



**Public Health
Accreditation**

Accreditation Update

August 2017



www.SBCounty.gov

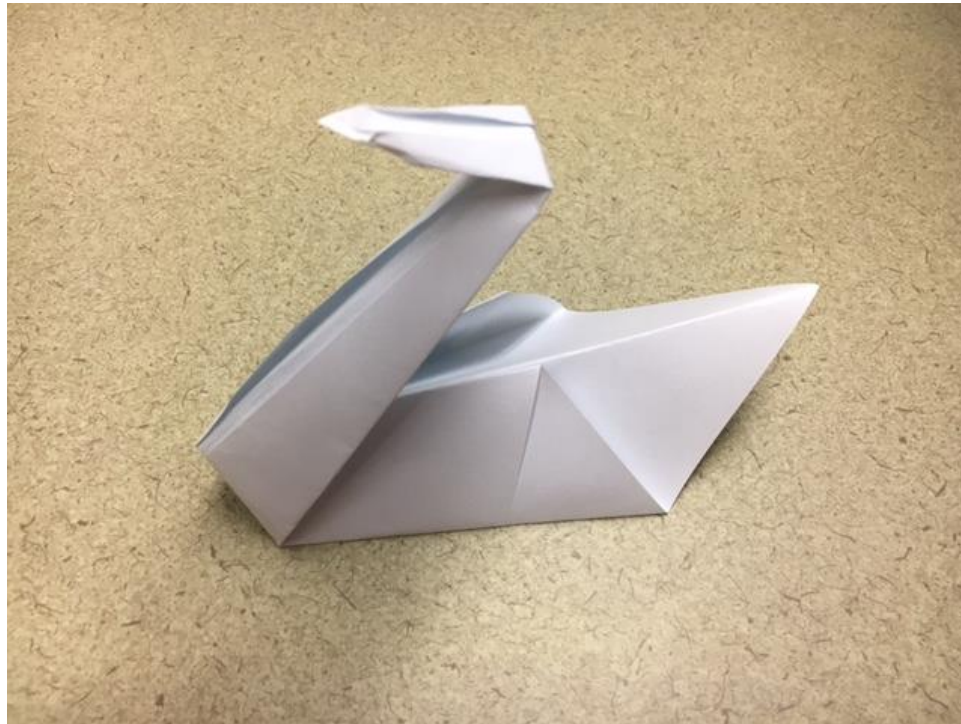
Activity

Paper Folding



Activity

Paper Folding – Results?



Accreditation News

SAN BERNARDINO COUNTY Public Health
 "Have you heard the PHABulous..." Vol. 2 Issue 3 - July 2017
ACCREDITATION NEWS

Accred

WHAT IS PUBLIC HEALTH ACCREDITATION?
 Accreditation is the measurement of our health department's performance against a set of nationally recognized standards. These standards assess the health department's capacity to deliver the three core functions and ten essential services of public health.

Important Dates
 5th Round Accreditation Outreach Presentations - July-September 2017

Document Uploads to e-PHAB
 On June 1st, the Department successfully uploaded our first three (3) documents to the Public Health Accreditation Board's (PHAB) e-PHAB system! Since then, we have successfully uploaded a total of 23 documents! We are officially on our way!
 Below you will find a screenshot of the Department's e-PHAB page where you can visually see our progress. Pink boxes represent those Measures that we have not uploaded any documentation for yet. White boxes represent those that we have submitted *some* documents for, but have not yet completed the Measure. The 1 green box represents the one document we have tested and pushed all the way through the process, from uploading the Measure documents from our internal SharePoint system, through the Accreditation Coordinator Review (Yellow boxes), Health Department Director Review (Light Green Boxes), to Ready for Submission to PHAB (Dark Green Boxes). By the time we are all finished uploading all of our documents to the e-PHAB system, all of the boxes will turn dark green. That will truly be a day to celebrate as Trudy Raymundo, our Director, presses the final submit button and sends all of our documents to PHAB.

WHAT IS THE GOAL OF ACCREDITATION?
 To improve and protect the health of the public by advancing the quality and performance of tribal, state, local, and territorial public health departments.

Want to Learn More?
 Visit our Accreditation website [HERE](#)

ROUND 6

PHAB e-PHAB
 San Bernardino County Department of Public Health

HOME | STAFF | PROFILE | OFFICIALS | REGISTRATION | APPLICATION | BILLING | TRAINING | DOC. SUBMISSION | NOTES | GROUPS | EMAIL | HELP

Measure	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
100001	100002	100003	100004	100005	100006	100007	100008	100009	100010	100011	100012	100013	100014	100015	100016	100017	100018	100019	100020	100021	100022	100023	100024

- Accreditation Outreach Round 6 (July-September)
- Accreditation Newsletter - next issue in September
- New Interactive Scavenger Hunt/ Incentive Item



SCAVENGER HUNT

Version 2.0

Scavenger Hunt

Accreditation wants to reward you for looking through our website! Here's what you have to do:

1. Select a difficulty level (easy, medium, or difficult). Different difficulty levels offer different types of prizes.
2. You will receive a clue that will lead you to find a specific picture or text somewhere on the website. After clicking the correct answer, you will be given the next clue.
3. When you finish the hunt you will receive a code that you will need to email us to get your prize.
4. If you refer a co-worker to complete the scavenger hunt, you will earn yourself another prize as a thank you from us. Have your referral include your name in their email.

