

PHAB Accreditation Readiness Checklist

April 11, 2014

Accreditation Coordinator

All applicant Health Departments must designate an Accreditation Coordinator.

The Coordinator cannot be the Health Director.

The Coordinator must have the support of Health Department Leadership and staff.

An Accreditation Team is strongly recommended to assist the Accreditation Coordinator in his/her duties.

Online Orientation

- Composed of Four Modules that must be completed by the Accreditation Coordinator and the Health Director prior to submission of a Statement of Intent (SOI)
- An online quiz and evaluation must be completed to receive a Personal Identification Number (PIN) submitted with the SOI
- Gives good base of knowledge to anyone interested in or involved with PHAB accreditation
- Located at <http://www.cecentral.com/phab>

Statement of Intent (SOI)

- ✓ Must be submitted by a health department with interest in applying for accreditation
- ✓ Submission does not commit the health department to applying
- ✓ After receipt and acceptance by PHAB, health department will be granted access to the application

The Three Prerequisites

- ✓ Community Health Assessment
Standard 1.1
- ✓ Health Improvement Plan
Standard 5.2
- ✓ Department Strategic Plan
Standard 5.3

Submitted with the application

Community Health Assessment

- ✓ Collaborative process
- ✓ Mobilizes the community
- ✓ Develops priorities
- ✓ Gathers resource needs
- ✓ Collects and analyzes data

Community Health Improvement Plan

- ✓ Long-term effort
- ✓ Address issues from the Community Health Assessment
- ✓ Broad participation
- ✓ Set community priorities

Department Strategic Plan

- ✓ Internal to the health department
- ✓ Sets what the health department plans to achieve and how it will do that
- ✓ Guide to:
 - Making decisions
 - Allocating resources
 - Taking action

Standards & Measures

The standards and measures can be used to:

- ✓ Review and revise processes, procedures, and programs
- ✓ Develop capacity and performance excellence
- ✓ Guide the internal development of quality
- ✓ Prepare for documentation selection and submission and site visit

Readiness Checklists

There are four sections of the Readiness Checklists

- ✓ Initial Checklist
- ✓ Prerequisite Checklist
- ✓ Process Readiness Checklist
- ✓ Organizational Readiness Checklist