



Guide to Initial Accreditation Version 1.5 Addendum:
Supplemental Guidance for PHAB Accreditation Procedures
Approved February 2022

This document includes the supplemental guidance initially released by PHAB in July 2020. The Supplemental Guidance was updated, as needed, between July 2020 and February 2022 to be reflective of the change situation due to the COVID pandemic.

The following Supplemental Guidance for Version 1.5 (v1.5) Initial Accreditation supersedes the related policies in the Initial Guide (v1.5) and will be in effect until the date listed in the table below.

<p>Extensions</p> <p>The revised Extension Policy (See Policy for Initial Accreditation Version 2022, Appendix 2) will remain in effect for health departments that have applied under v1.5.</p> <p>This revision allows the Accreditation Specialist to grant a health department an extension up to 90-days (cumulative). Requests for extensions for periods greater than 90 days should also be made to your Accreditation Specialist using the Extension Request Form and will be reviewed and approved by PHAB’s Senior Management.</p>	<p>In effect for all health departments using v1.5 Standards & Measures</p>
<p>Time Frames for Documentation</p> <p>Health departments working on documentation through an extension may encounter having some of their documentation “age out” and fall outside the acceptable timeframe requirements outlined in the Standards & Measures. PHAB is lengthening the acceptable timeframe by one year for all measures initial accreditation v1.5. For example, the Standards & Measures require that a Community Health Improvement Plan be dated within the last five years from the date of a health department’s submission of their documentation. PHAB will accept community health improvement plans that are dated within six years of the document submission date.</p>	<p>In effect for all health departments using v1.5 Standards & Measures</p>
<p>Documentation Examples</p> <p>PHAB will allow the submission of examples that were created or revised after the health department’s original documentation submission date (for responses to pre-site visit reviews and requests for additional documentation during the site visit).</p>	<p>In effect for all health departments using v1.5 Standards & Measures</p>
<p>Documentation Review</p>	<p>In effect for all health</p>

<p>PHAB revised its documentation review process to utilize PHAB staff's comprehensive knowledge of PHAB's measure requirements and reduce the overall time commitment and demand for site visitors. The aim of these process changes is to shorten the overall accreditation review process, while maintaining the peer review as an important component of accreditation. <i>This applies to initial Pre-site Visit Reviews Accreditation Committee Action Requirements (ACAR) reviews.</i></p> <p>In the revised documentation review process, the assigned Accreditation Specialist will conduct the Completeness Review and the Pre-Site Visit Review simultaneously. The health department will then respond to reopened measures from the Completeness Review and the Pre-Site Visit Review at the same time, rather than in two separate steps. All measures scored less than Largely Demonstrated will be reopened and the health department will have 45 calendar days to respond with additional documentation.</p> <p>When a measure is assessed as Largely Demonstrated or Fully Demonstrated in the site visit report, the Accreditation Committee concludes the health department has demonstrated adequate conformity to PHAB requirements. Therefore, only measures scored less than Largely Demonstrated will typically be reopened during PHAB's combined Completeness and Pre-Site Visit Review.</p> <p>After the health department's response, trained volunteer site visitors will conduct an independent review of all measures that staff assessed as less than Largely Demonstrated and all core measures. PHAB will assign up to two site visitors to each health department based on the number of reopened measures. The Site Visit Team is comprised of the Accreditation Specialist and Site Visitor(s). The Site Visit Team will conduct the site visit and write the Site Visit Report.</p> <p>A similar process is used for ACAR reviews, with the Accreditation Specialist conducting an initial review of documents and site visitors assessing any measures scored less than Largely Demonstrated and all core measures. The Site Visit Team works together to finalize the ACAR Report.</p>	<p>departments using v1.5 Standards & Measures</p>
<p>Virtual Site Visits</p> <p>PHAB will continue to evaluate the health and safety issues related to COVID-19 and travel on an ongoing basis. When PHAB determines it is safe for its staff and volunteers to travel again, health departments will be notified 90 days in advance to determine if the dates selected will work for in-person visits or if alternative dates should be selected. PHAB staff will work with health departments on timing and preference and will also coordinate with site visitors about their availability and willingness to travel.</p> <p>Each applicant health department's site visit agenda, including dates, times, participants, and technology needs, will be developed in consultation with the department's Accreditation Coordinator. Please be assured that a virtual site visit will not negatively impact the accreditation decision.</p> <p>Additionally, PHAB Accreditation Specialists are experienced in virtual site visits</p>	<p>PHAB will continue to evaluate the health and safety issues related to COVID-19 and travel on an ongoing basis. Health departments will be notified 90 days in advance to</p>