PLEASE NOTE:

This version of the Scavenger Hunt will only work on a computer with the browser full-screen.

Select the Difficulty Level:

- [Easy](#)
- [Medium](#)
- [Difficult](#)



PRIZES

(Easy=E, Medium=M, Difficult=D)



Buttons, 3-pack (E)



Tote Bag (E)



Stadium Cup (E)



Pen (E)



Hand Sanitizer (E)



Mug (M)



Lanyard (M)



Badge Holder (M)



Notebook (M)



Plush Dog (D)



Stress Relief Star (D)



Keychain (D)

Scavenger Hunt



NOTE: This version of the Scavenger Hunt will only work on a computer with the browser full-screen.



Search through the Accreditation website and find the picture, graphic, or text that best identifies the following statement.

- 1. This Administrative Champion is the Chief of Disease Control and oversees Domains 2 & 3.**

Scavenger Hunt



About



Getting to Know Your Leadership

Administrative Champions

The Department of Public Health Executive Staff are taking an active role in the accreditation process. They meet on a regular basis with the Accreditation Coordinator to review the Public Health Accreditation Board (PHAB) requirements and stay updated on department progress. Additionally, they each serve as an Administrative Champion on at least one Domain. As an Administrative Champion they are responsible for reviewing all of the documents that have been approved by the Domain Champion and providing feedback about the document's strength, weakness, or opportunity for improvement. The support of the Executive Staff has been critical in keeping the department on task and their assistance is very much appreciated.



Scavenger Hunt



Public Health Accreditation



[Home](#) [News](#) [About](#) [Overview](#) [Domains ▾](#) [FAQ](#) [Media](#) [Resources](#) [Contact](#) [Scavenger Hunt](#)



CORRECT! This is Daniel Perez: Chief of Disease Control-Domain 2 (Investigate), Domain 3 (Inform/Educate)

NEXT

2. This lists the ten essential services of Public Health.



**Public Health
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Program/Employee Spotlight

Featured for July:

**Lori Geist,
Information
Services**

Featured for August:

**Lauren Ortiz,
Fiscal &
Administrative
Services**

**Who will be
next?
FHS**

Employee & Program Spotlight

January February March April May June July August September October November December

Lauren Ortiz, Accountant III



finds on Pinterest and never misses an episode of 'The Walking Dead'.

Lauren Ortiz is an Accountant III within the Fiscal & Administration Service Unit (FAS). Lauren graduated from California State University; San Bernardino with a Bachelor's of Arts degree in Business Administration with a concentration in Human Resources Management and is currently pursuing a Certificate in Accounting from the University of Riverside. She began her career with the County in 2010 as an Eligibility Worker for the Department of Transitional Assistance. In 2012, she was hired as an Accountant I by the Department of Public Health, where she was later promoted to an Accountant II and to her current position as an Accountant III. As an accountant for FAS, she provides fiscal support to various Public Health Programs which includes creating program budgets, tracking expenditures and revenues, and completing fiscal documentation for grant applications.

She has been involved with the Accreditation Committee (ALC) in the early development stages and has assisted in the first and initial gathering and review of documents. Currently she is participating in the Department's Mentor/Mentee Program as a mentor.

In her free time she enjoys spending time with her husband and 2 daughters. She also enjoys baking, completing DIY projects that she



Fiscal and Administrative Services (FAS)

Fiscal and Administrative Services (FAS) is dedicated to assisting Public Health programs in the delivery of services that promote and improve health, wellness, safety, and quality of life. We do so by providing support, and sharing our expertise, in the areas of budget preparation and monitoring, grant monitoring and invoicing, fiscal auditing and fee studies, procurement, accounts payable and receivable, payroll, medical billing, facilities management, and warehouse. FAS employs knowledgeable and professional staff committed to helping the department reach its goals.

<http://cms.sbcounty.gov/dph-accreditation/Home.aspx>



**Public Health
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Accreditation Coordinator Training



Public Health
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Accreditation Coordinator Training

Day 1:

- Tips on selecting documentation
- Hosting the site visit
- Working in e-PHAB

PHAB **e-PHAB**

Welcome to e-PHAB

The Public Health Accreditation Board (PHAB) is the official accrediting body for national public health department accreditation. e-PHAB is PHAB's online information system that health departments, site visitors, PHAB staff, and PHAB's Accreditation Committee use throughout the accreditation process. Users are granted access to different information, depending on their role and the step in the accreditation process.

e-PHAB Login

Username:

Password:

Forgotten your password? [Click here.](#)

LOGIN

Not Registered?

CLICK HERE TO REGISTER A HEALTH DEPARTMENT ON E-PHAB

CLICK HERE TO REGISTER AS SITE VISITOR ON E-PHAB

Selecting Documentation

- Organize your documents
- Select documents that best reflect health department operations & meet the specifics of the Required Documentation (RD)
- Demonstrate conformity with **Measure**
- Use examples from a variety of programs

Department of Public Health Accreditation



SME's, DC's and AC's

Original Documents

Documents with Mark-Ups

Subject Matter Expert Document Cover Sheets

Domain Champion Document Review Sheet

Evaluation Forms

Requirements List

Resources for SME's, DC's and AC's

Cursory Review

SME Coversheet Forms waiting for Cursory Review

Programs

Packaging

Documents Waiting For Final Markup (Documents for Packaging)

Introduction Form (Final Package Coversheet Form)

Document Introduction PDF's

Documents for Submission

Selecting Documentation

DO's

- Documents must be current and in use when submitted (March 2018)
- Electronic documents only
- Documents must be final
- Confidential data must be blacked out
- **Web Links must include dated screenshots**
- Evidence of authenticity (name, logo, etc.)
- Document must be dated
- Provide appropriate number of examples
- Focus on population-based services
- Tell our story
- Point Site Visitors in the right direction within the document (highlight, bookmarks, arrows, etc.)



