

**DOCUMENTATION COVER SHEET TEMPLATES**

For use with PHAB Standards and Measures v1.5

March 2020

**DOMAIN 12**

For each example submitted as documentation, complete the appropriate cover sheet template. Ensure that each required element for the measure is specified with a PDF page number and include any brief explanatory notes, if needed.

The documentation cover sheet templates do not take the place of the Standards and Measures. Remember, each example must fit within the context of the Domain and standard and meet the intent of the measure, as described in the Purpose and Significance statements.

Throughout the templates, specific words and phrases are underlined. These words and phrases are requirements that have been frequently missed. These underlines are intended to direct the reader to the element, but do not indicate that the word or phrase is more important than any other element of the requirement.

Some measures include a “NOTE.” These notes are from PHAB’s Accreditation Specialists and are intended to help with the interpretation of the requirement.

Please direct any measure interpretation questions to your assigned Accreditation Specialist.

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| **Measure # 12.1.1** | Mandated public health operations, programs, and services provided. | |
| RD # 1 | Authority to conduct public health activities. | 1 example |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must provide a copy of the body of law (statutes, rules, regulations, ordinances) that sets forth its mandated public health operations, programs, and services or a listing of mandated public health services and the reference to the legal citation. |  |  |
| The health department must make copies or access to the laws and regulations available to the Site Visit Team. |  |  |
| NOTE: example should address all areas for which the health department is legally responsible. |  |  |

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| Evidence of Authenticity and Date are required within the documentation itself.  If this evidence is difficult to locate or is found within supporting documentation, please provide a brief explanation of the location here and/or provide the supporting documentation to demonstrate the date and/or evidence of authenticity. |
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| **Measure # 12.1.1** | Mandated public health operations, programs, and services provided. | |
| RD # 2 | Operations that reflect authorities | 1 example |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 2 | The health department must document how it implements its mandated processes, programs, or interventions. |  |  |
| NOTE: example should address all areas for which the health department is legally responsible. |  |  |

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| **Measure # 12.1.2** | Operational definitions and/or statements of the public health governing entity’s roles and responsibilities. | |
| RD # 1 | The governing entity’s authority | 1 or more documents, as required |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must provide a description of the governing entity and formal written statement of the governing entity’s authority. |  |  |

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| **Measure # 12.1.2** | Operational definitions and/or statements of the public health governing entity’s roles and responsibilities. | |
| RD # 2 | The governing entity’s structure and composition | 1 example |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 2 | The health department must provide a written description of the governing entity. |  |  |

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| **Measure # 12.2.1** | Communication with the governing entity regarding the responsibilities of the public health department and of the responsibilities of the governing entity. | |
| RD # 1 | Communication with the governing entity regarding the responsibilities of the public health department. | 2 examples  for a; 1  process  for b |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must document communications provided to the governing entity concerning the health department’s responsibilities, as set forth in the health department’s authorizing document(s). |  |  |
| Documentation must demonstrate the process of informing the governing entity about the responsibilities of the health department. |  |  |
| 1a | The health department must document its sharing with the governing entity operational definitions and/or statements of the public health governing entity’s public health related roles and responsibilities.  Note: The examples for 1a can relate to either the roles of the health department or the roles of the governing entity; examples must relate to the defined legal authority noted in 12.1.1 and/or 12.1.2. |  |  |
| 1b | The health department must document its process for orientation of new members of the governing entity. New member orientation must include both the responsibilities of the health department and of the governing entity. |  |  |

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| 1b | The health department must document its process for orientation of new members of the governing entity. New member orientation must include both the responsibilities of the health department and of the governing entity. |  |  |

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| **Measure # 12.3.1** | Information provided to the governing entity about important public health issues facing the community, the health department, and/or the recent actions of the health department. | |
| RD # 1 | Communication with the governing entity  regarding important public health issues  and/or recent actions of the health department. | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
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| **Measure # 12.3.1** | Information provided to the governing entity about important public health issues facing the community, the health department, and/or the recent actions of the health department. | |
| RD # 1 | Communication with the governing entity  regarding important public health issues  and/or recent actions of the health department. | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must document communications with the governing entity regarding important public health issues and/or recent actions of the health department. |  |  |

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| **Measure # 12.3.2** | Actions taken by the governing entity tracked and reviewed. | |
| RD # 1 | Consistently review issues discussed, actions taken, and policies set by the governing entity. | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must document that it has consistently reviewed the governing entity’s 1) patterns of issues discussed; 2)  opinions of the governing entity members; and/or 3) positions taken. |  |  |
| This will highlight topics or issue areas where increased communication is desirable. |  |  |
| Review must be done at least annually. |  |  |
| NOTE: The purpose of this measure is to assess the health department's review of ALL of the governing entity's actions, over a period of time, in order to identify public health successes, patterns of issues, and/or areas where increased communication is needed. Reviewing one single action does not meet this intent. |  |  |

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| **Measure # 12.3.2** | Actions taken by the governing entity tracked and reviewed. | |
| RD # 1 | Consistently review issues discussed, actions taken, and policies set by the governing entity. | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must document that it has consistently reviewed the governing entity’s1) patterns of issues discussed; 2)  opinions of the governing entity members; and/or 3) positions taken. |  |  |
| This will highlight topics or issue areas where increased communication is desirable. |  |  |
| Review must be done at least annually. |  |  |
| NOTE: The purpose of this measure is to assess the health department's review of ALL of the governing entity's actions, over a period of time, in order to identify public health successes, patterns of issues, and/or areas where increased communication is needed. Reviewing one single action does not meet this intent. |  |  |

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| **Measure # 12.3.3** | Communication with the governing entity about health department performance assessment and improvement. | |
| RD #1 | Communication with the governing entity concerning assessment of the health department’s performance. | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must document communications with the governing entity on plans and processes for improving health  department performance. |  |  |

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| **Measure # 12.3.3** | Communication with the governing entity about health department performance assessment and improvement. | |
| RD #1 | Communication with the governing entity concerning assessment of the health department’s performance. | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 1 | The health department must document communications with the governing entity on plans and processes for improving health  department performance. |  |  |

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| **Measure # 12.3.3** | Communication with the governing entity about health department performance assessment and improvement. | |
| RD # 2 | Communication with the governing entity concerning the improvement of the health department’s performance. | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 2 | The health department must document communication with the governing entity on its performance improvement efforts as a result of performance improvement processes and/or activities. |  |  |

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| **Measure # 12.3.3** | Communication with the governing entity about health department performance assessment and improvement. | |
| RD # 2 | Communication with the governing entity concerning the improvement of the health department’s performance. | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | | PDF Page Number(s) | Explanatory Notes |
| 2 | The health department must document communication with the governing entity on its performance improvement efforts as a result of performance improvement processes and/or activities. |  |  |

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