e-PHAB Profile and Officials Tabs

When should you use the Profile and Officials Tabs in e-PHAB?

Below are examples of some of the situations in which you should use these tabs to update information:

- If the Health Department moves or there are changes in phone numbers, emails, or other contact information

- If there is a new Health Department Director or Accreditation Coordinator

- If there is a change in the budget, number of staff, organizational chart, or population served

Why is this important?

It is important that PHAB has up-to-date information about your health department throughout the accreditation process. This information is used by Site Visitors to gain knowledge of the health department they are reviewing. It also ensures PHAB staff has accurate contact information and an understanding of the characteristics of health departments in the e-PHAB system.

TIP: The Profile and Officials Tabs will not appear in e-PHAB until you enter the Document Submission stage. If you need help updating your information prior to that stage, please contact PHAB directly.

For more information, contact:
Public Health Accreditation Board
1600 Duke Street, Suite 200
Alexandria, VA 22314
Phone: 703-778-4549

PHAB

Advancing public health performance

PROFILE TAB

The Profile Tab allows the Health Department Director and Accreditation Coordinator to update Health Department Details, Employment and Budget Information, and the Organizational Chart. A history of your Profile will be saved in e-PHAB. In addition, the information in your SOI and Application will remain unchanged.

Making Changes on the Profile Tab

To make profile updates, follow these four easy steps in e-PHAB:

1. In e-PHAB, click on the Profile Tab
2. Scroll to the bottom of the page and click "Edit"
3. Enter updated or corrected information into the appropriate text boxes
4. Scroll back to the bottom of the page and click "Submit"

PHAB will receive an alert that your department has pending changes. A PHAB staff member will review your changes and will approve or reject each change. You will receive an email regarding PHAB's decision.

When to Make Changes

PHAB needs to know when basic profile information changes in the department. Please review the information on the Profile Tab at least annually and submit any necessary changes. In addition, please edit the department's profile if any information changes during Documentation Submission, Pre-Site Visit Review, prior to the Accreditation Committee's accreditation decision, or after you are accredited.

Profile Information

Content on the Profile Tab includes:

- Health Department Name
- Health Department Mailing Address
- Website Address
- Total Population Served by the Health Department*
- Year of Census (Population)

- Annual Health Department Budget Amount
- Total Number of Employees at the Health Department
- Total Reported FTEs at the Health Department
- Organizational Chart

A change in the population size will not affect the fee the health department was charged when they submitted their application.

OFFICIALS TAB

The Officials Tab allows the Health Department Director and Accreditation Coordinator to update personal information or make personnel changes to the director or coordinator positions. This Tab allows the user to ensure PHAB has the most up-to-date contact information. Once PHAB approves a change in personnel, the newly assigned individual will gain access to the appropriate functions in e-PHAB.

Updating Information about Current Officials

To make changes in the information about the individual currently assigned as either the Accreditation Coordinator or Health Department Director (e.g., last name, email address, job title, phone numbers, or mailing address), follow these four easy steps:

1. In e-PHAB, click the Officials Tab
2. Click "Edit"
3. Enter the updated or corrected information in the appropriate text boxes
4. Click "Save"

Remember, the email address saved in e-PHAB is also your Username. If changes are made to the email address, the Username will also change.

Making Personnel Changes

To change the Health Department Director or Accreditation Coordinator in e-PHAB, follow these seven easy steps:

1. In e-PHAB, click the Officials Tab
2. Click "Edit"
3. Scroll down and click "Replace Official" (The individual being replaced will appear under the Former Officials header; you will need to replace one official before you can assign a new individual to that role.)
4. Click "Assign Official"
5. Select the staff replacement from the drop down box (All staff entered on the Staff Tab will appear; make sure that the new official is listed on the Staff Tab before you start this step.)
6. Enter information about the official; Name, PIN Number from the online orientation, and Job Title are required fields
7. Click "Save"

PHAB requires both the Health Department Director and Accreditation Coordinator roles to be present at all times. Please do not make personnel changes until the staff member is ready to be added in e-PHAB. PHAB will receive an alert that your department has pending changes that require approval. You will receive an email regarding PHAB's decision. Remember, the email address saved in e-PHAB is also your Username. If changes are made to the email address, the Username will also change.