Selecting Documentation

DO's Continued...

- Use Acceptable file formats
 - ✓ Audio
 - ✓ Image - do not just upload a jpeg photo; it should be placed in a Word document, then uploaded
 - ✓ Excel
 - ✓ PowerPoint
 - ✓ Word
 - ✓ PDF (preferred) – use PDF numbers as a reference, not the document page #
 - ✓ Text
 - ✓ Video



Selecting Documentation

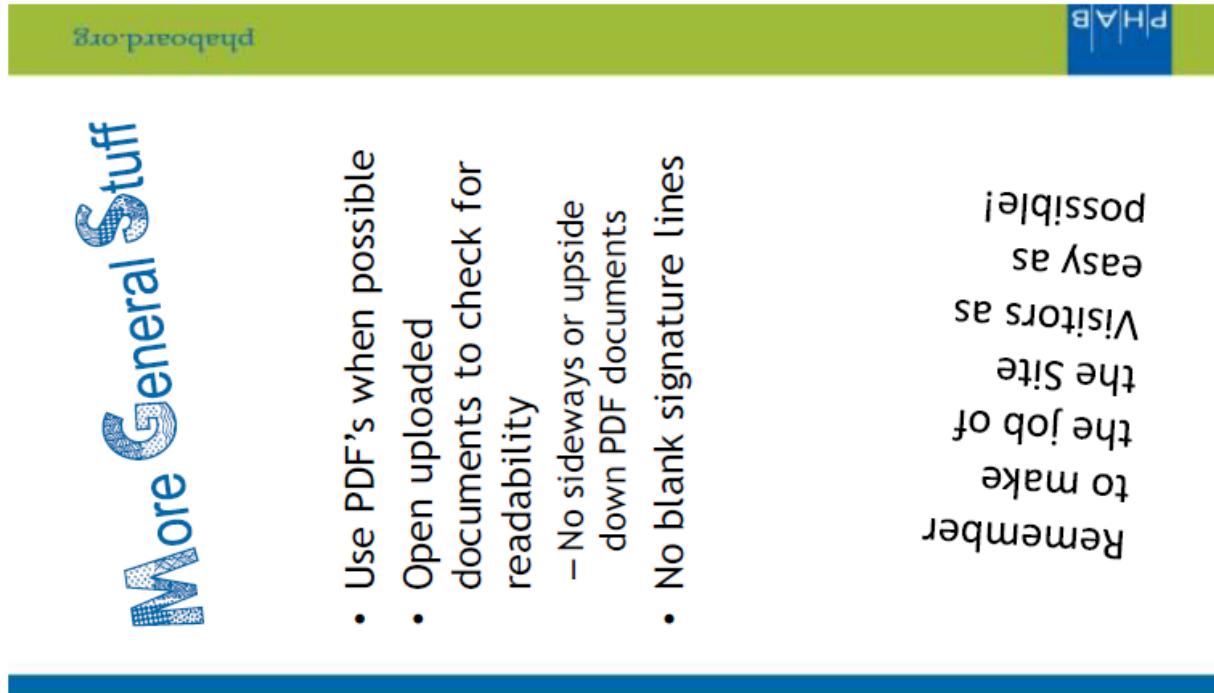
DON'T's

- No draft documents/track changes
- No confidential information
- No sideways documents
- No hardcopies will be accepted
- No blank signature lines
- No unacceptable file formats
- No examples from unaccepted programs/activities:
 - Individual patient care
 - Programs for the reimbursement of health care services
 - Social Services
 - Licensure and Certificate programs
 - Animal Health Programs



Selecting Documentation

Make it as easy as possible for the Site Visitor



The screenshot shows a green header bar with the PHAB logo on the right and the URL 'phaboard.org' on the left. Below the header, the text 'More General Stuff' is written vertically. A list of guidelines is provided, followed by a reminder to make the site as easy as possible for visitors.

phaboard.org

PHAB

More General Stuff

- Use PDF's when possible
- Open uploaded documents to check for readability
 - No sideways or upside down PDF documents
- No blank signature lines

Remember to make the job of the Site Visitors as easy as possible!

You want the Site Visitor to review the document, check the box, and move on.
You want them to spend as little time as possible on your document.

