

## Types of Required Documents for Reaccreditation

There are four types of documents that are required for Reaccreditation:

1. Narratives describing the health department's overarching current processes, procedures, activities, etc.;
2. Narratives describing examples;
3. Examples (e.g., examples of communication); and
4. Complete adopted items that have been revised/improved or developed since initial accreditation (e.g., the community health assessment, various plans, protocols, procedure, reports, templates, and a brand strategy).

## Reaccreditation Standards & Measures and Initial Accreditation Standards & Measures, V 1.5

The Reaccreditation Measures include the new requirements adopted in Version 1.5 of the Standards and Measures for initial accreditation. There is ONE set of Standards and Measures for Reaccreditation, not two.

There are no topic areas of conformity included in the Reaccreditation Standards and Measures that were not included in Version 1.5 of the Standards and Measures for initial accreditation.

## Concept and Focus of Reaccreditation Documentation

Initial accreditation consists of, for the most part, the review of examples of the health department meeting the measures. The examples were the only parts of the health department that could be assessed by the site visitors. The site visitors drew their conclusions about the whole health department based on the examples provided.

Reaccreditation requires descriptions of the health department's work rather than the provision of one or two examples of activities. Reaccreditation is designed to provide an understanding of how the health department functions; its overarching and department-wide methods, systems, policies, procedures, structures, routines, practices, etc. While some examples are required, the emphasis of reaccreditation is on how the health department operates.

This distinction between the requirements for initial accreditation and for reaccreditation is very important when a health department is preparing its documentation. The health department should not look for examples when the requirement asks for a description of the department's current methods, systems, policies, procedures, structures, routines, practices, etc.

**FOR EXAMPLE: Measure 1.3, Requirement 2, asks for a description of how the health department ensures that data are available to department programs. The health department should not describe two examples of data being made available to two specific programs. Rather, the narrative should describe how the health department ensures that all programs have access to data.**

## Documentation Guidance

Each measure has one or more Requirements. Each Requirement has Guidance about what the Requirement must include.

In some cases, a narrative that describes what the health department currently does (e.g., a process, procedure, practices, system, method, etc.) is required. In other cases, the Requirement is for two narratives, each describing an example. The Guidance specifies what the narratives must address.

Some measures do not require narratives; they require documents (e.g., Measure 5.3, Requirement 2 is the strategic plan) or examples (e.g., Measure 6.2, Requirement 1 requires two examples of information provided to the public concerning public health laws).

## Timeframes

A timeframe is provided if the Requirement is for a document, examples, or a narrative describing examples (e.g., Measure 8.2, Requirement 2, requires the description of two examples of employee recognition. The examples that are described must have occurred within the last 2 years.)

If the Requirement is for a description of a current practice (e.g., policies, procedures, structures, routines, practices, etc.), the narrative must describe how the health department currently addresses the Requirement (e.g., Measure 3.3, Requirement 5, requires a description of the health department's relationship with the media. The health department must describe its current relationship with the media and how the media are used to increase the public's understanding of public health issues. The narrative should not describe planned activities to improve the relationship; it must describe how the health department currently works with the media).

## Access to the Reaccreditation Documentation Forms

To locate the Reaccreditation Documentation forms, go to PHAB's website, [www.phaboard.org](http://www.phaboard.org). At the very bottom of the homepage is a small green box that says "ACCREDITED HD LOGIN." Click on that box and enter the password. Scroll down to "Reaccreditation" and click on "Reaccreditation Documentation Forms." The forms will open as one document.

### Narratives

Narratives are an opportunity for the health department to tell their story. Health departments might think of it as writing a news story about how the health department addresses the Requirement. The first paragraph could provide a good overview of the entire story. The rest of the narrative would explain and expand with details, focusing on the specific required elements in the Guidance. As a news story, the narrative should provide concrete information, not generalities or opinions. When the first draft is complete, it should be revised for clarity; extraneous information should be deleted. Finally, it should be proofread for grammar and typos.

For questions, contact Robin Wilcox ([rwilcox@phaboard.org](mailto:rwilcox@phaboard.org)) or April Harris ([aharris@phaboard.org](mailto:aharris@phaboard.org))



### Reaccreditation Documentation Forms

PHAB provides a Word Document, one for each of the Requirements of the Reaccreditation Standards and Measures, contained in a set of Documentation Forms. The forms provide boxes for required narratives. The forms for the narratives must be used. The forms are available for download on the Accredited Health Department Toolkit that can be accessed from PHAB's website. The forms must be downloaded, completed and scanned, and uploaded as PDFs into e-PHAB.

The narratives should be concise and speak directly to the Requirement and Guidance. When the forms are complete, they must be no longer than five pages long. There is a five-page maximum per form if one narrative is required or if two narratives of examples are required.

Where narratives are required, the forms also provide a box for the health department to describe plans for advancement of the health department's work in the area addressed by the Requirement.

Some forms state that a document or examples must be uploaded. These forms do not require a narrative. These specific forms may, but are not required to be, uploaded with the document. The documents or examples that are uploaded may be more than 5 pages long and must also be uploaded as PDFs

### Narratives

#### Requirement Narrative

When a description of what is currently in place (e.g., process, steps, procedures, policies, system, methods used, practices, operations, infrastructure, etc.) is required, the health department must develop a narrative that describes how they currently operate – what they currently do. The health department should ensure that the narrative addresses each of the elements in the Guidance for that Requirement.

If the health department, as they write their description, is aware that they do not meet the measure, they should still describe what is currently in place. Work in which the health department is engaged to develop what is required is not relevant. This description should NOT include efforts that have been taken or are planned to address the Requirement. The health department should simply describe how the health department currently addresses the Requirement.

If the health department is aware that they do not meet the measure, they may use the text box that asks about plans for advancement to describe how they will meet the specific requirements in the future. This description should address all parts of the Requirement and Guidance that the health department does not currently meet.

#### Plans for Advancement Narratives

Health departments are required to include narrative in the text boxes on the form related to plans for advancement of the health department's work. These narratives address continuous improvement. These narratives need not be detailed, as they will not be a factor in the measure's assessment. That is, they will not be considered in the Met or Not Met assessment of the measure.

Reviewers however, may comment on the plans for advancement in their reaccreditation report. If the measure is Not Met, the Committee may consider these plans for advancement and require that they be addressed in Annual Reports or in an Accreditation Committee Action Requirements (ACAR). (See Guide to Reaccreditation, page 7, for a description of the ACAR.)