

You will be provided with three opportunities to add narrative descriptions and explanations.

Upload Title

The health department will name each document that is uploaded into e-PHAB. The name should be a reflection of what is contained in the document. The document is selected from your computer, much like adding an attachment to an email. However, you will give the upload a new name. The upload will not transfer the file name from your computer to e-PHAB.

Document Description

The health department will have the opportunity to describe each document that it uploads. This will help site visitors understand how the document relates to the Required Documentation in the Standards and Measures.

Measure Narrative

The health department will have the opportunity to describe how the documents, together, provide evidence that the Measure is met.



When you upload your documentation into PHAB's electronic information system, called e-PHAB, you will be provided with three opportunities to add narrative descriptions and explanations concerning the document that you upload. As you assess and select documents to submit for accreditation, you may want to develop those narrative descriptions throughout the selection process. Then, when you upload the documents into e-PHAB, you will already have the descriptions written. Your work will be done!

Documentation is submitted to PHAB for each Measure. Within each Measure is a button to upload the required documentation for that Measure. The health department must upload at least one document for each required documentation section in the Measure. As you develop the narratives for each required documentation section, you will want to organize them and save them in a file with the documentation. The sections of required documentation are defined in the Standards and Measures, Version 1.0, and are listed in e-PHAB.

Upload Title

Purpose - To identify the uploaded document
Length - Up to 250 characters
Example - Flu Press Release Aug. 11, 2011

TIPS:

- Entering a new document name is required.
- The name of the file should be descriptive.
- The date of the document might be included in the name. Use complete dates with all four digits of the year.
- Only use letters, numbers, and spaces – no underscores or special characters.

Document Description

Purpose - To describe, for the site visitors, the information contained in the file and to direct the site visitors to specific sections that should be reviewed.
Length - Up to 150 words
Example - This document contains minutes from the Board of Health Meeting held on Aug. 10, 2012. A discussion item at the meeting was the governing entity's role in policy development. Please see the highlighted section on page 3.

TIPS:

- Entering an upload description is optional.
- Briefly describe how the submitted document demonstrates conformity with the Required Documentation.
- Be specific to the exact element(s) of the documentation that demonstrate conformity.
- Identify the exact location of the element(s).
- If the documentation is part of a larger document, name or describe the larger document.
- If the document is not authored by the health department, name or describe the author and the relationship of the author to the health department (i.e. contractor, partner organization, etc.).

The screenshot shows a web form titled "Upload Document". It includes a "Title:" label above a text input field. Below that is a "File:" label above another text input field with a "Browse..." button to its right. Underneath is a "Description:" label with an information icon (i) to its right, followed by a large, empty text area. At the bottom left is an "Upload Document" button, and at the bottom right is a word count indicator that reads "150 Words/150 Words".

Measure Narrative

Purpose – To explain how the body of evidence uploaded (all the documentation taken together) demonstrates conformity to the Measure requirements

Length - Up 10,000 characters (includes letters, numbers, spaces and punctuation).

Example- 9.2.2 A – *These three documents show how the QI Team at the health department is working to implement the QI plan. The documents show our work on issues identified by the QI team with staff input and the processes used (as guided by the QI Plan). Each project relates to our Strategic Plan and involves the full health department, with program staff participating in each project. The storyboard shows the progress achieved in improving billing and collections (32%) for our women's and children's health programs. The reports from the WIC QI project showed a 52% decrease in patient waiting time after check-in.*

TIPS:

- Entering a Measure narrative is optional. While optional, a narrative can be very helpful to the site visitors.
- Be concise and clear in the narrative.
- Do not enter charts, images or web links in the Measure narrative.
- Provide a broad summary of how all of the evidence provided demonstrates conformity with the Measure and any other contextual information to help the site visit team understand why the documentation was selected.
- The Measure narrative summarizes all documentation selected and uploaded for the Measure.

The screenshot shows a section titled "Health Department's Narrative for Measure 1.2.1 A (Optional)". Below the title is a light gray box containing the instruction: "Use the following box to explain how the submitted documentation, taken as a whole, demonstrates and illustrates how the health department meets this measure." Below this instruction is a large, empty white text area for entering the narrative.