

## Accreditation Preparation Resources and Technical Assistance



Local health departments (LHDs) have different technical assistance needs based on their level of accreditation readiness. While some are just beginning to learn about the Public Health Accreditation Board's (PHAB's) national, voluntary accreditation program, others may be just about ready to apply. This document highlights available resources for key steps in the accreditation preparation process prior to the PHAB application process. Please note that these steps do not have to be completed in this order. Each LHD must choose what works best for them. Visit the listed websites to access resources that will answer your questions and streamline your efforts as you pursue accreditation.

STEP	RESOURCES
<p><b>Learn about PHAB:</b> To learn about accreditation and determine readiness to apply, several resources exist that offer answers to frequently asked questions, including the process, requirements, and cost and benefits.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/phabintro">www.naccho.org/phabintro</a>:</b></p> <ul style="list-style-type: none"> <li>• PHAB online orientation</li> <li>• NACCHO in-person presentations</li> <li>• NACCHO Accreditation Preparation Speakers Bureau</li> <li>• Answers to frequently asked questions</li> <li>• NACCHO webinar: <i>What's New with Accreditation?</i></li> <li>• PHAB readiness checklists</li> <li>• SACCHO training module</li> </ul>
<p><b>Complete prerequisites:</b> LHDs must have a completed community health assessment (CHA), community health improvement plan (CHIP), and agency strategic plan (dated within five years of the time of application) to be eligible to apply for accreditation.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/prerequisites">www.naccho.org/prerequisites</a>:</b></p> <ul style="list-style-type: none"> <li>• NACCHO Community Health Assessment and Improvement Planning website</li> <li>• NACCHO strategic planning trainings and guides</li> <li>• CHA/CHIP project resource clearinghouse</li> <li>• NACCHO consultation</li> <li>• Performance improvement teleconference series</li> <li>• Mobilizing for Action through Planning and Partnerships (MAPP) Clearinghouse</li> </ul>
<p><b>Form an accreditation preparation team:</b> The health director must appoint an accreditation coordinator to oversee the accreditation process. An accreditation preparation team should be formed and, depending on LHD size and structure, consist of any combination of senior management, management, program staff, and frontline staff.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/teams">www.naccho.org/teams</a>:</b></p> <ul style="list-style-type: none"> <li>• Accreditation 101 presentation for orienting staff</li> <li>• Accreditation coordinator position description</li> <li>• Guide to Documentation Selection and Submission Process</li> <li>• Story from the field: <i>Three Rivers District Health Department: Using a Vision of Public Health Excellence to Prepare for Accreditation</i></li> </ul>
<p><b>Collect and organize documentation:</b> Each LHD must demonstrate compliance with PHAB standards and measures by collecting and submitting documentation. The collection and electronic organization of documentation should begin in advance of submitting the PHAB application.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/documentation">www.naccho.org/documentation</a>:</b></p> <ul style="list-style-type: none"> <li>• PHAB Standards and Measures, Version 1.0</li> <li>• PHAB documentation selection guidance</li> <li>• PHAB documentation selection spreadsheet</li> <li>• Guide to documentation selection and submission process</li> <li>• Mind Manager software</li> <li>• NACCHO's example documentation website</li> <li>• NACCHO's documentation wizard</li> <li>• NACCHO consultation</li> <li>• NACCHO webinar: <i>The Cat's Out of the Bag: PHAB Beta Test Sites Share their Stories</i></li> <li>• Story from the field: <i>West-Allis Health Department: Pioneers in Public Health</i></li> <li>• Story from the field: <i>What We've Learned: Lessons from Locals Preparing for Accreditation</i></li> <li>• Accreditation Preparation Toolkit</li> </ul>

STEP	RESOURCES
<p><b>Engage local governing entity:</b> An LHD's local governing entity (LGE) must sign a letter of support for the LHD to pursue accreditation. Additionally, Domain 12 of the PHAB standards relates to governance, making it important to involve the LGE in the accreditation preparation process.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/LGE">www.naccho.org/LGE</a>:</b></p> <ul style="list-style-type: none"> <li>Public Health 101 PowerPoint presentation for LGEs</li> <li>Accreditation 101 PowerPoint presentation for LGEs</li> <li>Podcasts for LGEs</li> </ul>
<p><b>Budget for costs and fees:</b> PHAB's fees for accreditation are developed on a five-year schedule and based on the size of jurisdictional population served. Additional costs include staff time and resources needed to prepare for accreditation.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/fees">www.naccho.org/fees</a>:</b></p> <ul style="list-style-type: none"> <li>PHAB Accreditation Fee Schedule 2011–2012</li> <li>accreditNATION e-newsletter</li> <li>Federal funds</li> <li>NACCHO webinar: <i>Making the Best of a Bad Situation: One LHD's Restructuring for Sustainability and Accreditation</i></li> </ul>
<p><b>Engage in quality improvement:</b> The PHAB program is intended to be a platform for quality improvement (QI). Domain 9 for the PHAB standards relates to QI activities in an LHD. Additionally, an LHD must demonstrate to PHAB that it is continuously improving through the submission of annual reports.</p>	<p><b>Learn about and access the following resources at <a href="http://www.naccho.org/QI">www.naccho.org/QI</a>:</b></p> <ul style="list-style-type: none"> <li>Guide to Prioritization Techniques</li> <li>The ABCs of PDCA article</li> <li>QI 101 PowerPoint presentation</li> <li>Stories of Measurable Improvement in Public Health database</li> <li>NACCHO webinar: <i>The ABCs of PDCA</i></li> <li>NACCHO webinar: <i>The Road to Accreditation: Using QI to Achieve Standards</i></li> <li>NACCHO webinar: <i>Building a QI Culture at a Local Health Department</i></li> <li>Story from the field: <i>Peaceful Playgrounds: Using Evidence-Based Strategies and QI to Address Childhood Obesity in Florida</i></li> <li>Story from the field: <i>Using Quality Improvement to Respond to H1N1</i></li> <li>QI case examples</li> <li>Guide and template for developing a storyboard and template</li> <li>Michigan QI Guidebook</li> <li>The Public Health Memory Jogger</li> <li>Example QI plans and template</li> <li>QI Toolkit</li> <li>List of QI consultants</li> <li>Guide to Engaging a QI Consultant</li> <li>Public health certificate in performance improvement</li> <li>ASQ's Quality Tools website</li> </ul>
<p><b>Apply for accreditation:</b> Once an LHD is ready to apply and has completed all the preliminary accreditation preparation efforts listed above, it is ready to submit a letter of intent to PHAB and begin the actual PHAB application process. If your agency is ready to apply for accreditation, visit <a href="http://www.phaboard.org">www.phaboard.org</a> to begin the application process.</p>	<p><b>Learn about the application process and access the following resources at <a href="http://www.naccho.org/apply">www.naccho.org/apply</a>:</b></p> <ul style="list-style-type: none"> <li>Accreditation Coordinator Learning Community</li> <li>NACCHO's example documentation website</li> <li>NACCHO's documentation wizard</li> </ul>

Please note that this list of resources is not exhaustive and additional resources are available. E-mail [accreditprep@naccho.org](mailto:accreditprep@naccho.org) to find additional resources or with general questions.

**NACCHO**

National Association of County & City Health Officials

The National Connection for Local Public Health



The mission of the National Association of County and City Health Officials (NACCHO) is to be a leader, partner, catalyst, and voice for local health departments in order to ensure the conditions that promote health and equity, combat disease, and improve the quality and length of all lives.

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