Selecting Documentation

- Can use the same document more than once, but make sure relevant parts are highlighted for each specific measure
- Documents can originate from a variety of sources, but must show evidence of health department collaboration
- If using web links, also include screenshots so Site Visitors know what they should be seeing
- If using a huge email list (i.e. CVS), highlight health department email addresses

Selecting Documentation

Measures where health department MUST show collaboration and partnerships:

Collaboration Partnerships

- 1.1.1 - partnership to develop CHA
- 3.1.2 RD 3 - Engage community in development of health promotion strategy
- 4.2.1 - engagement with community about policies and strategies
- 5.2.1 - Community process for CHIP
- 7.1.1 - Collaborative process to assess the availability of health care services

PHAB

Selecting Documentation

- Pay attention to the words “**MUST**”, “**CAN**”, “**AND**”, “**OR**”, and “**NOT SUFFICIENT**”
- Pay attention to at-risk populations **vs.** County-wide populations.
- Can revise and edit documentation until final submission in e-PHAB (including Pre-Requisites)
- If CHA, CHIP, and SP are in the process of having new documents produced, need to submit both old and new documentation. For example, if developing a new SP, need to submit old plan with progress reports plus new plan and strategy for moving forward.
- More is not better – you may upload documents that lead to more questions, when you could have met the requirement with just what was asked for.

e-PHAB



Jennifer Pennell
Accreditation Coordinator



San Bernardino County Department of Public Health

[my account](#)

[sign out](#)

HOME STAFF PROFILE OFFICIALS REGISTRATION APPLICATION BILLING TRAINING **DOC. SUBMISSION** NOTES GROUPS EMAIL HELP

Show: Progress Status Filter by: All Not Started In Progress Ready for AC Review Requires HDD Review Ready for Submission to PHAB

Showing: Progress Status of All.

1.1.1 L	1.1.2 L	1.1.3 A	1.2.1 A	1.2.2 A	1.2.3 A	1.2.4 L	1.3.1 A	1.3.2 L	1.4.1 A	1.4.2 L	2.1.1 A	2.1.2 L	2.1.3 A	2.1.4 A	2.1.5 A	2.2.1 A	2.2.2 A
2.2.3 A	2.3.1 A	2.3.2 A	2.3.3 A	2.3.4 A	2.4.1 A	2.4.2 A	2.4.3 A	3.1.1 A	3.1.2 A	3.1.3 A	3.2.1 A	3.2.2 A	3.2.3 A	3.2.4 A	3.2.5 A	3.2.6 A	4.1.1 A
4.1.2 L	4.2.1 A	4.2.2 A	5.1.1 A	5.1.2 A	5.1.3 A	5.2.1 L	5.2.2 L	5.2.3 A	5.2.4 A	5.3.1 A	5.3.2 A	5.3.3 A	5.4.1 A	5.4.2 A	6.1.1 A	6.1.2 A	6.2.1 A
6.2.2 A	6.2.3 A	6.3.1 A	6.3.2 A	6.3.3 A	6.3.4 A	6.3.5 A	7.1.1 A	7.1.2 A	7.1.3 A	7.2.1 A	7.2.2 A	7.2.3 A	8.1.1 L	8.2.1 A	8.2.2 A	8.2.3 A	8.2.4 A
9.1.1 A	9.1.2 A	9.1.3 A	9.1.4 A	9.1.5 A	9.2.1 A	9.2.2 A	10.1.1 A	10.2.1 A	10.2.2 A	10.2.3 A	11.1.1 A	11.1.2 A	11.1.3 A	11.1.4 A	11.1.5 A	11.1.6 A	11.1.7 A
11.2.1 A	11.2.2 A	11.2.3 A	11.2.4 A	12.1.1 A	12.1.2 A	12.2.1 A	12.3.1 A	12.3.2 A	12.3.3 A	All							

[Edit Domain Staff Assignment](#)

#	MEASURE	PROGRESS STATUS	QUALITATIVE STATUS	LAST UPDATED	ASSIGNED STAFF	ACCESS	ALERTS
DOMAIN 1: CONDUCT AND DISSEMINATE ASSESSMENTS FOCUSED ON POPULATION HEALTH STATUS AND PUBLIC HEALTH ISSUES FACING THE COMMUNITY.							
STANDARD 1.1 - PARTICIPATE IN OR LEAD A COLLABORATIVE PROCESS RESULTING IN A COMPREHENSIVE COMMUNITY HEALTH ASSESSMENT.							
1.1.1 L	<u>Tribal/local partnership that develops a comprehensive community health assessment of the population served by the health department</u>	<input checked="" type="checkbox"/> Not Started	<input type="checkbox"/> None Selected	2017-05-19 11:43	Dale Parker	Write	
1.1.2 L	<u>A Tribal/local community health assessment</u>	<input checked="" type="checkbox"/> Not Started	<input type="checkbox"/> None Selected	2017-05-19 11:43	Dale Parker	Write	
1.1.3 A	<u>Accessibility of community health assessment to agencies, organizations, and the general public</u>	<input checked="" type="checkbox"/> Not Started	<input type="checkbox"/> None Selected	2017-05-19 11:43	Dale Parker	Write	



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Health Department Staff:

Accreditation Coordinator assigns team members in e-PHAB by setting up accounts

- Read only (AC/DCs)
- Read/Write (Accreditation Team)

The screenshot displays the e-PHAB web application interface. At the top, the PHAB logo and the user's name, Jennifer Pennell, Accreditation Coordinator, are visible. The navigation menu includes: HOME, STAFF, PROFILE, OFFICIALS, REGISTRATION, APPLICATION, BILLING, TRAINING, DOC. SUBMISSION, NOTES, GROUPS, EMAIL, HELP.

