



Public Health
Accreditation

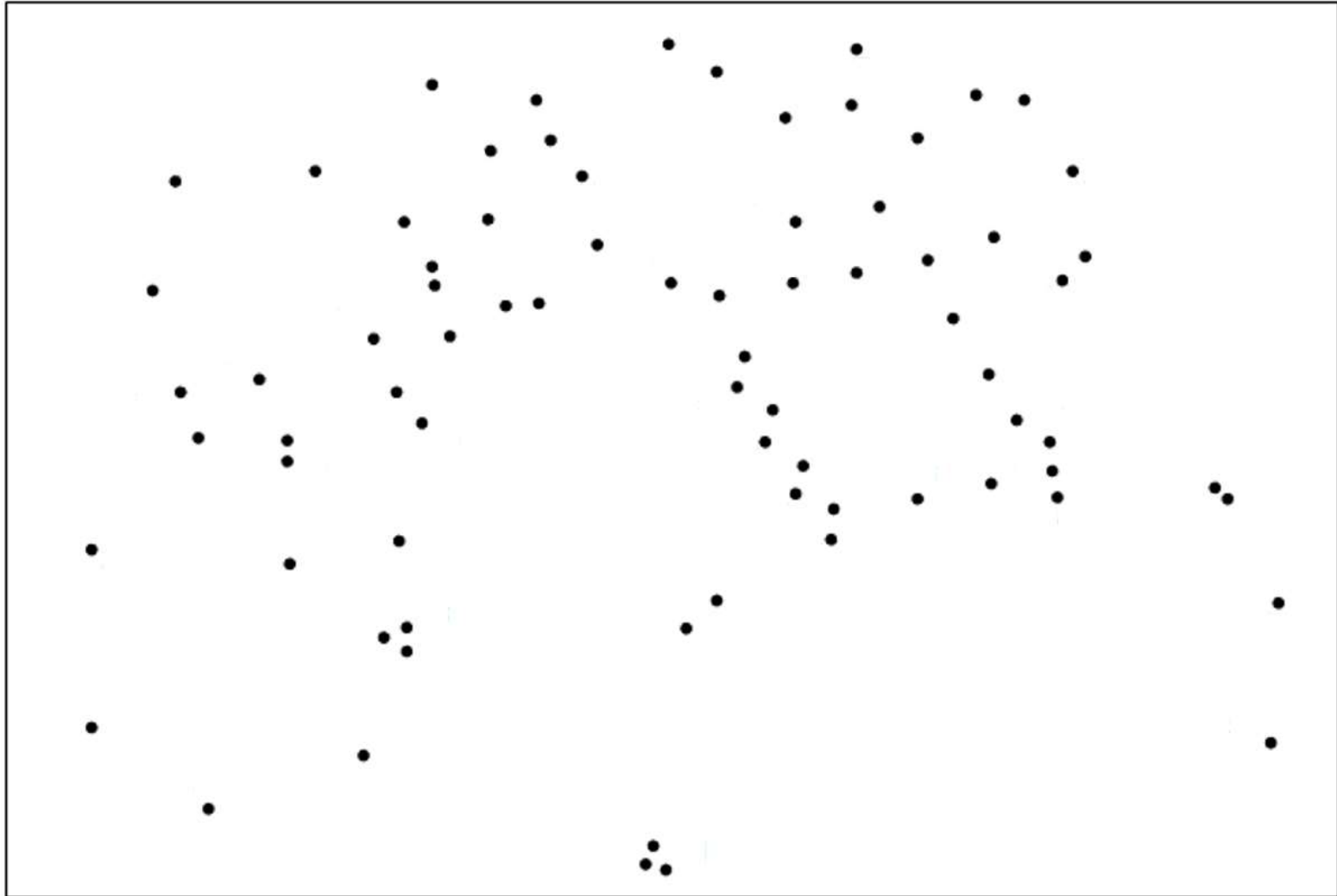
Accreditation Update/Training

October 2016

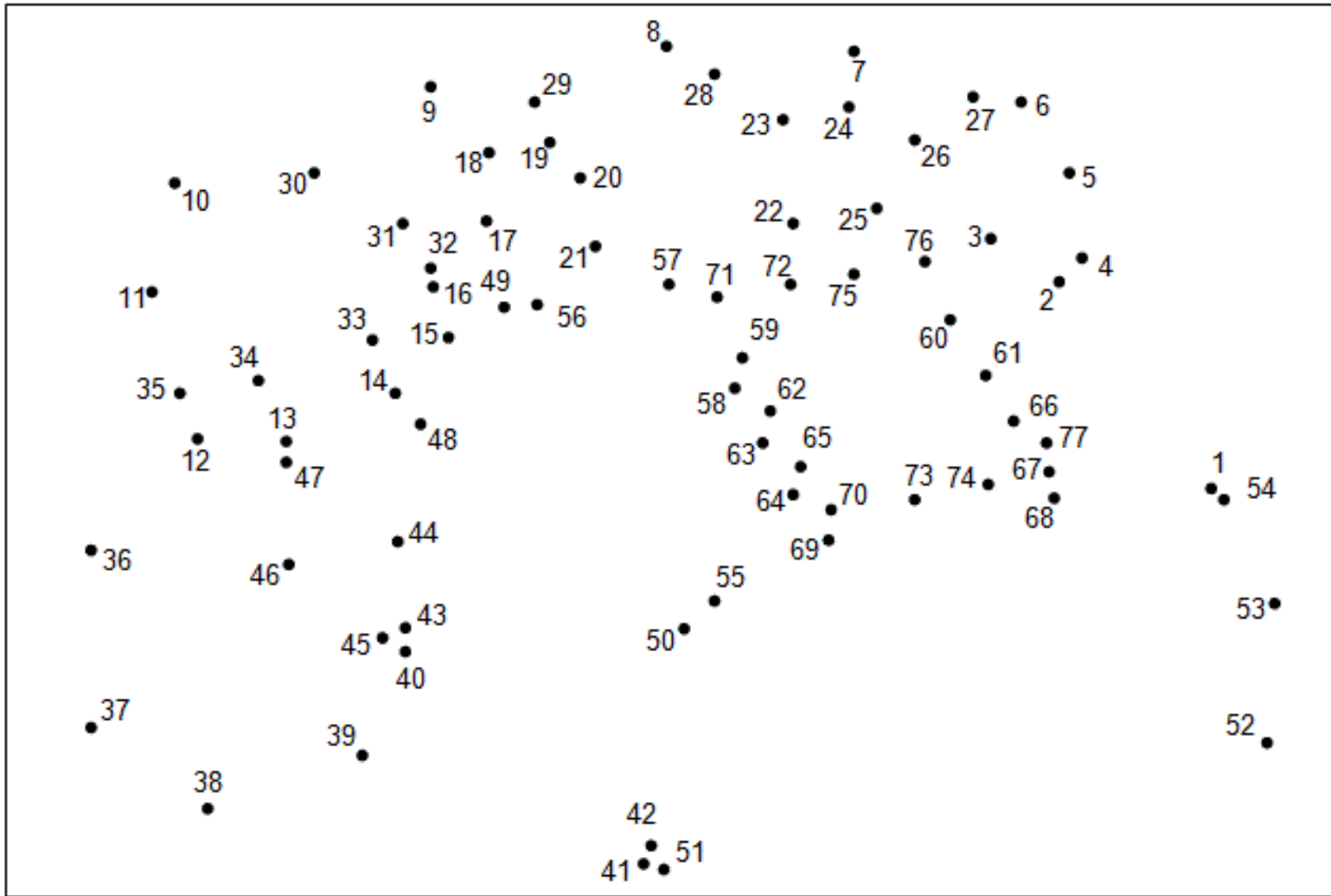


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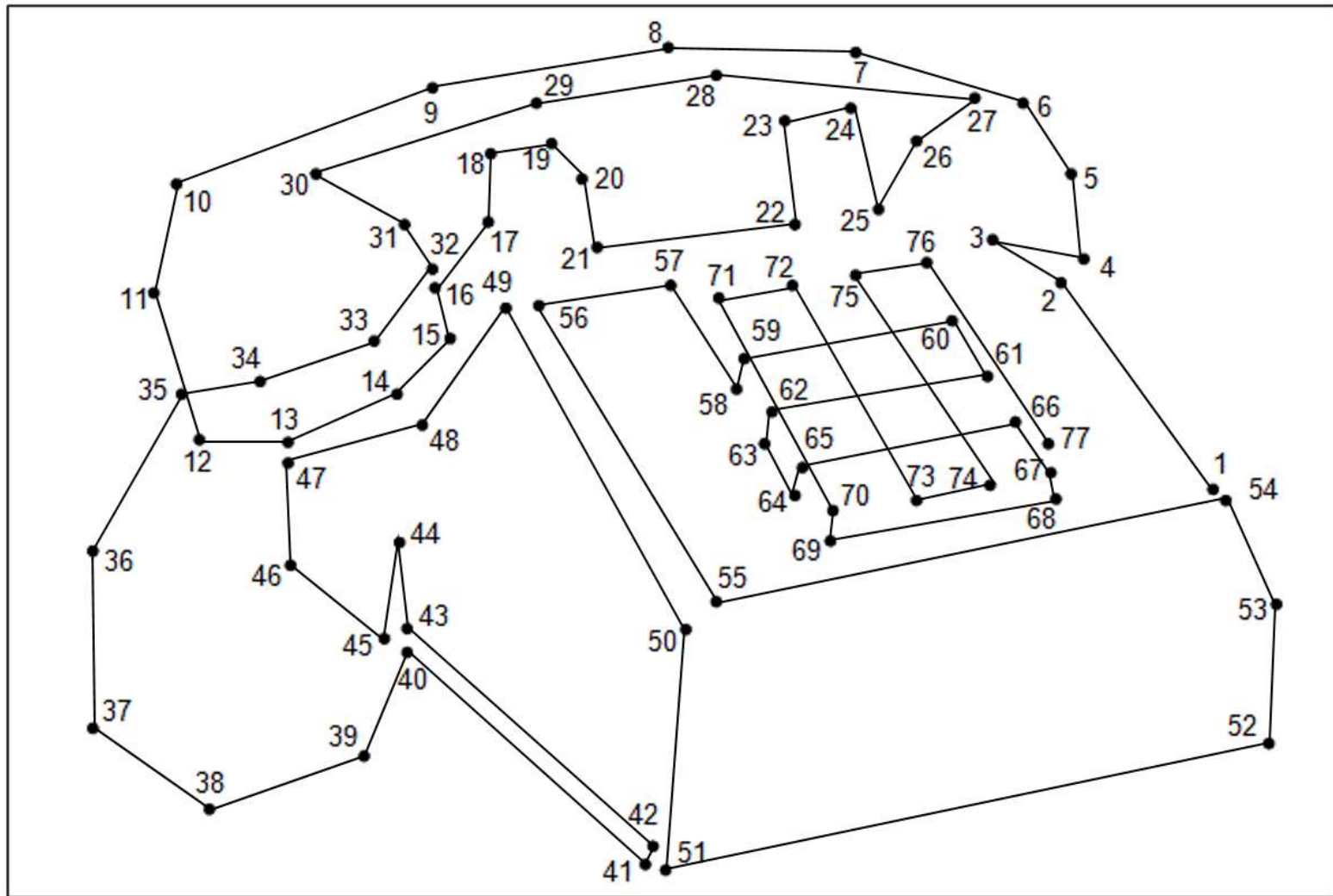
Activity



