IDPH ACCREDITATION DOCUMENT GUIDANCE CHECKLIST

**Helpful Tips**:

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|  Format for the Standards and Measures |

 In this document the PHAB Standards and Measures are preceded by the domain number and brief description of the domain. Standards are repeated at the beginning of each measure for each reference. The chart below provides an example of the layout for standards, measures required documentation and guidance for required documentation.

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| Standard: This is the standard to which the measure applies. |

 **Measure Purpose Significance**

This section states the measure on which the health department is being evaluated

The purpose of this measure is to assess the health Department’s

This section describes the public health capacity or activity on which the health department is being assessed

This section describes the necessity for the capacity or activity that is being assessed

 **Required Documentation Guidance**

This document lists the documentation that the health department must provide as evidence that it is conformity with the measure.

The documentation will be numbered:

1. XX

2. XX a) XX

 b) XX

This Section provides guidance specific to the required documentation. Types of material may be described. e.g., meeting minutes partnership member list, etc. Examples may also be provided here.

This section will state if the documentation is department-wide or if a selection of programs’ documentation is required.

1. XX

2. XX a) XX

 b) XX

* **Read the Domain, Standard, and Measure**
* In order to ensure that the document selected provides evidence of a measure, the health department should consider the required documentation within the context of the domain, standard, and measure. For example a required piece of documentation may be “documentation of meeting minutes, agendas and/or trainings”. It is important to review the measure and standards to know what the documentation of meeting minutes agendas and/or trainings should demonstrate (e.g., the provision of technical assistance, collaboration on the health initiative or sharing of information about a public health policy).
* **Read the “Purpose” of the measure**
* **Review the “Significance”**
* **Read the “Guidance”**
* The “Guidance” section provides guidance specific to the required documentation and provides a detailed explanation of the required documentation. It states if the documentation is department-wide or if a section of program’s documentation is required. The document selected should be specific to that measure’s requirement and the guidance provided.

🞎 **Selection – Document Topic Areas and Content**

* Documents selected should be the most direct and applicable evidence available to meet the documentation requirement. Two examples are typically required for each measure unless otherwise stated

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* **Documents should reflect the following public health areas within the department**
* Access to clinical services
* Chronic disease prevention and control
* Communicable disease
* Community Health
* Environmental public health
* Governance
* Health education
* Health promotion
* Injury prevention
* Management/administration
* Maternal and child health
* Public health emergency preparedness
* Public health laboratory services
* PHAB’s scope of accreditation authority does not extend to the following areas and documents provided from these program areas will not be accepted for public health department accreditation:
* Mental health
* Substance abuse
* Primary care
* Human services
* Social services (including domestic violence)
* Health care facilities
* Professional licensing programs
* Health care financing system (e.g., Medicaid, Medicare)
* **Distribution of Information, Technical Assistance and Other Activities** may be documented with e-mails, memoranda, letters, dated distribution lists, phone books, health alerts, faxes, case files, logs attendance logs position descriptions, performance evaluations, brochures, flyers, website screen prints, news release, newsletters, posters, or contracts, **Please review the measure for specific information required**.
* **Policies and Processes** may be documented with policies, procedures, protocols, standing operating procedures, emergency response/business continuity plans, manuals, flowcharts, organization charts, logic models, or other similar documentation. **Please review the measure for specific information required**.
* **Reporting Activities, Data, and** Decisions may be documented with health data summaries, survey data summaries, data analyses, audit results, meeting agendas, meeting and committee minutes and packets, after-action evaluations, continuing education tracking reports, work plans, financial reports, quality improvement reports, or other documentation requirements, relevant attachments that are referenced in the minutes or were discussed must be included. **Please review the measure for specific information required**.

🞎 **Selection – Documentation Source**

* PHAB looks to see documentation that exists and is in use by the health department being assessed for accreditation regardless of who developed the material. Many health departments do not provide all public health services directly but have formal agreements, contracts, or partnerships with other organizations or agencies to provide services. There are many methods for the development of the documents required in the standards. They may be developed by:
* Health department staff
* State health department staff for use by local health departments
* Community partnerships or collaborations
* Partners such as non-profits and academic institutions
* Service providers or consultants under contract
* In cases where documents submitted are created by outside entities a health department **must submit to PHAB formal documentation of the partnership or assignment of responsibility to others** (MOU, letter of agreement, contract, legislative action, executive order, ordinance, or rules/regulations).
* The responsibility for meeting PHAB standards and measures rests with the health department being reviewed for accreditation, even if the documentation is produced by a partner organization and not by the health department. **Health departments should include an explanation with its documentation (through the document narrative) concerning why a measure is met by another organization through an agreement**. Examples include:
* Formal agreements or partnerships with other organizations to provide particular functions or activities.
* Shared functions or services with other governmental agencies. For example environmental public health is a function that is sometimes provided by another state or local agency.
* Health departments, as agencies that are a part of a larger governmental unit, may utilize the policies, procedures, or functions of the governmental unit. For example, a health department may utilize the human resources office of the government of which it is a part.
* Documents provided by the department do only have to be department-originated policies and procedures. However policies, procedures, and other documentation must demonstrate that they are applicable to the health department, are utilized by the department, and must meet the measure and requirements for documentation.

🞎 **Selection – Other Considerations**

* **Documents selected to support multiple areas under one measure should be consistent**. All documents under one measure should address one health department topic, program, plan, policy or other issue of note.
* **In many cases, a measure requirement only needs to be demonstrated once**, for *example “Measure 3.2.3 A: Maintain written risk communication plan”*. Examples of these types of documentation requirements include department-wide policies (such as human resource policies), procedures, and plans. In these cases the requirement is for a specific, central document, rather than for multiple examples.
* **Keep health department acronyms used in documents to a minimum**. If multiple acronyms are sued in a document and are not defined within the document, a brief explanation of the acronyms should be provided in the document narrative.
* Document Reuse
* A single document could be used as evidence for more than one measure and may be used multiple times. Or a single page or chapter of a document used for a measure could be used for another measure. **The specific section(s) of the document that addresses the measure must be identified, highlighted, and explained in the document narrative**.
* Multiple Documents
* Documentation submitted to demonstrate conformity to a measure do not have to be presented in a single document; pieces of several documents may be required to Demonstrate conformity with one requirement. For example, a required set of policies may be contained in several policy documents. **An explanation must be included in the document narrative that describes how the documents, taken together, demonstrate conformity with the measure**.

Sources:

Public Health Accreditation Board. (2011). Standards and Measures Version 1.0 Retrieved from

 <http://www.phaboard.org/wp-content/uploads/PHAB-Standards-and-Measures-Version-1.0.pdf>

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Ramsey, S. (2014). Illinois Department of Public Health Preparing for National Accreditation Review PHAB Version

1.0 (Presentation). Pearls of Wisdom Consulting LLC.