



UPDATE ON THE NATIONAL PUBLIC HEALTH ACCREDITATION PROCESS
AND
GENERAL DOCUMENTATION TIPS

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NIHB WEBINAR
JUNE 12, 2015

Presentation Objectives

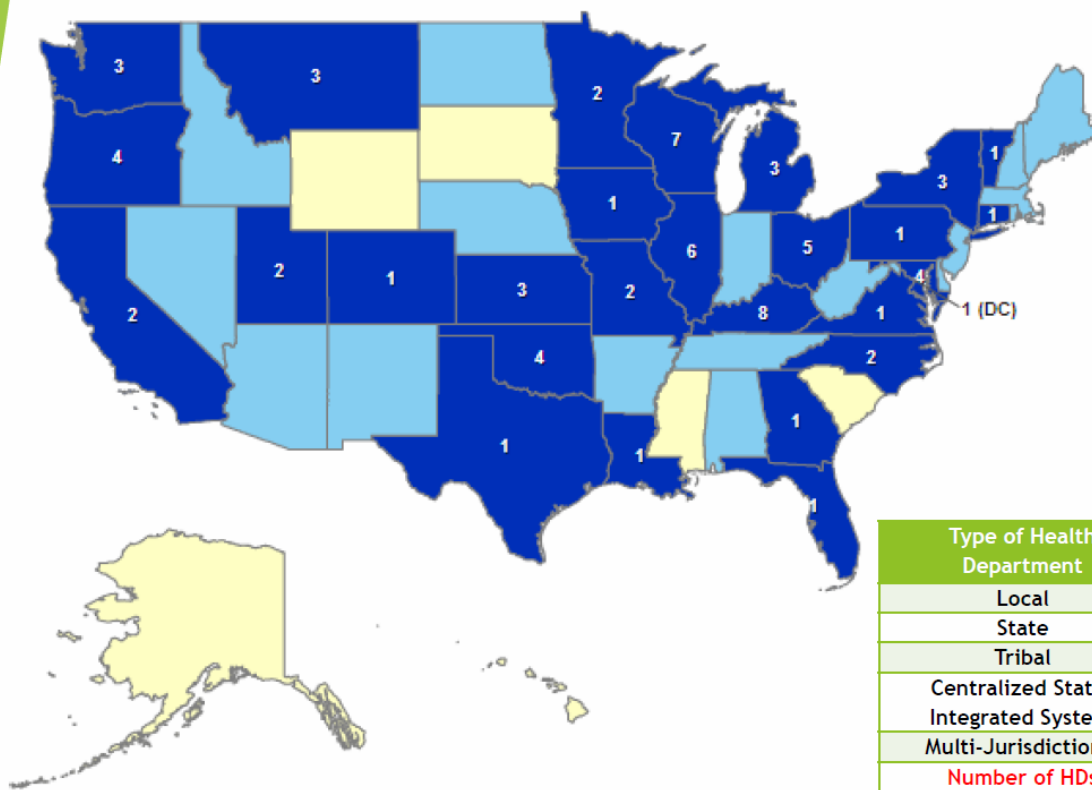
- Discuss the current status of the PHAB national accreditation program
- Discuss some of the lessons learned from other health departments
- Describe some general documentation preparation tips



Current Status



Accreditation Activity as of May 15, 2015



Type of Health Department	Accredited	In Process	Total in e-PHAB
Local	67	156	223
State	8	23	31
Tribal	.	2	2
Centralized States Integrated System ⁱ	.	67	67
Multi-Jurisdictional	.	2	2
Number of HDs	75	250	325
Population (Unduplicated)	114,228,157	108,558,725	222,786,882

ⁱSingle accreditation for multiple health departments

13.33 x 7.50 in Applicant Names Are Kept Confidential

New Accreditation Items

- The Guide to Health Department Accreditation has been revised and will be published this summer.
- The draft Army standards and measures are out for public comment – on PHAB's website.
- PHAB has just initiated an exploratory process for small health departments.
- PHAB will post a new video about the benefits of accreditation – stories from three health departments- in the summer.
- New fee structure will be available January 2016 for July 2016.



