Carolina Center for Public Health Quality, and RTI International (PHQIX).

Academic: Council on Education in Public Health (CEPH), the Association of Schools and Programs of Public Health (ASPPH), the National board of Public Health Examiners (NBPHE), the University of Kentucky, the University of Washington, the University of Mississippi, the Richard M. Fairbanks School of Public Health, and Johns Hopkins University.

1. Who will this meeting include and who are the PHAB Site Visit team members?

This meeting will include representatives from the State Board of Health and the [Governors Entity]. [Health Department] will not attend your meeting with the PHAB Reviewers. The PHAB site visit team will be made up of three site reviewers from across the country as well as one PHAB accreditation specialist.

* (Name, Team Chair)
* Name, PHAB Site Reviewer)
* Name, PHAB Site Reviewer)
* Name, PHAB Accreditation Specialist)

1. Why Have We Asked You To Participate?

Governing entity support is essential for successfully preparing for PHAB. The Governor’s Office provided a letter for support in [Month/Year]. It is the role of the [State Board of Health] and [Governing Entity] to place public Health programs as a high priority, demonstrate support of the accreditation process, participate in the site visit, read the report describing the results of the accreditation process, and celebrate the success of accomplishment when accreditation is received.

We invite you to share your experiences with the [Health Department] to the PHAB site review team.

1. Do I need to prepare anything for this meeting? What does PHAB want to know?

* There is no need to prepare remarks or presentations. We want to encourage an open conversation that describes our partnership, activities, and common purpose.
* The site review team’s task is to validate the relationship between the Illinois Department of Public Health and its governing entities

1. What are some examples of questions the PHAB reviewers may ask?

* Please introduce yourself and explain your relationship with the Illinois Department of Public Health.
* Describe the relationship of the governing entity with the health department.
* Describe the process for information exchange.
* Describe the process for decision making.
* Describe the working relationship of the governing entity with the community
* How does the governing entity obtain community input?
* What was the governing entity’s role in the development of the health department strategic plan?
* What is governing entity’s role in promoting and monitoring its implementation?

1. Who do I contact with questions about this meeting?

(Contact Name & Information)

To learn more about PHAB you may visit their website at [www.phaboard.org](http://www.phaboard.org)