

**DOCUMENTATION COVER SHEET TEMPLATES**

For use with PHAB Standards and Measures v1.5

March 2020

**DOMAIN 4**

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 # 4.1.1** | Establishment and/or engagement and active participation in acomprehensive community health partnership and/or coalition; or active participation in several partnerships or coalitions to address specific public health issues or populations. |
| RD # 1 | Collaborative partnerships with others to address public health issues. | 1 broad community partnership or coalition addressing at least 4 health issues; or multiple partnerships that address a total of at least 4 issues |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must document a current, ongoing comprehensive community partnership or coalition in which it is an active member. |  |  |
| The purpose of the partnership or coalitionmust be to improve the health of the community and, therefore, must be engaged in various issues and initiatives. |  |  |
| Alternatively, the health departments must document their involvement in several current ongoing partnerships or coalitions that address specific public health issues (NOTE: totaling 4 issues).In this case, each collaboration must address a particular public health issue or population. |  |  |
| Partnerships must include representation of the community impacted. |  |  |
| Examples must be from current, active partnerships and not partnerships that have completed their tasks and disbanded. |  |  |

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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 # 4.1.1** | Establishment and/or engagement and active participation in acomprehensive community health partnership and/or coalition; or active participation in several partnerships or coalitions to address specific public health issues or populations. |
| RD # 2 | Partner organizations or representation | 1 membership list of the broad community partnership or coalition; or lists of members of the 4 examples provided above in 4.1.1 RD1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must provide a list of the participating partner organizations for the partnerships(s) or coalitions referenced above. |  |  |
| Organizational and representational membership must be listed. |  |  |
| The membership must be broad and include various sectors of the community.  |  |  |
| Community members must be included. |  |  |

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| **Measure # 4.1.1** |  Establishment and/or engagement and active participation in acomprehensive community health partnership and/or coalition; or active participation in several partnerships or coalitions to address specific public health issues or populations. |
| RD # 3 | Community, policy, or program changeimplemented through the partnership(s) or coalition(s). | 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 a change in the community, a change in policy, or a new or revised program that was implemented through the work of the partnership(s) or coalition(s) identified in Required Documentation 1, above. |  |  |

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| **Measure # 4.1.1** |  Establishment and/or engagement and active participation in acomprehensive community health partnership and/or coalition; or active participation in several partnerships or coalitions to address specific public health issues or populations. |
| RD # 3 | Community, policy, or program changeImplemented through the partnership(s) or coalition(s). | 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 a change in the community, a change in policy, or a new or revised program that was implemented through the work of the partnership(s) or coalition(s) identified in Required Documentation 1, above. |  |  |

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| **Measure # 4.1.2 S (State only)** | Technical assistance provided to Tribal and local health departments and/or public health system partners regarding methods for engaging with the community. |
| RD # 1 | The provisions of consultation, technical assistance, and/or information concerning the use of models of community organizing or methods of community engagement provided to Tribal and local health departments and/or public health system partners. | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document the provision of consultation, technical assistance, and/or information to Tribal and local health departments or to public health system partners on use of methods for collaborative community engagement.Note: Examples must demonstrate the health department has provided TA/consultation to others on methods of community engagement so that partners can go out and engage the community themselves. Examples where the health department is demonstrating its own community engagement would not be appropriate for this measure. |  |  |
| If the state has a Tribal health department located in its jurisdiction, one of the examples must be related to a Tribal health department. |  |  |

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| **Measure # 4.1.2 S (State only)** | Technical assistance provided to Tribal and local health departments and/or public health system partners regarding methods for engaging with the community. |
| RD # 1 | The provisions of consultation, technical assistance, and/or information concerning the use of models of community organizing or methods of community engagement provided to Tribal and local health departments and/or public health system partners. | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document the provision of consultation, technical assistance, and/or information to Tribal and local health departments or to public health system partners on use of methods for collaborative community engagement.Note: Examples must demonstrate the health department has provided TA/consultation to others on methods of community engagement so that partners can go out and engage the community themselves. Examples where the health department is demonstrating its own community engagement would not be appropriate for this measure. |  |  |
| If the state has a Tribal health department located in its jurisdiction, one of the examples must be related to a Tribal health department. |  |  |

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| **Measure # 4.1.2 T/L (Tribal and Local)** | Stakeholders and partners linked to technical assistance regarding methods of engaging with the community. |
| RD # 1 | The provision of consultation, technical assistance, or information concerning methods of community engagement. | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | Tribal health departments and local health departments must document that consultation, technical assistance, or information is provided to community partners or stakeholders concerning methods for collaborative community engagement.Note: Examples must demonstrate the health department has provided TA/consultation to others/partners on methods of community engagement so that partners can go out and engage the community themselves. Examples where the health department is demonstrating its own community engagement would not be appropriate for this measure. |  |  |

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| **Measure # 4.1.2 T/L (Tribal and Local)** | Stakeholders and partners linked to technical assistance regarding methods of engaging with the community. |
| RD # 1 | The provision of consultation, technical assistance, or information concerning methods of community engagement. | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | Tribal health departments and local health departments must document that consultation, technical assistance, or information is provided to community partners or stakeholders concerning methods for collaborative community engagement.Note: Examples must demonstrate the health department has provided TA/consultation to others/partners on methods of community engagement so that partners can go out and engage the community themselves. Examples where the health department is demonstrating its own community engagement would not be appropriate for this measure. |  |  |

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| **Measure # 4.2.1** | Engagement with the community about policies and/or strategies that will promote the public’s health. |
| RD # 1 | Engagement of members of the specific community or group that will be affected bya policy and/or strategy to promote the public’s health. | 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 engagement with the specific population in the community that will be affected by apolicy or strategy. |  |  |
| Examples must be from different policy areas. |  |  |
| Note: The intent of this measure is to engage the target population prior to a policy or strategy being effective/implemented. |  |  |

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| **Measure # 4.2.1** | Engagement with the community about policies and/or strategies that will promote the public’s health. |
| RD # 1 | Engagement of members of the specific community or group that will be affected bya policy and/or strategy to promote the public’s health. | 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 engagement with the specific population in the community that will be affected by apolicy or strategy. |  |  |
| Examples must be from different policy areas. |  |  |
| Note: The intent of this measure is to engage the target population prior to a policy or strategy being effective/implemented. |  |  |

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| **Measure # 4.2.2** |  Engagement with governing entities, advisory boards, and elected officials about policies and/or strategies that will promote the public’s health. |
| RD # 1 | Engagement with the governing entity, advisory boards, and/or elected officials about policies and/or strategies that will promote the public’s health. | 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 communicates and collaborates with the governing entity, an advisory board, and/orelected officials concerning public health policy or strategy. |  |  |
| Examples must address two separate public health issues. |  |  |
| Note: The intent of this measure is to engage the governing entity prior to a policy or strategy being effective/implemented. |  |  |

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| **Measure # 4.2.2** |  Engagement with governing entities, advisory boards, and elected officials about policies and/or strategies that will promote the public’s health. |
| RD # 1 | Engagement with the governing entity, advisory boards, and/or elected officials about policies and/or strategies that will promote the public’s health. | 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 communicates and collaborates with the governing entity, an advisory board, and/orelected officials concerning public health policy or strategy. |  |  |
| Examples must address two separate public health issues. |  |  |
| Note: The intent of this measure is to engage the governing entity prior to a policy or strategy being effective/implemented. |  |  |

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