The main content area is titled "Health Department Staff". Below this, there is a section for "Health Department Director & Accreditation Coordinator" with a table of staff members:

PROFILE PHOTO	NAME	ACTIONS
	Trudy Raymundo Department Director Trudy.Raymundo@dph.sbcounty.gov	<input checked="" type="radio"/> Enabled <input type="radio"/> Disable Upload Photo
	Jennifer Pennell Accreditation Coordinator Jennifer.Pennell@dph.sbcounty.gov	Enabled Upload Photo

Below this table, there is another section for "Health Department Staff" with a table of staff members:

PROFILE PHOTO	NAME	ACTIONS
	Dale Parker dparker@dph.sbcounty.gov	<input checked="" type="radio"/> Enabled <input type="radio"/> Disable Upload Photo
	Johnna Yuhua Johnna.Yuhua@dph.sbcounty.gov	<input checked="" type="radio"/> Enabled <input type="radio"/> Disable Upload Photo
	Kimberly Brewster kbrewster@dph.sbcounty.gov	<input checked="" type="radio"/> Enabled <input type="radio"/> Disable Upload Photo

At the bottom, there is a section for "Add Health Department Staff" with a form containing fields for Name (First Name, Last Name), Email, and Confirm Email.

Uploading Documents:

The Accreditation Team

- Will enter the name of the document in the Title Section and ensure match to SharePoint document name
- Will enter Description of document (based on internal Cover Sheet Narratives)
- Upload documents from SharePoint into the e-PHAB system.

Required Documentation & Guidance for Measure 1.1.1 L

Upload the following supporting documents for this Measure. For each upload, enter a helpful Title (required) and Description (optional).

Required Documentation 1.

Participation of representatives from a variety of sectors of the Tribal or local community

Guidance:

The health department must document that the process for the development of a community health assessment includes participation of partners outside of the health department that represent Tribal/community populations and health challenges.

The collaboration must include various sectors of the community, as appropriate for the community: for example, local government (for example, elected officials, law enforcement, correctional agencies, housing and community development, economic development, parks and recreation, planning and zoning, schools boards, etc.), for-profits (for example, businesses, industries, and major employers in the community), not-for-profits (for example, chamber of commerce, civic groups, hospitals and other health care providers, local Childhood and Women's Death Review organizations, public health institutes, environmental public health groups, groups that represent minority health, etc.), community foundations and philanthropists, voluntary organizations, health care providers (including hospitals), academia, the state health department and Tribal health departments located in the health department's jurisdiction, and military installations located in the health department's jurisdiction.

Representation of two or more populations that are at higher health risk or have poorer health outcomes must be included.

Documentation could be, for example, a membership list and meeting attendance records.

Number of Examples

1

Dated Within

5 years

Documentation must include the month and year.

Upload Document

Title:

File:

Browse...

Description:

Upload Document

150 Words/150 Words

e-PHAB

Document Names:

e-PHAB will automatically name the document (i.e. Document 1.1.1 L 1.1)

- 1 – Domain
- 1- Standard
- 1 – Measure
- L – Local health departments
- 1 – Requirement
- 1 – Example #

EXAMPLE

DOCUMENTATION	TITLE	UPLOADED BY	ACTION
Document 1.1.1 L.1.1	Community Health Assessment - Steering Committee Participant List	Jennifer Pennell 06-06-2017	

We can name the document in e-PHAB, but will need to connect it to the SharePoint name.

e-PHAB

PHAB Q&A:

- Used to message the Accreditation Specialist (AS) for measure interpretation questions
- Can e-mail AS at any time, but PHAB prefers these sorts of questions be recorded in e-PHAB
- Must regularly check e-PHAB; It does not send an email; PHAB will usually respond within 24 hours

PHAB e-PHAB Jennifer Pennell Accreditation Coordinator San Bernardino County Department of Public Health my account sign out

HOME STAFF PROFILE OFFICIALS REGISTRATION APPLICATION BILLING TRAINING DOC. SUBMISSION NOTES GROUPS EMAIL HELP

Show: Progress Status Filter by: Domain 1 Not Started In Progress Ready for AC Review Requires HDD Review Ready for Submission to PHAB

Showing: Progress Status of Domain 1.

1.1.1 L 1.1.2 L 1.1.3 A 1.2.1 A 1.2.2 A 1.2.3 A 1.2.4 L 1.3.1 A 1.3.2 L 1.4.1 A 1.4.2 L

< Previous (Measure 1.2.1 A) Next (Measure 1.2.3 A) >

Measures under Standard 1.2: 1.2.1 A 1.2.2 A 1.2.3 A 1.2.4 L

Domain 1: Conduct and disseminate assessments focused on population health status and public health issues facing the community.

Overview

Domain 1 focuses on the ongoing assessment of the health of the population in the jurisdiction served by the health department. The domain includes: systematic monitoring of health status; collection, analysis, and dissemination of data; use of data to inform public health policies, processes, and interventions; and participation in a collaborative process for the development of a shared, comprehensive health assessment of the community, its health challenges, and its resources.