Activity



Activity



Accreditation Outreach:

Round 3 is underway (October – December)

- Brief overview of Domains 7-9
- Strategic Plan
- Workforce Development Plan
- Quality Improvement Projects
- Status Update:
 - Sneak Peek: Newsletter & Calendars
 - Website Scavenger Hunt/Mascot
 - Program/Employee Spotlight
 - PHAB Application Submission: **December 2016**



Accreditation updates will be sent to your Inbox in a newsletter format



Vol 1 Issue 1



Important Dates

Round 2 Documentation Collection Deadline - September 23, 2016
PCPM Accreditation Approval Training - October 21, 2016

Round 2 Documentation

The final Round 2 Documentation Collection deadline is September 23rd. There are approximately four (4) documents that fall under this timeline. Three (3) of those belong to CVS and the other to Administration to address Performance Management. Please make sure your programs are aware and on target with their submissions.

Accreditation Outreach

Francis has been busy wrapping up the Round 2 Accreditation Outreach efforts. Round 2 is taking place from July-September 2016 with a focus on Domains 4, 5 & 6 as well as discussing the Benefits of becoming an Accredited health department.

PMPCs

Program Mangers/Program Coordinators (PM/PCs) are taking on a new role in the Accreditation Process. They are now required to approve all documents being submitted by staff in their programs. This includes New Revised documents being uploaded to SharePoint for approval as well as documents that have already been evaluated as Fully/Largely meeting PHAB requirements, but require additional/improved mark-ups. Please see the attached "cheat sheet" for an overview of this new process. PMPCs will receive SharePoint approval training at the October 21, 2016 PM/PC meeting.



Melissa M. Smith is Supervising Medical Director, Emergency Planning, Preparedness & Response Program (EPP) in the Domain 2 (Investigate) and Domain 3 (Prevent/Promote) Areas. Melissa is replacing Matt Bark as the PRP representative. Melissa has already received her training and is ready to lead on this new challenge. She joins Susan Strong (Program Manager, Communicable Disease - CD) and Jason Philippe (Program Manager, Environmental Health Services - EHS) in Domain 2 and Don Baeza (Program Coordinator - Community Health Team - CVS) in Domain 3.



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. Find all the answers to the questions in that difficulty level by exploring the different pages on our site. It is recommended you open up a second window.
3. When you finish the hunt you will receive a code that you will need to email us to get your prize.

Select Your Difficulty Level:

Easy









Medium

Difficult



PRIZES

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

 Stadium Cup (E)	 Hand Sanitizer (E)	 Pen (E)	 Lanyard (M)
 Badge Holder Clip (M)	 Notebook (M)	 Stress Relief Star (D)	 Keychain (D)



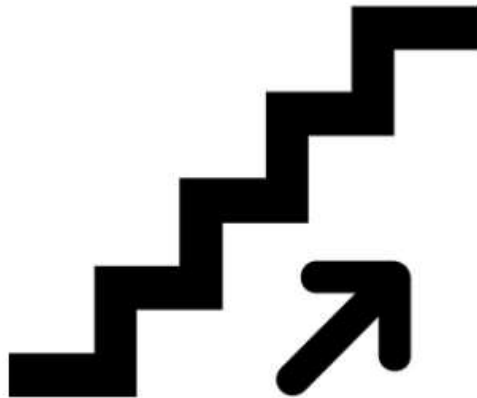
Scavenger Hunt



Public Health Accreditation



- Home
- About
- Overview
- Domains ▾
- FAQ
- News
- Media
- Resources
- Scavenger Hunt
- Contact



1. How many steps are in the Public Health Accreditation process?

- 7
- 10
- 15
- 16



Scavenger Hunt

You are correct!

Next Question



Congratulations!

You have completed the Scavenger Hunt for this difficulty level!

We encourage you to complete the other difficulty levels for additional prizes.

Please send an email with the code " **Reaching New Heights**" to this email:

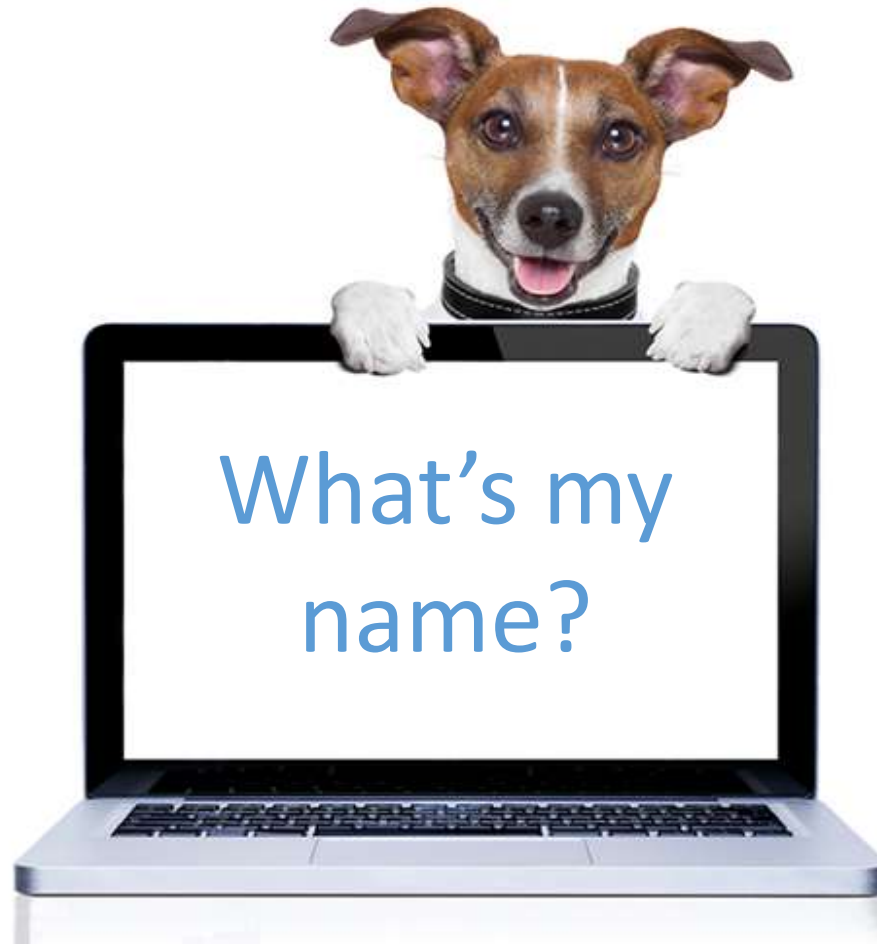
PublicHealthAccreditation@dph.sbcounty.gov

Please include your choice of prize.

[Play Again!](#)

*****For completing this scavenger hunt you also have the opportunity to name our Jack Russell terrier mascot. What do you think he should be called? Include your suggestion in your email if you have one. Thank you!*****





Featured for October:

Accreditation:
Jennifer Pennell

Who will be next?

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

Jennifer Pennell, Program Coordinator

Jennifer has worked for the San Bernardino County Department of Public Health for over 15 years. She began her career as a Health Education Specialist I with the HIV/AIDS program while she was completing her first practicum as part her Masters of Public Health (MPH) for Loma Linda University. Jennifer has worked for a variety of programs including the Perinatal & Adolescent Life Section (PALS), Animal Care & Control (ACC) Program, Preparedness & Response Program (PRP) and for the past two years she has served as the Accreditation Coordinator for the department. Jennifer is responsible for working with all of the department's 20+ programs to obtain documentation to meet accreditation requirements. She is extremely grateful for her Accreditation team members. "It is such a pleasure and honor to work alongside such creative people who are not afraid of challenges or change because we all want to see our department succeed."


When I am not working, I enjoy spending time with my family. I have been married to my soul mate for almost 24 years. We were married for 15 years before having our son who is our pride and joy. My son is very active and thus I am the true baseball, soccer and bowling league mom. My family also includes our dog "Maccy", a Great Pyrenees/Lab mix and our cat "Missy" who is the result of my one and only fostering attempt from when I worked as a Health Educator for ACC. I just couldn't bear to let her go! Anyone who truly knows me knows how much I love animals. I will never stop being an advocate for our 4-legged friends who cannot speak for themselves. I am one of the original co-founders of the Animals Are First Fund (ARFF), which is the non-profit organization that supports our County Animal Shelters via contributions received from the County's Combined Giving Campaign as well as other donations.

