**[HEALTH DEPARTMENT LOGO]**

**[HEALTH DEPARTMENT NAME]**

ACCREDITATION DOCUMENT GUIDANCE CHECKLIST

Checklist pgs. 1-3

Helpful Tips pgs. 4-7

The Public Health Accreditation Board (PHAB) has set forth standards, measures, requirements, and specific guidance in its Standards and Measures Version 1.0 Manual for each document submitted by a health department to achieve national public health department accreditation. The focus of the standards, measures, and required documentation is to assess the services that health department has in place and provides to its population. Accreditation assesses the capacity of a health department to provide the tem essential public health services through public health processes, programs and interventions to address their own unique characteristics and population.

Documents provided by the health department serve as evidence of this capacity and readiness for national accreditation status; therefore documents identified and selected must adhere to PHAB documentation standards and should help facilitate a successful PHAB review process that contributes to achieve accreditation for the department.

Please follow the guidelines below for document selection, review and posting onto the (Department Name) Accreditation SharePoint Site.

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| --- |
| Documentation Format Guidelines |

File Type and Naming Structure

🞎 1. **Documents must be submitted electronically.**

 Hard copies of documents must be scanned into a PDF for submission. PHAB

🞎 2. **A PDF version of all documentation is preferred.**

 If a document is not a PDF, it should be in a commonly used program such as Word, Excel or PowerPoint. Documents created using health department specific software, special graphics, or other program not commonly used, will not be accepted. Here are all acceptable file formats:

* Audio: mp3 wav
* Images: bmp, gif, jpeg, jpg, tif tiff files should be passed into a MS Word or PDF file they **should not be uploaded as a separate file**.
* MS Excel: xlsx, xls
* MS PowerPoint pps, ppsm, ppsx, ppt, pptm, pptx
* MS Word: doc, docm, docx, rtf
* Portable Document Format: PDF
* Text: htm, html, txt
* Video: wmv, mpeg, mpg, mpv, mp4

🞎 3. **The document should be named using the following structure:**

 IDPH ACCREDITATION DOCUMENT GUIDANCE CHECKLIST

* DOMAIN#, STANDARD # MEASURE #. PART #. EXAMPLE [a, b, c, etc.] NAME OF DOCUMENT, Office Acronym, Date **Example: 9.2.1.1.a Quality Improvement Plan OPM 080914**
* The file name of the document should only contain letters, numbers, periods, commas and spaces – no underscores or other special characters.

Document Status/Usage and Authenticity

🞎 4. The document draft should be **a FINAL** version

 **No draft** documents will be accepted for review by PHAB.

🞎 5. The document submitted must be **current, in effect, in use and be the most up-to-date final version** at the time of submission to PHAB.

🞎 6. The document submitted should be dated **no earlier than October 2009 or 5 years from the targeted date for accreditation application submission to PHAB** (October 2014, tentative unless otherwise directed in the measure, required documentation, or guidance in the Standards and Measures.

🞎 7. The date of the document **must be indicated within the document**. Dates can be constituted by:

* Created Date
* Revised Date
* Reviewed Date
* Adopted or Accepted Date
* Amended Date
* Effective Period

 All policies and procedures must be dated. Flyers and promotional materials should contain a date for purposes of knowing when they were last undated. If the health department adopted a policy or procedure that was developed by another organization, it should be signed and dated by the health department.

🞎 8. The **document must have a “signature” as a measure of authenticity**. Signatures can be constituted by:

* Health Department Logo
* Actual signature of the Health Department Director or Staff
* Health Department Abbreviation
* Health Department E-mail address
* Names of department programs/offices
* Department Intranet or Internet Addresses

 All policies and procedures must be signed. Printed documents, such as a community health assessment or state health improvement plan do not have to be signed if they are official documents adopted by the health department (with the health department logo, which would, in effect be the same as a health department signature).

🞎 9. The date and title of the document as well as any specific content that is relevant to the measure within the document **should be highlighted in yellow** by the submitter.

Document Narrative and Other General Considerations

🞎 10. The document submitted **should have an evidence summary sheet**, which fully explains:

* The source of the document
* The document itself and what information it provides
* What measure it provides evidence for
* How the document best represents the measure
* Where to look in the document for the proof (remember, the content that provides proof of the measure should be highlighted

 Reviewers may not be familiar with the department, its offices or its programs. The narrative provides context to the document and allows reviewers to fully understand and assess the information submitted. If multiple documents are submitted under one measure, the evidence summary should provide an explanation of how the documents work together to provide proof.

🞎 11. Documents with health data should be **free of personal information and identifiers** per HIPAA (patient confidentiality) standards. Where documentation contains confidential information, the confidential information must be covered or deleted. The health department should not submit any documentation that has personal information or identifiers.

🞎12. The document provided should be **clear and legible**.