PHAB Q&A

Jennifer Pennell, 2017-05-19 11:16

Good Morning, Staff is asking the following question regarding 1.2.2.3: The requirement states that the documents submitted must be within a 14 month timeframe. They have data they want to submit for this requirement that was collected from January 2016-November 2016. Would this count since the data collected later in 2016 is within the 14 month timeframe? Please advise... Your assistance is appreciated. Thank you, Jennifer Pennell - Accreditation Coordinator

EXPANDED PHAB Q&A

PHAB Q&A

Jennifer Pennell, 2017-05-19 11:16

Good Morning, Staff is asking the following question regarding 1.2.2.3: The requirement states that the documents submitted must be within a 14 month timeframe. They have data they want to submit for this requirement that was collected from January 2016-November 2016. Would this count since the data collected later in 2016 is within the 14 month timeframe? Please advise... Your assistance is appreciated. Thank you, Jennifer Pennell - Accreditation Coordinator

e-PHAB

- E-PHAB **does not** work with Internet Explorer – PHAB recommends using either Chrome or Firefox
- You do not have to upload the entire document (can say, entire document is available upon request), BUT it may be **better** to give the Site Visit Team the whole document and just bookmark it
- Acronyms in the document should be explained with descriptive boxes if not contained in the document
- If the Health Department (HD) is not the lead agency, make sure to highlight the HD's roles/involvement in the project

e-PHAB

Once a document is uploaded to e-PHAB it cannot be edited. It has to be deleted and re-uploaded, which is why write abilities are limited.

Once documents are uploaded in e-PHAB the Accreditation Coordinator (AC) is notified that the document requires review.

Once AC approves the document it goes to the Health Department Director (HDD) for final approval. Director must approve all documents in e-PHAB.

PHAB e-PHAB

Jennifer Pennell
Accreditation Coordinator

San Bernardino County Department of Public Health

my account sign out

HOME STAFF PROFILE OFFICIALS REGISTRATION APPLICATION BILLING TRAINING DOC. SUBMISSION NOTES GROUPS EMAIL HELP

Show: Progress Status Filter by: All

Not Started In Progress Ready for AC Review Requires HDD Review Ready for Submission to PHAB

Showing: Progress Status of All.

1.1.1 L	1.1.2 L	1.1.3 A	1.2.1 A	1.2.2 A	1.2.3 A	1.2.4 L	1.3.1 A	1.3.2 L	1.4.1 A	1.4.2 L	2.1.1 A	2.1.2 L	2.1.3 A	2.1.4 A	2.1.5 A	2.2.1 A	2.2.2 A
2.2.3 A	2.3.1 A	2.3.2 A	2.3.3 A	2.3.4 A	2.4.1 A	2.4.2 A	2.4.3 A	3.1.1 A	3.1.2 A	3.1.3 A	3.2.1 A	3.2.2 A	3.2.3 A	3.2.4 A	3.2.5 A	3.2.6 A	4.1.1 A
4.1.2 L	4.2.1 A	4.2.2 A	5.1.1 A	5.1.2 A	5.1.3 A	5.2.1 L	5.2.2 L	5.2.3 A	5.2.4 A	5.3.1 A	5.3.2 A	5.3.3 A	5.4.1 A	5.4.2 A	6.1.1 A	6.1.2 A	6.2.1 A
6.2.2 A	6.2.3 A	6.3.1 A	6.3.2 A	6.3.3 A	6.3.4 A	6.3.5 A	7.1.1 A	7.1.2 A	7.1.3 A	7.2.1 A	7.2.2 A	7.2.3 A	8.1.1 L	8.2.1 A	8.2.2 A	8.2.3 A	8.2.4 A
9.1.1 A	9.1.2 A	9.1.3 A	9.1.4 A	9.1.5 A	9.2.1 A	9.2.2 A	10.1.1 A	10.2.1 A	10.2.2 A	10.2.3 A	11.1.1 A	11.1.2 A	11.1.3 A	11.1.4 A	11.1.5 A	11.1.6 A	11.1.7 A
11.2.1 A	11.2.2 A	11.2.3 A	11.2.4 A	12.1.1 A	12.1.2 A	12.2.1 A	12.3.1 A	12.3.2 A	12.3.3 A	All							

e-PHAB

June 1, 2017: Uploaded our first 3 documents to the e-PHAB system!

PHAB e-PHAB

Jennifer Pennell
Accreditation Coordinator

San Bernardino County Department of Public Health

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HOME STAFF PROFILE OFFICIALS REGISTRATION APPLICATION BILLING TRAINING DOC. SUBMISSION NOTES GROUPS EMAIL HELP

Show: Progress Status Filter by: All

Not Started In Progress Ready for AC Review Requires HDD Review Ready for Submission to PHAB

Showing: Progress Status of All

1.1.1L	1.1.2L	1.1.3A	1.2.1A	1.2.2A	1.2.3A	1.2.4L	1.3.1A	1.3.2L	1.4.1A	1.4.2L	2.1.1A	2.1.2L	2.1.3A	2.1.4A	2.1.5A	2.2.1A	2.2.2A
2.2.3A	2.3.1A	2.3.2A	2.3.3A	2.3.4A	2.4.1A	2.4.2A	2.4.3A	3.1.1A	3.1.2A	3.1.3A	3.2.1A	3.2.2A	3.2.3A	3.2.4A	3.2.5A	3.2.6A	4.1.1A
4.1.2L	4.2.1A	4.2.2A	5.1.1A	5.1.2A	5.1.3A	5.2.1L	5.2.2L	5.2.3A	5.2.4A	5.3.1A	5.3.2A	5.3.3A	5.4.1A	5.4.2A	6.1.1A	6.1.2A	6.2.1A
6.2.2A	6.2.3A	6.3.1A	6.3.2A	6.3.3A	6.3.4A	6.3.5A	7.1.1A	7.1.2A	7.1.3A	7.2.1A	7.2.2A	7.2.3A	8.1.1L	8.2.1A	8.2.2A	8.2.3A	8.2.4A
9.1.1A	9.1.2A	9.1.3A	9.1.4A	9.1.5A	9.2.1A	9.2.2A	10.1.1A	10.2.1A	10.2.2A	10.2.3A	11.1.1A	11.1.2A	11.1.3A	11.1.4A	11.1.5A	11.1.6A	11.1.7A
11.2.1A	11.2.2A	11.2.3A	11.2.4A	12.1.1A	12.1.2A	12.2.1A	12.3.1A	12.3.2A	12.3.3A	All							

e-PHAB

One Measure has been completed all the way through the process (Dark Green)