I am extremely thankful for my career, my beautiful family and friends and most of all for the life I have been blessed with.

Accreditation

The Department of Public Health is currently in the process of seeking national Accreditation from the Public Health Accreditation Board (PHAB). Accreditation is the measurement of the health department's performance against a set of national standards. These standards assess the department's capacity to deliver the core functions and essential services of Public Health. To learn more about these and Accreditation in general, I encourage you to take some time and view the Accreditation website. As Public Health employees we all fit somewhere into this process.

Accreditation is not a project, it is not a program and it is not an assignment. Accreditation is a commitment from each and every one of us to strive to be the best that we can be. There is always room for improvement and we owe it to our clients, partners, stakeholders, co-workers, and most importantly to ourselves to make San Bernardino County a better place to live, work, and play.



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



Public Health
Accreditation

www.SBCounty.gov

PHAB Application



Jennifer Pennell
Accreditation Coordinator

San Bernardino County Department of Public Health



my account



sign out

HOME REGISTRATION APPLICATION EMAIL HELP

Your Health Department's Registration has been accepted on 01-20-2016. The Accreditation fee information and any other important documents pertaining to your application have been uploaded to the "Important Documents: Please review" sub-tab of your Home Page. Please submit your PHAB Application before your Registration expires on 01-19-2017.

The sections of the PHAB Application are listed in the box below. To save the information for the sections that you have completed, click the "Save" button or click the "Next" button. The "Next" button will save your work and advance you to the next section. The "Save" button will save your work and bring you back to this page, where you will be able to navigate to other sections of the Application.

APPLICATION SECTION	STATUS
Application Profile	Complete
Health Department Overview	In Progress
Public Health Programs	
Immunizations	Complete
Screening	Complete
Treatment	Complete
Maternal and Child Health	Complete
Epidemiology	Complete
Prevention	Complete
Regulation	Complete
Other Environmental Health Activities	Complete
Other Health/Human Services	Complete
Health Department Facilities (Optional)	In Progress
Health Department Unique Characteristics (Optional)	Complete
Fee Payment	Not Started
Required Documents	Not Started

This Health Department has not yet submitted their Application.

We are on target to submit our application to PHAB in December 2016



Public Health
Accreditation

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SWITCHING GEARS A BIT...



351 N. Mountain View Ave., San Bernardino, CA 92415 | Phone: 909.387.9146 Fax: 909.387.6228



Public Health Accreditation

www.SBCounty.gov

Trudy Raymundo
Director

Corwin Porter
Assistant Director

Maxwell Ohikhuare, M.D.
Health Officer

Subject Matter Experts (SMEs): Instructions on 1) How to Select, Mark-Up, and Name New & Revised Documents and 2) How to Submit Revised Documents

1. How to Select Documents:

- Review the Public Health Accreditation Board's (PHAB) Standard and Measures, version 1.5 for your assigned domain
- Select the best document(s) that serves as evidence to support the required documentation (If you have more than one document that will meet the requirement, please upload all of them separately)
- Check the document against the "Required Documentation" and "Guidance" section for the domain
- Make sure documents demonstrate population-based approaches instead of individual-based approaches
- If you need to combine multiple documents to meet the requirement, then please do so. For example, combine Sign-In Sheets, Agenda, and Meeting Minutes together, then upload them as a package.
- When in doubt, contact your Accreditation Team members



Guidance on Appropriate Examples from Programs and Activities for Use as Documentation for PHAB Accreditation

January 2015

PHAB's Public Health Population-based Focus

PHAB's public health department accreditation standards address the array of public health functions and services set forth in the ten Essential Public Health Services, including a range of core public health programs, services, and activities. Public health department accreditation gives reasonable assurance of capacity and capabilities of public health departments in these areas.

The focus of the **PHAB Standards and Measures** is population-based disease prevention, health protection, and health promotion.

- A population-based approach is an approach that targets a population as the subject instead of the individual. (*Scutcheield, FD, and CW Keck. Principles of Public Health Practice. Delmar CENGAGE Learning, 2009*)
- Population-based health are interventions aimed at disease prevention and health promotion that effect an entire population and extend beyond medical treatment by targeting underlying risks, such as tobacco; diet and sedentary lifestyles; and environmental factors. (*Turnock EJJ. Public Health: What It Is and How It Works. Gaithersburg, MD: Aspen Publishers, Inc.; 1997*)

PHAB's scope of administrative authority to accredit health departments is also based on the fact that there is no other national organization offering accreditation for population-based programs, services and initiatives. PHAB uses the definition of public health program that is included in the PHAB Acronyms and Glossary of Terms. PHAB's accreditation does not overlap with other national or regulatory accreditation functions.

For more information, contact:
Public Health Accreditation Board
1600 Duke Street, Suite 200
Alexandria, VA 22314
Phone: 703-778-4549



Overarching Principles for Activities and Services Outside of PHAB's Scope

Overarching operating principles about what PHAB's accreditation **does not cover** include the following:

- 1. Individual patient care and associated interventions,** whether provided in the clinic, home, or other facility such as a school or correctional facility, or which have case management components are not included in PHAB's scope of authority.

PHAB's liability does not extend to assuring the capacity of a health department to provide individual patient care services. Even though PHAB recognizes that some health departments are the safety net providers in their communities, standards and measures that would assess patient care would look very different than the population-based standards and measures. Additionally, for health departments who also operate a Federally Qualified Health Center (FQHC), there is an accreditation available through the Joint Commission (JC). For individual services and interventions related to mental or behavioral health interventions, health departments can also consider those specialty accreditations.
- 2. Programs for the reimbursement for health care services,** such as Medicaid or other health care insurance programs are outside of the scope of PHAB accreditation.

These programs have oversight from either the Center for Medicaid and Medicare Services (CMS) or from state insurance commissions or authorities.
- 3. Social services and educational support programs** such as those for the developmentally disabled, services for disabled adult child welfare programs, child abuse intervention, domestic violence intimate partner violence intervention and sheltering, low income housing assistance, child foster programs, adult protective services and food stamps do not fall under PHAB's accreditation purview.

The distinction with these programs is between public health and social services. The definition of "social services" is "an activity designed to promote social well-being; specifically: organized philanthropic assistance (as of the disabled or disadvantaged)." (<http://www.memiam-webster.com/dictionary/social%20service>).
- 4. Individual professional and facilities licensure and certificate programs** are outside of the scope of PHAB accreditation.

Individual professional and facilities licensure and certificate programs are unique to state licensure laws and are overseen accordingly. Health facilities licensure and certification activities are not included in PHAB's accreditation standards since that oversight is often a combination of federal contracting, state law, and state or local rules and regulations. This also includes Certificate of Need (CON) functions.
- 5. Animal health** programs, such as animal shelters, catch-spy-release efforts, and rabies vaccination clinics, are outside of the scope of PHAB accreditation.

PHAB has no standards that relate to animal health or animal control in any capacity.

PHAB Accreditation does NOT cover:

- Individual patient care & associated interventions
- Programs for the reimbursement for health care services
- Social services & educational support programs
- Individual professional & facilities licensure & certificate programs
- Animal health

www.phaboard.org



How to Mark-up Documents

Circle and Highlight

ALL areas that meet the Domain Standards and Measures. These areas should correlate to the specific page number and paragraphs indicated on your Subject Matter Expert Cover Sheet.

This step is critical!

RD	How does this documentation meet the required documentation criteria?	Location in Document (Page and Paragraph)
1	It is the official DPH Workforce Development Plan	Entire Document
2	It addresses the collective capacity through a workforce assessment conducted by UCLA Fielding Sch	Page 5, paragraphs 5 - 8 Pages 12 - 25
3	Five capacity/capability gaps are identified and strategies to address them are described.	Page 5 - 6

WORKFORCE DEVELOPMENT PLAN

A survey conducted in 2013 by the National Association of City and County Health Officers (NACCHO) shows that San Bernardino County is the fourth largest local health department employer in California, behind San Francisco (5,917), Los Angeles (3,692) and Marin County (900).

Currently, 10.1% of DPH staff have 25 years or more of service with the County, and 39.7% of total staff are within the retirement age group of 50 plus years.

DPH participates in providing professional experience and educational opportunities through internships, externships, fellowships and volunteer services to individuals from local academic institutions and organizations in order to prepare younger generations for Public Health careers. DPH also works with Loma Linda University and Azusa Pacific University to evaluate public health curricula.

DPH understands the impact that retirements and attrition have on its workforce and has created a Succession Plan (Appendix B) to ensure sustained services by a skilled, innovative and productive workforce.

Workforce Assessment

Assessment of collective capacity and capability of the workforce against adopted core competencies. This is combined with Appendix C, the full assessment, to meet the requirement.

Core Competencies

To help guide its workforce assessment, DPH has selected the Core Competencies for Public Health Professionals developed by the Council on Linkages between Academia and Public Health Practice. These are considered to be the national standard for public health departments to understand, assess, and meet training and workforce needs, and for individuals to identify topics for professional development. Detailed information can be found at: http://www.phd.org/resources/Tools/Documents/Core_Competencies_for_Public_Health_Professionals_2014bss.pdf.

WORKFORCE ASSESSMENT

DPH contracted with the University of California, Los Angeles (UCLA) Fielding School of Public Health to conduct a Workforce Development Assessment in fiscal year 2014-2015. The assessment was conducted in two stages: focus groups and a knowledge-based assessment of the competencies of the department's workforce.

Focus groups

Focus groups were conducted in December 2014 with the intent to obtain qualitative input from supervisors, managers and other leaders within the health department on their perceptions of training needs for the workforce. Each group session began with a general assessment of the current strengths and areas that could be improved upon within DPH. Discussion was guided by the 12 Public Health Accreditation domains.

Knowledge Assessment

An online knowledge-based survey assessed the competencies of the DPH workforce with questions reflective of the eight domains of the Core Competencies for Public Health Professionals. Three separate assessments were conducted based on technical, administrative or clinical job classifications.