Selected Lessons Learned



Getting Started: What Others Have Told Us

- Get started early and work consistently on preparing.
- The CHA/CHIP/Strategic Plan take the longest to do if you haven't ever done them.
- The QI and Workforce Plan can also take some time.
- Work with others, both inside your health department and with other health departments.
- Don't hesitate to ask questions as you go along.
- Make sure your leadership is involved.
- Make it fun!

Keeping the Momentum Going: What Others Have Told Us

- Schedule regular times to work on selected things
- Create a file system that you can add to as you see things that would work
- It's ok to take one domain at the time
- Combine this work with your daily work as much as possible
- Attend to staff getting discouraged
- Don't stop – but ok to take some breaks
- Make it fun!



**What have
I gotten
myself
into?**



Whoo-hoo!

Early Evaluation Results

- 97% of health departments that have had their PHAB site visit strongly agree that “Going through the accreditation process has improved the performance of our health department.”^
- According to HDs that have had their site visit, accreditation:
 - Identifies strengths and areas for improvement
 - Strengthens internal and external partnerships
 - Encourages HDs to prioritize and address long-standing concerns
 - Acts as a “stimulus...for continuous quality improvement and performance management in our daily practice”

[^] From PHAB evaluation of 33 health departments.

Why Were the Accredited Health Departments Interested in Accreditation?

- Transparency and Accountability
- Most other governmental and health related services are accredited: hospitals, schools, child care centers, police departments, fire departments, etc.
- Provides a priority setting framework
- Commitment to improving their services
- Increased public engagement and support
- Increased staff morale
- Risk Management
- Potential for increased funding in the future; already using their accreditation certificate in grant proposals



Documentation Tips



Selection of Examples for Documentation

The focus of PHAB's Standards and Measures is *population-based disease prevention, health protection, and health promotion.*

Population-based health are interventions aimed at disease prevention and health promotion that effect an entire population and extend beyond medical treatment by targeting underlying risks, such as tobacco; diet and sedentary lifestyles; and environmental factors. (*Turnock BJH. Public Health: What It Is and How It Works. Gaithersburg, MD: Aspen Publishers, Inc.; 1997*)



General Guidance

- Current & in use when submitted
 - Policies, procedures, plans
- Draft documents not accepted
- No confidential information
- Paperless process
 - “hard copy” submitted electronically in e-PHAB
- Submit in acceptable file formats

Documentation Selection

Consider example options from programs:

- Best reflects health department operation
- Meets specifics of the Required Documentation
- Demonstrates conformity with measure (Context and intent of M & S & D)
- A variety of programs



What's the intent?



- Keep in mind the domain, standard & measure
- Review the purpose statement
- Quality not quantity
- Documents should directly apply to the stated requirements



Organizing Documents



Each Health Department should develop:

- An electronic file system
- A system to name document files
- A process to manage paper copies

Dates and Signatures

Review your HD's:

- Policies
- Procedures
- Plans
- Directives
- Public Information
- Protocols

For -

Dates:

Created date
Revised date
Reviewed date
Amended date
Effective period

Evidence of Authenticity:

HD logo
HD Director signature
HD Abbreviation
HD e-mail address
Membership list



Confidential Information



- Cover or delete
- Templates or blank forms can be submitted
- Hold records for review on site
- Site Visitors only need documents as it relates to measure requirements.

More General Stuff

- Use PDF's when possible
- Open uploaded documents to check for readability
 - No sideways or upside down PDF documents
- No blank signature lines

Remember to make the job of the Site Visitors as easy as possible

Time Frames

- How long does it take to get the pre-requisites ready?
- How long does it take to get the rest of the documentation ready?
- After we apply, how long will it be until our site visit?
- In total, how long does the whole process take?

Questions





*Advancing
public health
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