By the time we are ready to submit to PHAB, all the boxes will be Dark Green



Jennifer Pennell
Accreditation Coordinator

San Bernardino County Department of Public Health



HOME STAFF PROFILE OFFICIALS REGISTRATION APPLICATION BILLING TRAINING DOC. SUBMISSION NOTES GROUPS EMAIL HELP

Show: Progress Status

Filter by: All

Not Started In Progress Ready for AC Review Requires HDD Review Ready for Submission to PHAB

Showing: Progress Status of All.

1.1.1 L	1.1.2 L	1.1.3 A	1.2.1 A	1.2.2 A	1.2.3 A	1.2.4 L	1.3.1 A	1.3.2 L	1.4.1 A	1.4.2 L	2.1.1 A	2.1.2 L	2.1.3 A	2.1.4 A	2.1.5 A	2.2.1 A	2.2.2 A
2.2.3 A	2.3.1 A	2.3.2 A	2.3.3 A	2.3.4 A	2.4.1 A	2.4.2 A	2.4.3 A	3.1.1 A	3.1.2 A	3.1.3 A	3.2.1 A	3.2.2 A	3.2.3 A	3.2.4 A	3.2.5 A	3.2.6 A	4.1.1 A
4.1.2 L	4.2.1 A	4.2.2 A	5.1.1 A	5.1.2 A	5.1.3 A	5.2.1 L	5.2.2 L	5.2.3 A	5.2.4 A	5.3.1 A	5.3.2 A	5.3.3 A	5.4.1 A	5.4.2 A	6.1.1 A	6.1.2 A	6.2.1 A
6.2.2 A	6.2.3 A	6.3.1 A	6.3.2 A	6.3.3 A	6.3.4 A	6.3.5 A	7.1.1 A	7.1.2 A	7.1.3 A	7.2.1 A	7.2.2 A	7.2.3 A	8.1.1 L	8.2.1 A	8.2.2 A	8.2.3 A	8.2.4 A
9.1.1 A	9.1.2 A	9.1.3 A	9.1.4 A	9.1.5 A	9.2.1 A	9.2.2 A	10.1.1 A	10.2.1 A	10.2.2 A	10.2.3 A	11.1.1 A	11.1.2 A	11.1.3 A	11.1.4 A	11.1.5 A	11.1.6 A	11.1.7 A
11.2.1 A	11.2.2 A	11.2.3 A	11.2.4 A	12.1.1 A	12.1.2 A	12.2.1 A	12.3.1 A	12.3.2 A	12.3.3 A	All							



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e-PHAB

Current Status: 40 documents uploaded to e-PHAB



Jennifer Pennell
Accreditation Coordinator

San Bernardino County Department of Public Health



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[sign out](#)

HOME STAFF PROFILE OFFICIALS REGISTRATION APPLICATION BILLING TRAINING DOC. SUBMISSION NOTES GROUPS EMAIL HELP

Show: Filter by:

Not Started In Progress Ready for AC Review Requires HDD Review Ready for Submission to PHAB

Showing: Progress Status of All.

1.1.1 L	1.1.2 L	1.1.3 A	1.2.1 A	1.2.2 A	1.2.3 A	1.2.4 L	1.3.1 A	1.3.2 L	1.4.1 A	1.4.2 L	2.1.1 A	2.1.2 L	2.1.3 A	2.1.4 A	2.1.5 A	2.2.1 A	2.2.2 A
2.2.3 A	2.3.1 A	2.3.2 A	2.3.3 A	2.3.4 A	2.4.1 A	2.4.2 A	2.4.3 A	3.1.1 A	3.1.2 A	3.1.3 A	3.2.1 A	3.2.2 A	3.2.3 A	3.2.4 A	3.2.5 A	3.2.6 A	4.1.1 A
4.1.2 L	4.2.1 A	4.2.2 A	5.1.1 A	5.1.2 A	5.1.3 A	5.2.1 L	5.2.2 L	5.2.3 A	5.2.4 A	5.3.1 A	5.3.2 A	5.3.3 A	5.4.1 A	5.4.2 A	6.1.1 A	6.1.2 A	6.2.1 A
6.2.2 A	6.2.3 A	6.3.1 A	6.3.2 A	6.3.3 A	6.3.4 A	6.3.5 A	7.1.1 A	7.1.2 A	7.1.3 A	7.2.1 A	7.2.2 A	7.2.3 A	8.1.1 L	8.2.1 A	8.2.2 A	8.2.3 A	8.2.4 A
9.1.1 A	9.1.2 A	9.1.3 A	9.1.4 A	9.1.5 A	9.2.1 A	9.2.2 A	10.1.1 A	10.2.1 A	10.2.2 A	10.2.3 A	11.1.1 A	11.1.2 A	11.1.3 A	11.1.4 A	11.1.5 A	11.1.6 A	11.1.7 A
11.2.1 A	11.2.2 A	11.2.3 A	11.2.4 A	12.1.1 A	12.1.2 A	12.2.1 A	12.3.1 A	12.3.2 A	12.3.3 A	All							



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Ha ha, get it?