Observations and Recommendations

Five gaps were identified as needing attention among two groups of employees: Technical/Admin/Clerical and Professional Leadership. Strategies were provided for each gap. **Technical/Admin/Clerical**

- Gap: Inability to communicate the overall functions and business model of Public Health
 - Strategy 1: Utilize public health training.
 - Strategy 2: Require public health training for all new employees.

Page | 5

Addresses gaps in capacity and capabilities and strategies to address them (continued on next page).

RD 2

RD 3

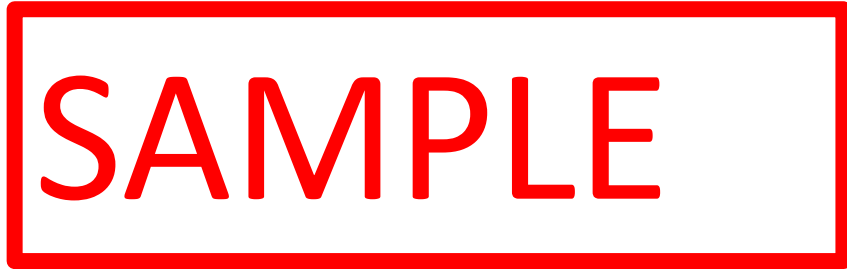


SAMPLE Subject Matter Expert Cover Sheet

351 N. Mountain View Ave., San Bernardino, CA 92415 | Phone: 909.387.9146 Fax: 909.387.6228



Public Health Accreditation



www.SBCounty.gov

Trudy Raymundo
Director

Maxwell Ohikhuare, M.D.
Health Officer

Subject Matter Expert

DOCUMENTATION COVER SHEET

This document has already been submitted. Do not alter or modify in any way.

Domain and Documentation Information

Domain	8	Standard	8.2	Measure	8.2.1	Required Documentation ID	8.2.1.1	Is this a revision of a document?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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To Upload Documentation - Click on the hyperlinks.

If you have multiple documents that need to be combined to meet the requirement, please scan them together and upload as one document.
For example, sign in sheet, agenda and minutes of a meeting should be uploaded as one document.

Upload Original Documentation	https://sp2013.sbcounty.gov/sites/dph/CP/PHAB/PHABOriginalDocs/Forms/Upload.aspx
Upload Marked Up Documentation	https://sp2013.sbcounty.gov/sites/dph/CP/PHAB/PHABMarkupDocs/Forms/Upload.aspx

Select the Original and Markup Documentation Names

[Refresh Documentation Names](#)

You must click on this button for your uploaded documentation to show up in the dropdown lists!
Original and Markup document names must be identical and match Name for New Document field from above.

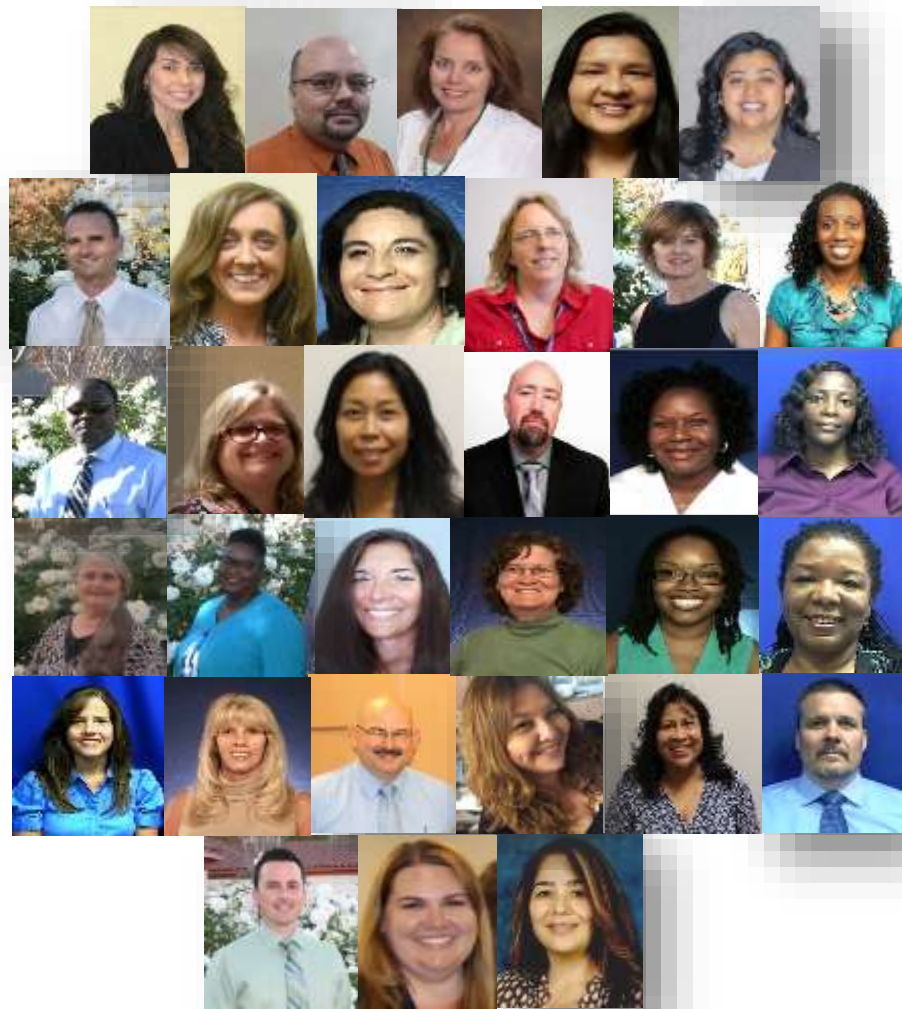
Document Owned by Program	Administration
Original Documentation Name	D8.2.1.1_Workforce Development Plan_ADMIN.pdf
Markup Documentation Name	D8.2.1.1_Workforce Development Plan_ADMIN.pdf



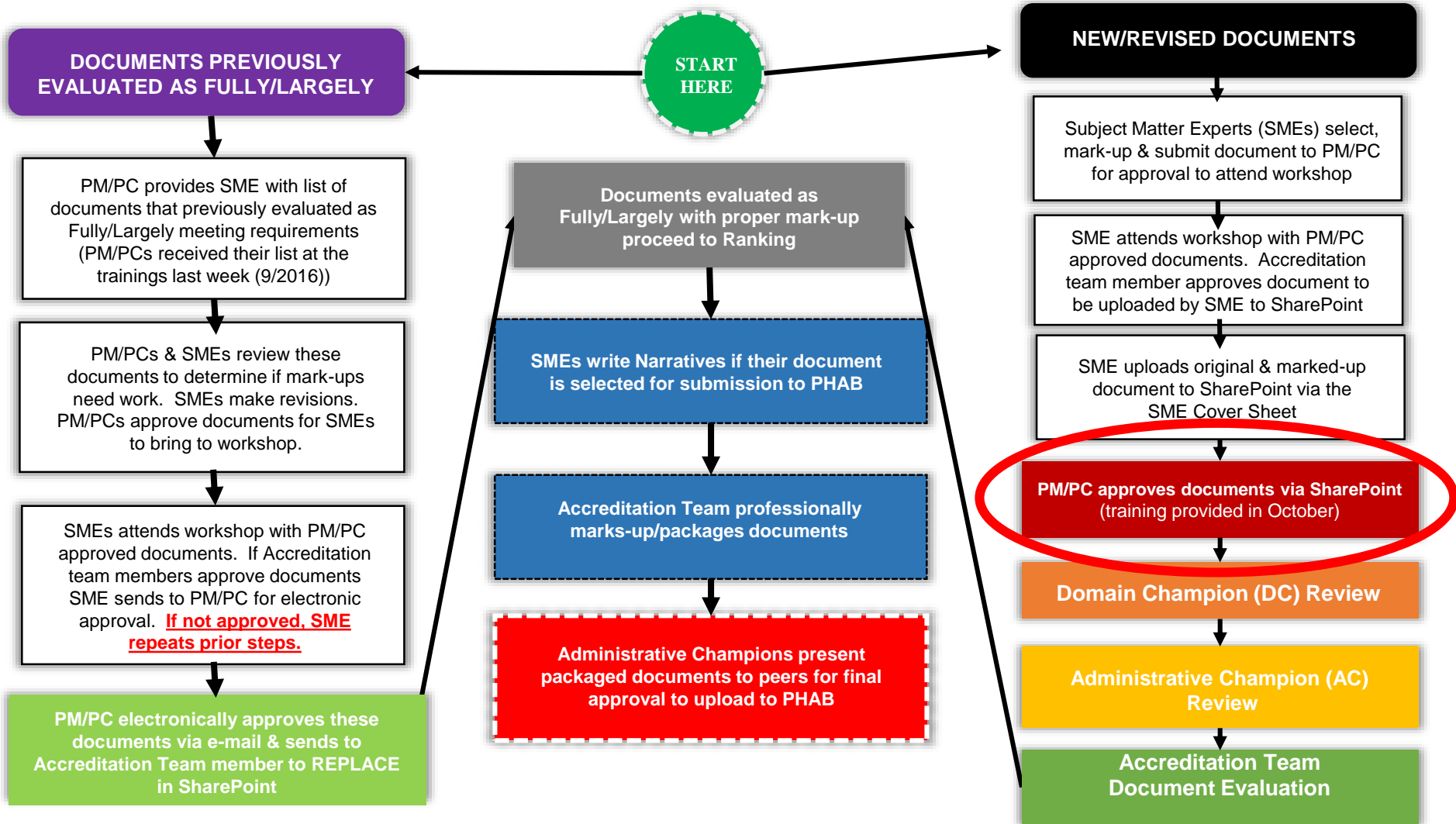
Public Health Accreditation

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1. Be familiar with PHAB requirements
2. Work with SMEs/Domain Team members to select appropriate documentation
3. Understand expectations for SMEs & Marked-Up documentation
4. Allow time for SMEs to attend meetings/trainings & work on Accreditation activities
- 5. Approve New/Revised documents provided by SMEs in SharePoint**
6. Electronically approve (via e-mail) SME mark-up documents for those that previously evaluated as Fully/Largely & forward to the Accreditation Team for replacement