<p>and are ready to support health departments in preparing for their site visit. For example, Accreditation Specialists will always hold pre-site visit calls with health departments to discuss logistics and test technology. PHAB has developed tip sheets and other guidance to explain the process, including suggestions related to the partner and governing entity sessions.</p> <p>During the site visit, the site visitor or Accreditation Specialist may ask the health department to upload specific documentation into e-PHAB. Health departments currently are given two business days from the end of the site visit to provide that documentation. The Accreditation Specialist may allow longer, at her discretion, in consultation with the health department.</p>	<p>determine if the dates selected will work for in-person visits or if alternative dates should be selected</p>
<p>Site Visit Preparation</p> <p>In preparation for the site visit, the site visitor(s) and Accreditation Specialist will prepare questions about specific measures. PHAB will provide applicant health departments with a list of those measures in advance of the site visit. This will help the health department prepare and ensure they have the right staff available during the site visit.</p> <p>Other measures may come up during the site visit. If additional documentation is requested and the needed staff person is not available at the time of the site visit, the Accreditation Specialist will open the measure if it has been assessed as less than Largely Demonstrated for the health department to gather the requested documentation and upload it into e-PHAB within two business days after the site visit.</p>	<p>In effect for all health departments using v1.5 Standards & Measures</p>
<p>Site Visit Timing</p> <p>To address some of the concerns expressed by both site visitors and health departments about blocking off full days, PHAB intends to break up the virtual site visit over three days: four hours, four hours, and three hours. This will also help with time zone differences for those involved in the site visit. The Accreditation Specialist will work with each department to identify site visit dates and a schedule that will work best for all parties.</p> <p>Domain interviews will be conducted in groupings that will be agreed on by the health department and site visit team.</p>	<p>In effect as long as site visits are conducted virtually</p>
<p>Annual Reports</p> <p>Templates for Section 2 of the Annual Report have been revised in two ways: (1) to make answering an increased number of questions optional and (2) to point out where COVID-19 work can be described. These new forms are posted on Bridge and on the Accredited health department page on the PHAB website. (If you have already started the process using the old Section 2 templates, you can use the old templates.)</p>	<p>The current Annual Report templates may continue to be used until PHAB releases new Annual Report forms. Health departments</p>

<p>It should be noted that a health department provided an extension to the due date of their Annual Report will be expected to meet their original due date for the next year's Annual Report and for reaccreditation. For example, if a health department's Annual Report is due no later than June 30 and they are provided a 90-day extension for this year's Annual Report, the health department would still have the deadline of June 30 for the next year's Annual Report and, when the time comes, the reaccreditation application would be due June 30. The impact of this would be that health departments may have to submit two Annual Reports within the same 12-month period. PHAB wants to help keep health departments on track for reaccreditation.</p>	<p>will be provided sufficient time to prepare after the new forms are released.</p>
<p>Appeals & Complaints</p> <p>The appeals and complaints processes have been revised and can be found as appendices to the Initial Accreditation Version 2022 Policy (See Appendix 3 and Appendix 4).</p>	<p>In effect for all health departments using v1.5 Standards & Measures</p>
<p>Multi-Jurisdictional Applications</p> <p>Please note that, as of March 19, 2019, PHAB is no longer accepting Multi jurisdictional applications (page 6 of the Guide).</p>	<p>In effect for all health departments using v1.5 Standards & Measures</p>