PHAB Accreditation

Readiness & Training:
Steps and Timelines

Overview

Health departments have access to Readiness and Training resources for one year from the program start date. Health departments begin the process by registering and establishing an e-PHAB account.

Once your e-PHAB profile is complete and Registration accepted, PHAB will invoice the health department for the Readiness and Training fee.

Steps to Complete Readiness & Training

▶ Attend PHAB trainings

▶ Complete and submit the Readiness Assessment

▶ Submit an application for either Pathways Recognition or Initial Accreditation.

Readiness Assessment

The Readiness Assessment is a powerful tool used by health departments as a readiness step in strengthening public health infrastructure and transformation, used to help determine readiness Pathways or Initial Accreditation, and assess capacity in key areas of public health practice, like performance and quality improvement, workforce, equity, and more.

PHAB Trainings

Required Trainings

- Version 2022 Initial Accreditation & Pathways (live, virtual)
- Initial Accreditation or Pathways Recognition Journey (on-demand courses)

Optional Trainings

- Documentation Intensive (live, virtual)
- New Accreditation Coordinator Training (live, virtual)

For the current schedule and to register for trainings, visit the Learning Events webpage.

Visit PHAB's Learning Center to access the on-demand courses listed above along with many additional resources.

Questions? Email askphab@phaboard.org

Steps to Complete the Readiness Assessment

1 Registered Health departments request access to the tool in e-PHAB.

2 Within 1-week, PHAB staff will generate and send a unique survey link to the health department.

3 The health department completes the Readiness Assessment by self-reporting on a series of questions that correspond to Version 2022 of the PHAB Standards & Measures.

   TIPS:
   - Plan to set aside several hours to complete the Readiness Assessment and complete the assessment as a team.
   - Make sure to save progress as you go; it does not need to be completed in one sitting.
   - Submit the completed Readiness Assessment at least 60 days before the deadline for completing the Readiness and Training process.

4 PHAB will provide a detailed feedback report that includes a summary letter with the recommendation, high-level dashboard by domain and Foundational Capability, and responses to questions posed by the health department as well as reminders for each measure. PHAB works to provide feedback as quickly as possible; please allow an average of 30-45 days for feedback.

Data from the Readiness Assessment can support health departments to create strategies for transformative improvement, plans for service sharing, and more. This baseline will allow departments to measure growth, identify evolving needs, fund needs efficiently and effectively, and demonstrate accountability, value and impact to decision makers.

Explore the Readiness Assessment Deep Dive course in [PHAB's Learning Center](#) for detailed information about the Readiness Assessment.

Application

The Pathways Recognition and Initial Accreditation application is available in e-PHAB after a health department completes required training and the Readiness Assessment. The Application must be submitted to PHAB within 12 months of initiating the Readiness & Training process for the health department to receive a $500 credit towards the Pathways or Initial Accreditation fee.

The Application asks for basic profile information about the health department, its structure, and provides an opportunity for the description of any unique characteristics of the department. For example, the health department will provide information about the type of Governing Entity and health department facilities.

Each Application requires uploading a few key documents:

Documents needed for the Initial Accreditation application:

☐ **A dated (date shown within the document) organizational chart -** Provide the health department's most recent (must be adopted or updated in the last 24 months) version of the department organizational chart. The organizational chart must show leadership, upper management positions, and the organization of programs.

☐ **Health department budget -** Provide the approved health department budget that is in effect at the time the application is submitted to PHAB.

The budget must include sufficient details such that PHAB can ascertain high-level budget allocations. For example, budget line items may be classified by functional areas (e.g., Administration, Human Resources, Finance), type (e.g., wages, contracts, equipment), or division/program (e.g., mental health, environmental health, infectious disease).

☐ **Weblink(s) to or an uploaded copy of the body of law** (statutes, rules, regulations, ordinances) that sets forth the health department's mandated public health authority.

☐ **ADA Compliance** - PHAB will accept a copy of the ADA compliance report or the health department's self-evaluation, as described by federal regulations. PHAB does not require or promote any specific ADA self-evaluation tool or format and will accept any that shows a review of accessibility of facilities was conducted. Templates for a self-evaluation can be found online. Some of these self-assessments do go beyond Federal/state/local laws.

☐ **A Letter of Support signed by the Appointing Authority** - The letter does not need to be in any particular format, a few sentences describing the support for Accreditation or Pathways from the Appointing Authority, addressed to PHAB.

The Appointing Authority is the person with the power to hire the Director of the health department and will be responsible for providing a letter of support to apply for each cycle of PHAB accreditation.

Documents needed for the Pathways Recognition application:

☐ **A dated (date shown within the document) organizational chart** - Provide the health department's most recent (must be adopted or updated in the last 24 months) version of the department organizational chart. The organizational chart must show leadership, upper management positions, and the organization of programs.

☐ **Health department budget** - Provide the approved health department budget that is in effect at the time the application is submitted to PHAB.

The budget must include sufficient details such that PHAB can ascertain high-level budget allocations. For example, budget line items may be classified by functional areas (e.g., Administration, Human Resources, Finance), type (e.g., wages, contracts, equipment), or division/program (e.g., mental health, environmental health, infectious disease).

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In addition to the documents required for the application, the following questions are also required to be answered when completing the application:

- Is the health department mandated to conduct any inspections? (YES/NO)
- Does the health department have any enforcement authority? (YES/NO)
- Health Department Governing Entity (Select all that apply)
- Does the health department have a legally mandated advisory board that is separate from the Governing Entity and whose scope includes overall health department operations or public health in the jurisdiction? (YES/NO)
- Briefly describe the Governing Entity(ies) and Advisory Board(s) structure, composition, and authority. (Optional)
- Appointing Authority (Individual that appoints the health department director)
- Describe the health department's working relationships with health departments at other levels of government (Tribal, state, Army, and local).
- Describe your health department's working relationships with other health departments at your level of government (Tribal to Tribal, state to state, or local to local, as appropriate).
- In addition to the central office listed in the Profile, do additional facilities exist? (YES/NO; If YES, number of additional facilities and a brief description of services provided at each facility; **not applicable for Pathways applications**)
- Describe any unique characteristics of or contextual information about the health department that PHAB and the Site Visit Team should be aware of as they conduct the review, which has not already been included in this application.

Planning a Readiness & Training Year

It's important to plan ahead when preparing for and undergoing Readiness and Training for PHAB accreditation and Pathways Recognition. Below is a sample timeline of key steps. The PHAB Learning Center also has resources, including a template timeline, to support you on your journey.

Key PHAB Readiness and Training Milestones		Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Complete Required Applicant Training	■	■	■									
2	Prepare for Readiness Assessment	■	■	■									
3	Complete Readiness Assessment	■	■	■	■	■	■	■	■	■	■		
4	Submit Readiness Assessment to PHAB*	■	■	■	■	■	■	■	■	■	■		
5	Use Readiness Assessment Feedback from PHAB to Identify and Address Gaps											■	■
6	Work on Addressing Key Gaps in Readiness	■	■	■	■	■	■	■	■	■	■	■	■
7	Determine Next Steps (i.e., what program is right for our department?)	■	■	■	■	■	■	■	■				
8	Apply for Pathways or Accreditation**												■

*The Readiness Assessment must be submitted to PHAB at least 60 calendar days prior to the end of your department's 12-month Readiness and Training timeline.

**The department will receive a recommendation from PHAB about which program may be the best fit at the time of the Readiness Assessment's submission; however, this recommendation is not binding and the department can apply for the program they want to pursue. Further, the department may choose at this time to not pursue