Document Workflow



SharePoint

BROWSE PAGE

DPH Home Collaboration Sites Resource and Reference Projects Links Feedback Form

PH Accreditation Leadership

DPH Accreditation Home Page

DPH Home Page

Important Links

- National Accreditation Website
- Public Health Website


Recent

- SME Coversheet Form - On Change Updates Tasks
- Evaluation Forms - On Create Notification Tasks
- Evaluation Forms
- DC AC Review Form - On Create Notifications Tasks
- SME Coversheet Forms - Update Data from Other Libraries Tasks

Site Contents

- Subject Matter Experts and Domain Champions**
 - Original Documents
 - Documents with Mark-Ups
 - Subject Matter Expert Document Cover Sheets
 - Domain Champion Document Review Sheet
 - Requirements List
- Accreditation Leadership Committee**
 - A&C Main Menu
- Full Time Staff**
 - Full Time Staff Menu
- Domain Leads**
 - Evaluation Forms
 - View DC Reviews With Score
- General Information**
 - Timelines by Domain
 - DPH Leadership Updates
 - Cursorry Review**
 - SME Coversheet Forms

Department of Public Health Accreditation



SharePoint | Pennell, Jennifer

BROWSE | FILES | LIBRARY

DPH Home | Collaboration Sites | Resource and Reference | Projects | Links | Feedback Form

SME Coversheet Forms

new document or drag files here

Current Documents | Archive View | Detail View | Find a file

Dom ID	UID SME CS	Req ID	Status SME CS	Routing Path	UID DC AC	Program Owning Document	UID Mkup	UID Orig	UID Prey	Name	Checked Out To	FTS Action Status	Comments for FTS Action	SME Short Description	Comments from SME	Due Date SME CS	Create By SME CS
Count= 989																	
Dom ID : 1 (159)																	
Dom ID : 2 (94)																	
Dom ID : 3 (149)																	
Dom ID : 4 (86)																	
Dom ID : 5 (34)																	
Dom ID : 6 (95)																	
Dom ID : 7 (43)																	
Dom ID : 8 (179)																	
Dom ID : 10 (17)																	
Dom ID : 11 (107)																	
Dom ID : 12 (26)																	



E-mail – New Document EXAMPLE

- 1) For a **NEW** document, you will receive an E-mail that contains links to the following:
 - a. Marked Up Document
 - b. SME Coversheet



Action Needed: Cursory Review for D9.1.1.1_CX3 Training_NUT - Message (HTML)

FILE MESSAGE ADOBE PDF



Tue 10/11/2016 9:27 AM

PH Accreditation Leadership <SP2013Alert@isd.sbcounty.gov>

Action Needed: Cursory Review for D9.1.1.1_CX3 Training_NUT

• Parker, Dale

• Geist, Lori

Cursory review for D9.1.1.1_CX3 Training_NUT is needed.

Please [click here](#) to open the marked up document.

Please [click here](#) to open up the SME Coversheet Form.

The cursory review must be completed by **10/18/2016**

Click on the links to open the documents



SME Cover Sheet - EXAMPLE

https://p2013.sbcounty.gov/.../Forms/Upload.aspx?link...

File Edit View Favorites Tools Help

Copy Current View
Paste Cut View 1

Clipboard Views

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SAN BERNARDINO COUNTY Public Health Accreditation

www.SBCounty.gov
Trudy Paemouh Director
Meredith Chikara, M.D. Health Officer

Subject Matter Expert

DOCUMENTATION COVER SHEET

This document has already been submitted. Do not alter or modify in any way.

Documentation Information

Domain	S	Measure	5.1	Measure	5.1.1	Required Documentation ID	5.1.1.1	Is this a revision of a document?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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To Upload Documentation - Click on the hyperlinks.

If you have multiple documents that need to be combined to meet the requirement, please scan them together and upload as one document. For example, sign in sheet, agenda and minutes of a meeting should be uploaded as one document.

Upload Original Documentation: <https://p2013.sbcounty.gov/Forms/CR/PHAB/TH2BOriginalDocs/Forms/Upload.aspx>

Upload Marked Up Documentation: <https://p2013.sbcounty.gov/Forms/CR/PHAB/TH2BMarkupDocs/Forms/Upload.aspx>

Select the Original and Markup Documentation Names.

Refresh Documentation Names

You must click on this button for your uploaded documentation to show up in the dropdown lists!
Original and Markup document names must be identical and match Name for New Document field from above.

Document Owned by Program	ACCRED	Document Month	2	Document Year (must be 4 digits)	2016
Original Documentation Name	D9.1.1.1_CR3 Training_NUT.pdf				
Markup Documentation	D9.1.1.1_CR3 Training_NUT.pdf				



Marked-Up Document - EXAMPLE

09.11.11 Sign In Sheet - Comm Engagement Training CX3

Nutrition Education Obesity Prevention Branch
CX3 Overview and Community Engagement Training

Wednesday April 2nd, 2014 -- 8:30 a.m. -- 12:30 p.m.
Cypress Community Center 8083 Cypress Ave, Fontana CA

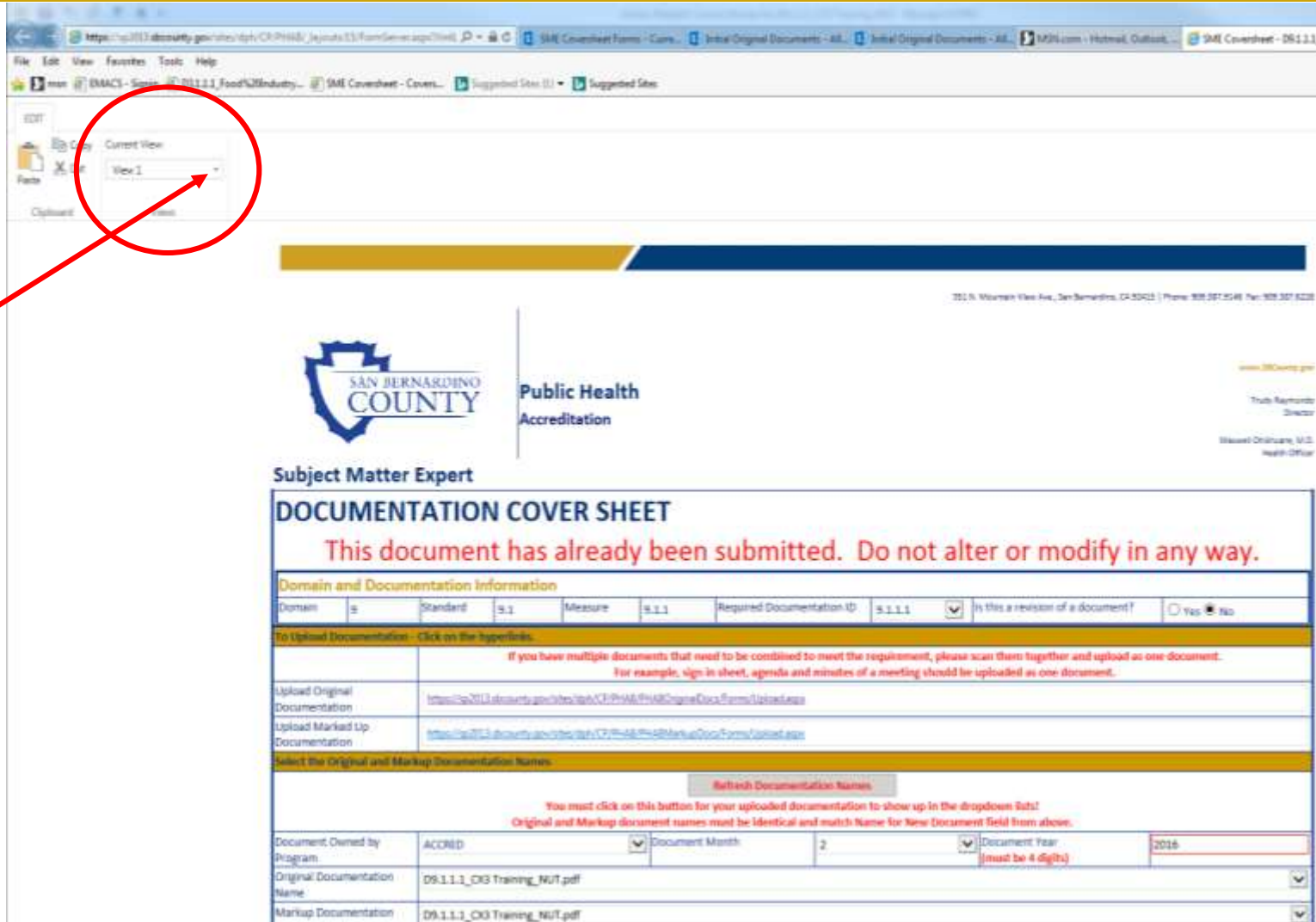
Sign In Sheet

Gloria Guzman
Maame Agyeman
Miana Ridgeway
~~David Alredolo~~
Mildred MapiSol Pilotin
Nelle Benson
TESLYN HENRY-KING -DPH
~~Rev. Bronica Martindale -DPH~~
Angel Bealng -DPH
Maureen Train DPH 1
Carmel Allen DPH
Elsa Gloria DPH

Rev 10/17/07 Page 2 of 2

How to Approve - EXAMPLE

From the SME Coversheet page, Under **Current View**, Use the Drop Down Arrow to Change from **View 1** to **Completeness Review**.