PROGR-ACE METER



After You Submit

Completeness Review is done by the Accreditation Specialist (AS) who checks for:

- Are documents dated and signed?
- Are documents in the correct location?
- If change is needed. If the measure is reopened, it means something is missing or incorrect. Do not be upset about it, be thankful. They will let you know what is missing. Fix it! Some HDs have had as little as 4 reopened measures, others as many as 88!
- AS will NOT assess the uploaded documents' demonstration of conformity with the Standards and Measures.



Jennifer Jimenez

Site Visit



- Verify documentation, including implementation
 - ✓ Visual Observations (branding, ADA compliance, security, etc.)
 - ✓ Domain interviews with health dept. staff
 - ✓ Meet with representative(s) of governing entity
 - ✓ Meet with partner organizations and community partners
 - ✓ May request additional documentation
- Determine final score for each measure
- Obtain additional information to include in the Site Visit Report

Accreditation Decision

Accreditation Committee

- Meets quarterly
- Members serve 2-3 year consecutive term
- Members receive training to ensure inter-rater reliability
- Use policies/procedures to guide how they should evaluate documents
- Role is to review the Site Visit reports, action plans, and action plan reports and make a determination of accreditation status
- They do not review any documentation, they base their decision entirely on the Site Visit Team Report
- Appointed by the PHAB Board
- Committee decisions hold the weight of the Board
- Committee has Board and Non-Board Members
- Health departments may not attend the meetings but will know when their Report is scheduled for review
- Official notification of the Committee decision will be given to the Health Department Director



Accreditation Decision

- Decision is based on only the SV Report
- Decision will be:
Accredited **OR** Action Plan Required



Accreditation Decision

Accreditation Committee is looking for:

- Clumps (i.e. Standards/Measures that Do Not Largely/Fully Meet)
- Themes (i.e. WFD Plan and EOP is lacking)
- Core documents (CHA/CHIP/SP/QI are heavily weighted) – if assessed as “Slightly Demonstrated” it will not bode well for the HD



Accredited

If accredited, the health department will receive a list of specific measures that are opportunities for improvement. These will support QI and will form the basis for the Annual Reports required by PHAB over the next 5 years.

ACCREDITED!



Action Plan

If an Action Plan is required, the health department will be given a list of specific measures for the development of an accreditation Action Plan.

- The purpose of the Action Plan is to set forth the steps that the health department will take to be able to demonstrate conformity with the measures and become accredited
- The HD does not have to go through the entire process again
- The HD will have 90 days to complete their plan
- DRAFT Action plans are submitted to the Accreditation Specialist, if not approved it goes back to the HD, if it goes back a 2nd time they are not accredited
- 37% of HDs have received action plans – all of them have received accreditation status
- **Once the action plan is approved, HD has 1 year to implement it**
- Comments go to the Accreditation Committee to review
- Accreditation Status changes after all documents have been reviewed again by SVT (done remotely); PHAB will try to get original SVT to review

Not Accredited

Reasons why a health department would not be accredited:

- Lack of submission of an Action Plan
- Lack of submission of an acceptable Action Plan (second time)
- Lack of submission of an Action Plan Report (documentation)
- Non-achievement of conformity with the measures in the Action Plan

*There is an appeals process



Annual Reports

Submitted in two parts through e-PHAB

Part 1: Continued Accreditation Status

- What has changed in the department
- What has been accomplished to address measures identified by the Accreditation Committee

Part 2: Continuous Quality Improvement

- What QI has been accomplished
- What QI is being planned for the next year



Reaccreditation

- Accreditation status lasts for 5 years
- To continue accreditation status, HD must apply for reaccreditation (or be designated “Not Accredited”)
- Reaccreditation is not a repeat of initial accreditation
 - less measures in Reaccreditation
 - focus on performance and capabilities
 - narratives vs. documentation
- Annual reports will help health department prepare for reaccreditation
- Reaccreditation Guide is available on PHAB’s website
- Must have an updated CHA/CHIP/SP

Continue...

Accreditation Coordinator Training

Day 2:

Seven Case Study Activities

- Reviewing the Measures
- Assessing and selecting documentation
- Selecting missing documents
- Preparing documentation for submission
- Creating cover sheets and file descriptions
- Creating a Measure Narrative
- Uploading documentation into e-PHAB

Final Comments

- Complete Accreditation Coordinator Training Evaluations in order to gain access to e-PHAB and have the ability to submit documentation (completed 5/15/17)



- 1 year timeline is based on AC evaluation submission date (not to exceed 14 days after training occurs)
 - San Bernardino County DPH: 5/15/17 – 5/15/18
- REALITY:**
- PHAB submission deadline is March 2018 (CHA)
 - DPH internal document submission deadline is December 22, 2017
- Some HDs submitted documents within 45 days of being granted access to e-PHAB, others 6 minutes before their deadline

Questions



THANK YOU!



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