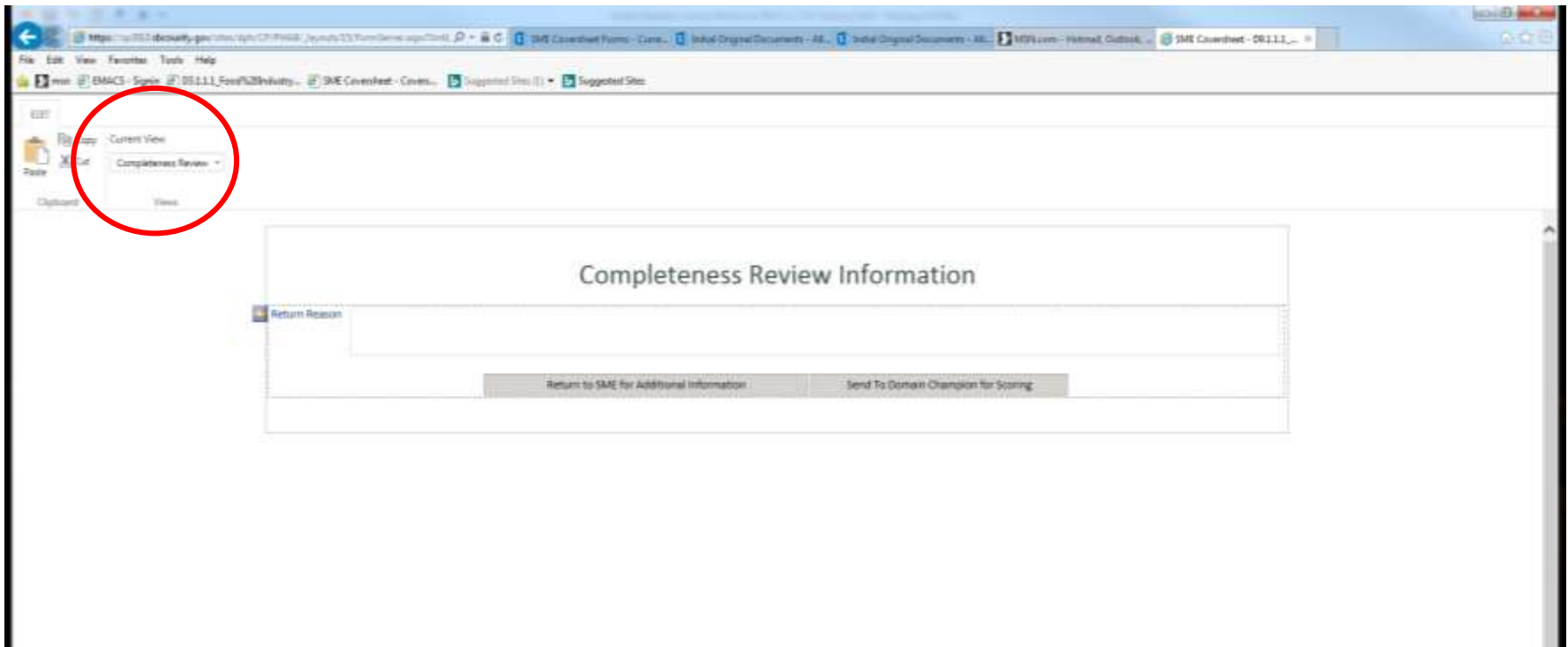
The screenshot shows a web browser window displaying the SME Coversheet form. A red circle highlights the 'Current View' dropdown menu, which currently shows 'View 1'. A red arrow points from the text on the left to this dropdown menu. The form itself is titled 'DOCUMENTATION COVER SHEET' and includes a warning: 'This document has already been submitted. Do not alter or modify in any way.' Below this, there is a section for 'Domain and Documentation Information' with fields for Domain, Standard, Measure, and Required Documentation ID. There are also links for 'Upload Original Documentation' and 'Upload Marked Up Documentation'. At the bottom, there are fields for 'Document Owned by Program', 'Document Month', 'Document Year', 'Original Documentation Name', and 'Markup Documentation Name'.

Domain and Documentation Information			
Domain	Standard	Measure	Required Documentation ID
ACCRED	S.1	S.1.1	S.1.1.1
			Is this a revision of a document? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Document Information			
Document Owned by Program	Document Month	Document Year	
ACCRED	2	2016	(must be 4 digits)
Original Documentation Name			
D9.1.1.1_OIG Training_NUT.pdf			
Markup Documentation			
D9.1.1.1_OIG Training_NUT.pdf			

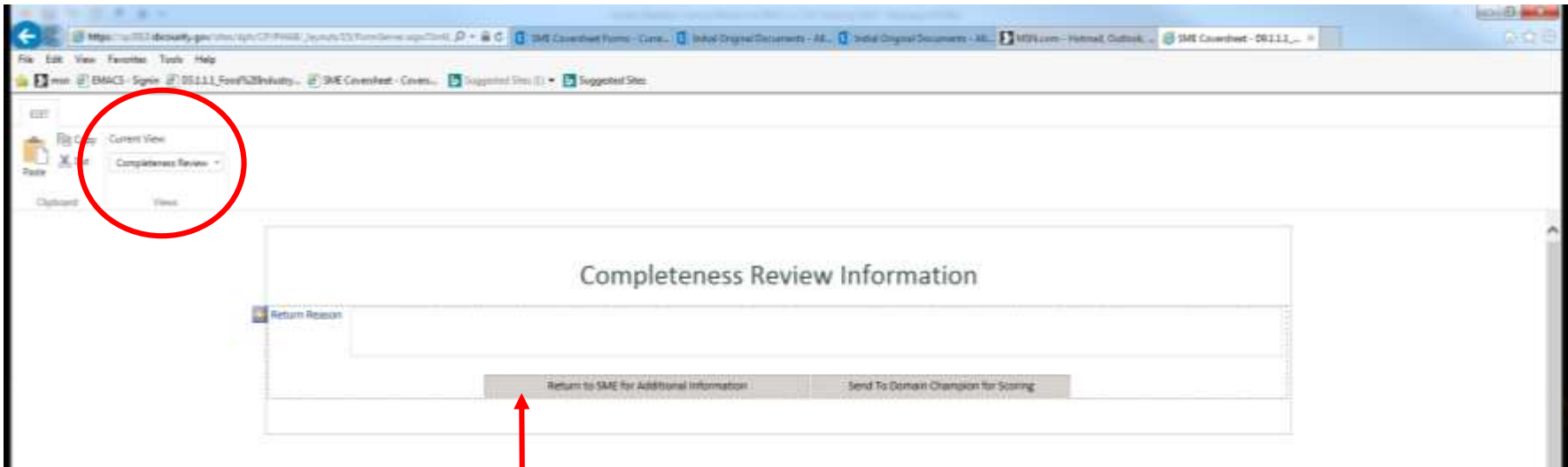


How to Approve - EXAMPLE



You will see this screen if it is a NEW document.

How to Approve - EXAMPLE

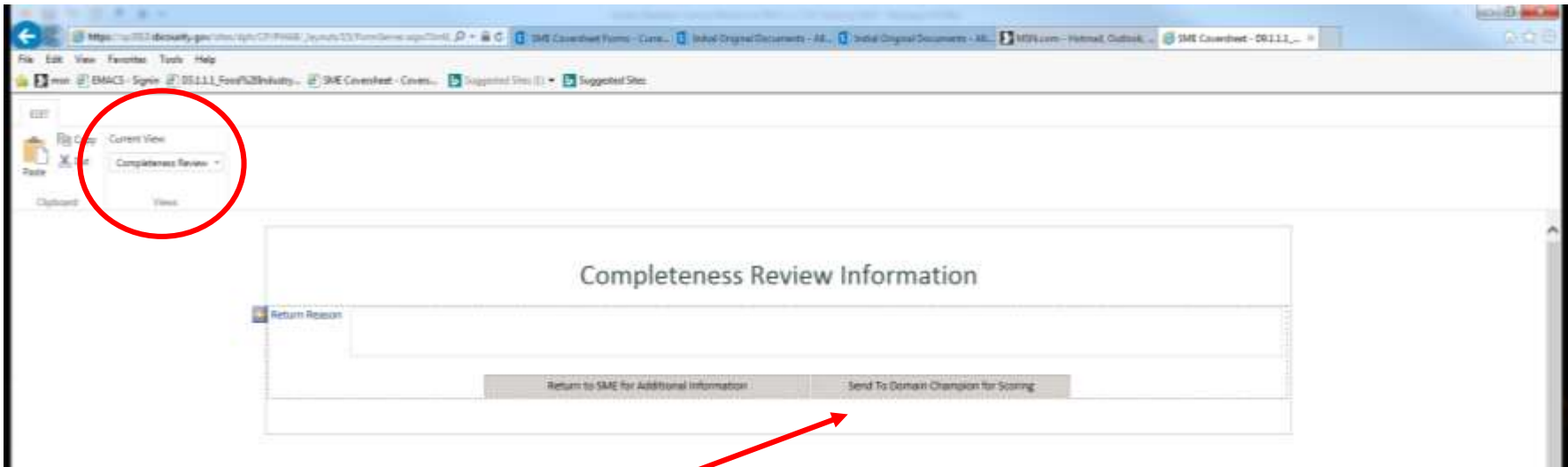


For **NEW** documents, you have 2 options:

Option 1: RETURN TO SME

If you determine that the mark-up document is not clear, you need additional information or you have comments you would like your SME to incorporate, provide them with clear instructions about the desired changes and hit the Return to SME for Additional Information button. SharePoint will automatically send the SME an e-mail with your comments and instructions.

How to Approve - EXAMPLE



Option 2:
APPROVE the document and Send To Domain Champion for Scoring

If you determine that the mark-up document is clear and you approve of the document being submitted for further evaluation and hit the Send To Domain Champion for Scoring button.

- 1) For a **REVISED** document, you will receive an E-mail that contains links to the following:
- a. Marked Up Document
 - b. SME Coversheet



Action Needed: Cursory Review for D9.1.1.1_CX3 Train



Mon 10/17/2016 1:35 PM

PH Accreditation Leadership <SP2013Alert@isd.sbcounty.gov>

Action Needed: Cursory Review for D9.1.1.1_CX3 Training_NUT(V1)

To: Parker, Dale

Cc: Geist, Lori

Cursory review for D9.1.1.1_CX3 Training_NUT(V1) is needed.

Please [click here](#) to open the marked up document.

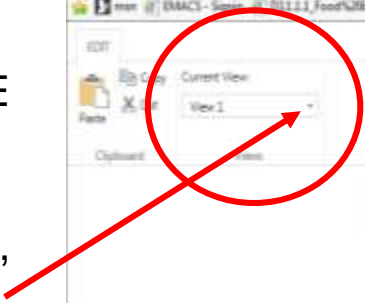
Please [click here](#) to open up the SME Coversheet Form.

The cursory review must be completed by **10/24/2016**

Click on the links to open the documents

How to Approve - EXAMPLE

From the SME Coversheet page, **Under Current View**, Use the Drop Down Arrow to Change from **View 1** to **Completeness Review**.



Subject Matter Expert

DOCUMENTATION COVER SHEET

This document has already been submitted. Do not alter or modify in any way.

Domain and Documentation Information

Domain	ACCRED	Standard	S.1	Measure	S.1.1	Required Documentation ID	S.1.1.1	Is this a revision of a document?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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To Upload Documentation - Click on the hyperlinks.

If you have multiple documents that need to be combined to meet the requirement, please scan them together and upload as one document. For example, sign in sheet, agenda and minutes of a meeting should be uploaded as one document.

Upload Original Documentation: <https://s111.sbcounty.gov/sites/epi/CP/PHAB/PHABOriginalDocsForms/Upload.aspx>

Upload Marked Up Documentation: <https://s111.sbcounty.gov/sites/epi/CP/PHAB/PHABMarkUpDocsForms/Upload.aspx>

Select the Original and Markup Documentation Names.

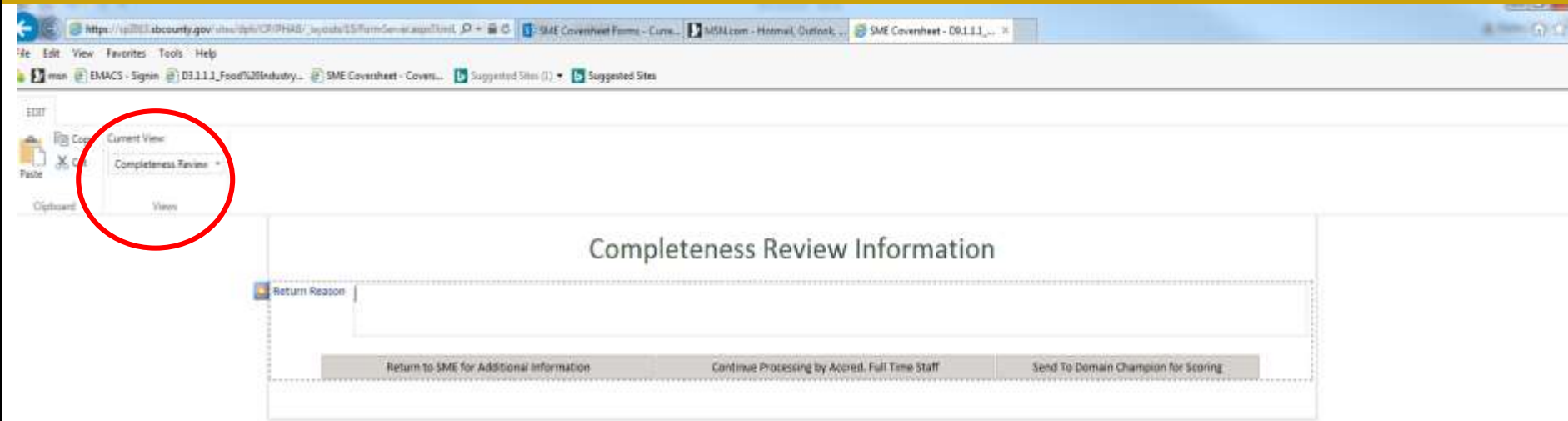
Refresh Documentation Names

You must click on this button for your uploaded documentation to show up in the dropdown lists!
Original and Markup document names must be identical and match Name for New Document field from above.

Document Owned by Program	ACCRED	Document Month	2	Document Year	2016
Original Documentation Name	D9.1.1.1_OIG Training_NUT.pdf				
Markup Documentation	D9.1.1.1_OIG Training_NUT.pdf				

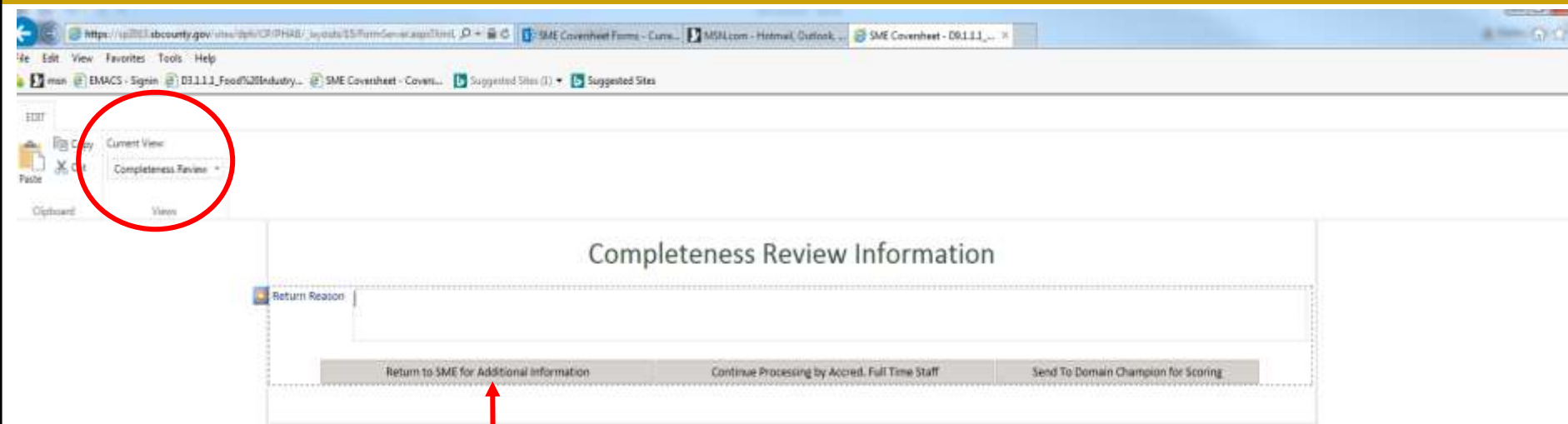


How to Approve - EXAMPLE



You will see this screen if it is a REVISED document.

How to Approve - EXAMPLE

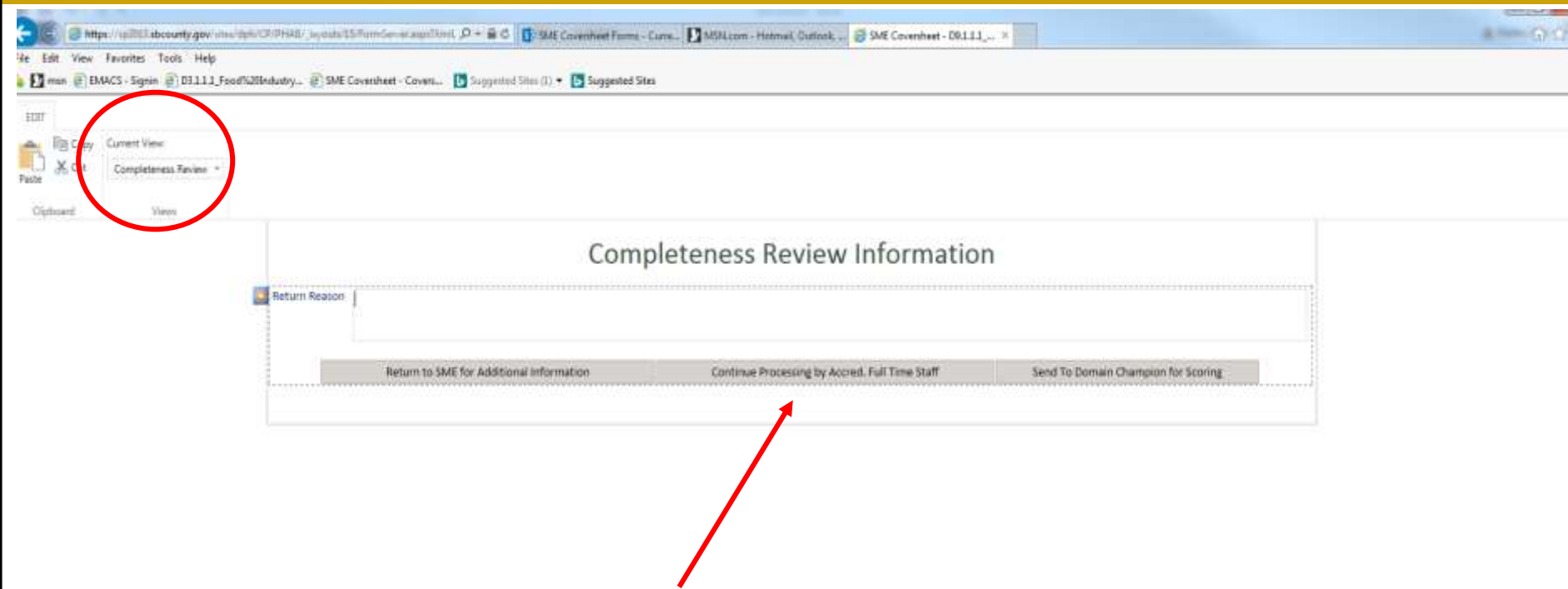


For **REVISED** documents, you have 3 options:

Option 1: RETURN TO SME

If you determine that the mark-up document is not clear, you need additional information or you have comments you would like your SME to incorporate, provide them with clear instructions about the desired changes and hit the Return to SME for Additional Information button. SharePoint will automatically send the SME an e-mail with your comments and instructions.

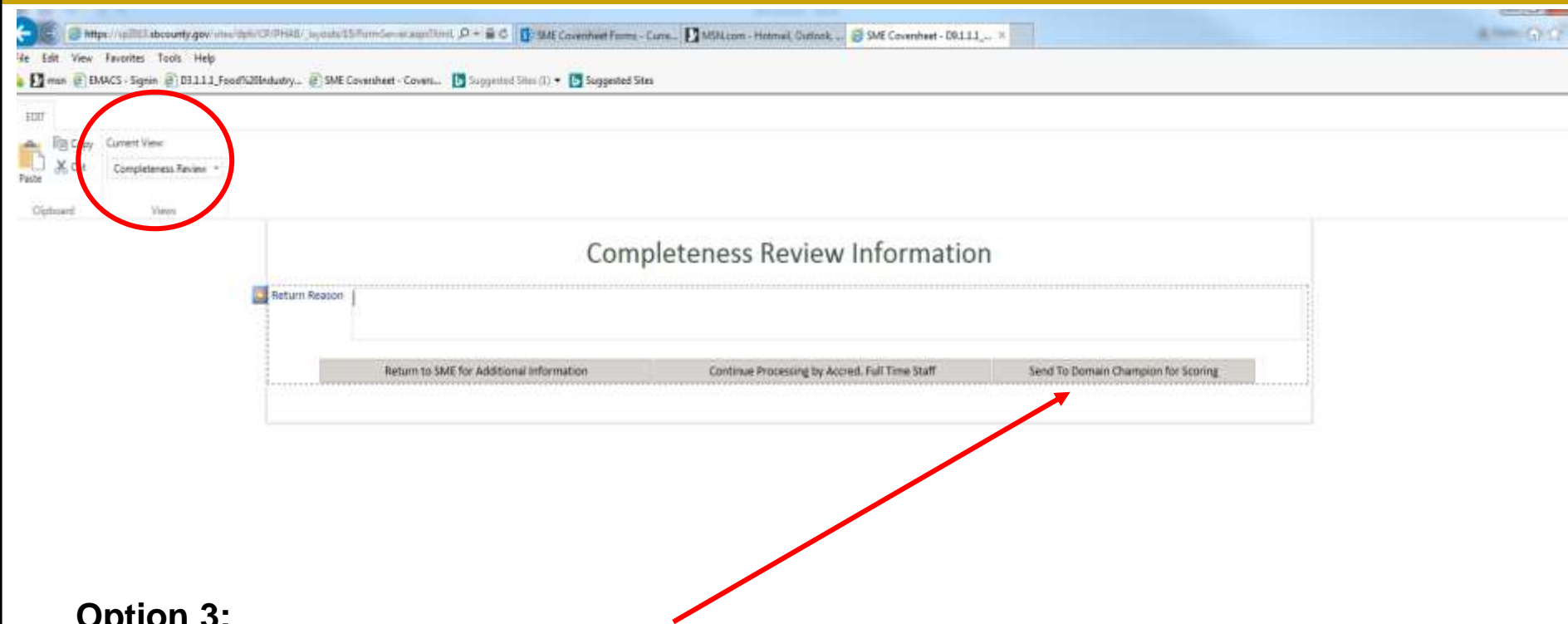
How to Approve - EXAMPLE



Option 2:
APPROVE the document and send to Accreditation Staff (MINOR Revisions)

If you determine that the mark-up document is clear, that the SME incorporated the minor revisions, and you approve of the document being submitted and hit the Continue Processing by Accreditation Full-Time Staff button.

How to Approve - EXAMPLE



Option 3:
APPROVE the document & Send To Domain Champion for Scoring (MAJOR Revisions)

If you determine that the mark-up document is clear and you approve of the document being submitted for further evaluation and hit the Send to Domain Champion for Scoring button.



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Trudy Raymundo
Director

Maxwell Ohikhuare, M.D.
Health Officer

Subject Matter Expert

DOCUMENTATION COVER SHEET

This document has already been submitted. Do not alter or modify in any way.

Domain and Documentation Information

Domain	<input type="text" value="1"/>	Standard	<input type="text" value="1.1"/>	Measure	<input type="text" value="1.1.1"/>	Required Documentation ID	<input type="text" value="1.1.1.1"/>	Is this a revision of a document?	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Select the document that is being revised from the list

Previous Document	<input type="text" value="D1.1.1.1_Steering Committee List and Log for Vital Signs_CVS.pdf"/>
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You **MUST** use the drop down to pick the previous document.

Name for New Document(s)	<input type="text" value="D1.1.1.1_Steering Committee List and Log for Vital Signs_CVS(V1)"/>
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DO NOT change this name. You **MUST** use it for the original clean copy and markup copy of the document you are resubmitting.

What revisions were made:	<input type="text" value="Added sign in sheets"/>
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MINOR Revisions Include:

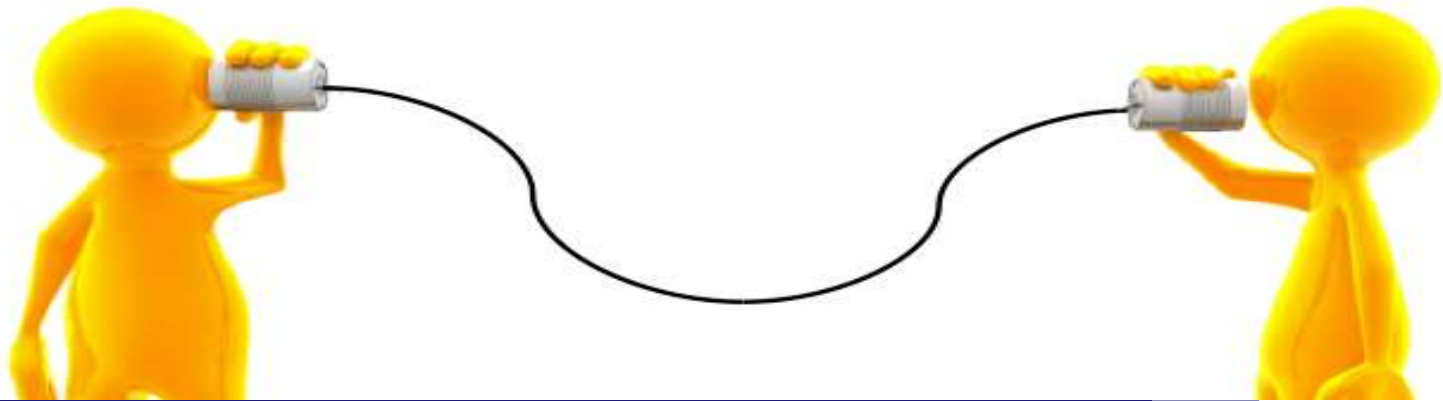
- Document needed to:
 - have a logo added
 - be signed
 - be dated
- Document needed a cover sheet with an explanation provided
- Sign-In, Agenda or Meeting Minutes were added



MAJOR Revisions Include:

- It is a New Document that is replacing an existing document (old document is not going to be used)
- It is a revised document that required major changes such as DRAFT became Finalized, Addendums added, supporting documentation added, policy change, etc.

Please make sure you communicate with your staff!
When in doubt, contact an Accreditation team member!



JEOPARDY!

Accreditation Update/Training 10/20/16

Ms. Kathy Vincent

- Works as a consultant on public health issues
- Veteran PHAB Site Visitor
- Served on PHAB's Standards Development Workgroup
- Prior to retirement, served as the Senior Deputy to the State Health Officer for the Alabama Department of Public Health for 18 years
- Member of the Association of State and Territorial Health Officials (ASTHO), the National Academy of State Health Policy & the American Public Health Association (APHA)
- Past chair of the Public Health Leadership (PHL) Society & the Public Health Foundation (PHF) Board of Directors



Make things easy for your site visitors

- Clear/organized presentation of materials
- Documents should be:
 - Signed/dated
 - Current & in use
 - Uploaded correctly (no sideways or hard to read documents)
 - Authentic – logos, letterhead, signatures, etc.
 - Final - No DRAFT documents
- Check for typos, especially dates
- Make sure **ALL** acronyms are clearly spelled out and defined



- Examples should match the guidance requirements for the measure
- Site visitors will not spend much time (**3-5 minutes maximum**) looking at a single piece of documentation
- Concise description of the submitted documentation that sets the context and clarifies how it meets the measure requirements
- Use of a cover page to set the stage for what follows
- If uploading multiple documents to meet a requirement, explain how they tie together to meet the requirement



Meeting Minutes Should:

- Be signed/dated
- Have names/titles/organizations represented when showing collaboration or elected officials
- Include sign-in sheets & agendas
- Be detailed enough to demonstrate the measure






- Read the PHAB Standards & Measures
 - Pay attention to the:
 - Purpose/Significance/Required Documentation/Guidance language
 - Word “**MUST**”
- Be concise, submit only what is requested – more is not better!
- Highlight Key Points
- Submitting links is good, but be sure they work!
- Use PDF format
- Use different programs throughout instead of focusing on only a few
- Population Public Health Focus
- Tell our story



Site visitors will stop reviewing documents as soon as they find conformity with the measure

Assessing Conformity

100%	Evidence of all Required Documentation	Fully Demonstrated	
99%	Close to complete documentation	Largely Demonstrated*	
50%		Slightly Demonstrated*	
1%	Some, but minimal documentation	Not Demonstrated*	
0%			

* For any rating less than Fully Demonstrated, the Site Visit Team will discuss.

PHAB 2014

- If you are missing part/all of the documentation, explain why
- State where you are in developing, reviewing, preparing for the process, annual review and/or report requested
- Health Departments DO NOT have to be perfect!



Questions



Thank You!



TEAMWORK

I can do things you cannot, you can do things I cannot; together we can do great things – Mother Theresa

