



CENTRALIZED STATES

Policies and Procedures V 1.0

Adopted by the PHAB Board of Directors December 2011; Revised December 2012; Revised March 2013

DEFINITION OF CENTRALIZED STATE

A centralized health department is defined, for the purposes of PHAB accreditation, as a state public health organizational structure that operates all or most of the local health departments. Centralized health departments have a central office that provides administrative, policy, managerial direction, and support. The local health departments in centralized states are organizationally a part of the state health department. Employees are state employees, except for those in independent local public health departments, usually in one or more major city or county in the state.

TYPES OF APPLICANTS

Where the state or territorial health department operates local and/or regional health department(s), a single local or regional applicant or a number of individual applicants may choose to apply together.

Categories of centralized state PHAB accreditation applications are:

1. State health department application

This is a single health department application.

2. Local health department application

This is a single health department application.

3. Integrated local public health department system

This is a state health department application for some or all local health departments in the state.

If a state applies for one or more of its local health departments, the application review, site visit, and accreditation determination will be coordinated, concurrent, and performed as for one unit. (It is essential that health departments considering this category of application have a conversation with PHAB prior to submitting their Statement of Intent so that all aspects of the application category may be fully described.) Accreditation is awarded to the state's local health department

system as a whole. The state health department must be accredited prior to the accreditation of the Integrated local public health department system.

4. District or regional application as a local health department

Where state law (statutes, regulations, rules, executive orders, ordinances, case law, and codes) defines a district or region with multiple counties, working together to deliver services and/or perform functions, will be treated as one health department. Accreditation is awarded to the district or region as a whole.

PROCEDURES

Centralized state health department applications (Category 1) will be treated as any other state health department application.

Policies and procedures specific to categories 2, 3, and 4 are as follows:

	CATEGORY 2: Single Local Health Department	CATEGORY 3: Integrated Local Health Department System	CATEGORY 4: District or Region Health Department
Accreditation Coordinator Each applicant is required to appoint an Accreditation Coordinator (AC).	The state health department will determine if the Accreditation Coordinator (AC) is a staff person at the state level or local level.	A state Accreditation Coordinator (AC) must be appointed to coordinate the local health departments in the application. States are required to appoint an <i>Accreditation Lead</i> from each of the local health departments covered by the application.	The state health department will determine if the Accreditation Coordinator (AC) is a staff person at the state level or local level. If the AC is a state level person, a district or regional <i>Accreditation Lead</i> must also be appointed. This could be a regional, area, or district person responsible for the county in states that function in that manner and a person could be designated as Lead for more than one county.
Online Orientation The AC and the director of the Health Department are both required to complete PHAB's Online Orientation	The local health department AC and health department director must complete the online orientation	The local health departments' <i>Accreditation Leads</i> and local health department directors must complete the online orientation. The state AC and state health director (person with authority to contract with PHAB) must also complete the online orientation.	The District or region health department <i>Accreditation Lead</i> and health department director must complete the online orientation, even if the AC is from the state office. The state AC and state health director (person with authority to contract with PHAB) must also complete the online orientation.

	CATEGORY 2: Single Local Health Department	CATEGORY 3: Integrated Local Health Department System	CATEGORY 4: District or Region Health Department
Accreditation Coordinator Training All ACs are required to attend PHAB in-person training	When a single local health department in a centralized state applies, PHAB recommends that a person from the state office attend the AC training along with the local AC. Attendance would be expected only once for training provided for the same version of the standards/measures.	The state Accreditation Coordinator and the local health departments' Accreditation Leads must attend PHAB in-person training.	If the state designates a local health department (district/area/region) person as the AC, a representative from the state should also attend the training if they have not attended training for the version of the standards/measures in effect at the time of the application.
Application		<p>The state health department may apply for some or all local health departments in the state as one integrated public health department system, centrally administered by the state health department. The state health department must be accredited before the local health department review process can begin under this option.</p> <p>The state health department will need to demonstrate, in its application for the local health departments, the interdependence of the centralized/integrated health department system as well as its capacity to operationally and administratively support its local health departments.</p>	

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Application: Health Department Descriptions Applications require the department's budget amount, number of employees and FTEs, and size of population.	County data should be submitted.	Health department descriptive data will be submitted separately for each local health department included in the application.	Data should be totaled for the jurisdiction covered by the application.
Application: Letter of Support		Local health directors must submit a letter of cooperation and understanding of the application covering their department.	
Standards and Measures	Compliance with local-level standards must be demonstrated for local health department.	Compliance with local-level measures must be demonstrated for each local health department. Documentation is required from each local health department included in the application.	Compliance with local-level standards must be demonstrated for district/region health department.
State Developed Documentation PHAB Documentation Guidance includes provisions for documentation developed by a larger governmental unit.	<p>Once a measure is met with documentation by any level health department (state, county, district/area/region) within a centralized state, that documentation is accepted as meeting the measure for all health departments in that state for that PHAB application cycle. (For example, if documentation is deemed to meet a measure at a state level, it is automatically deemed to meet the measure at local, regional, or district levels, in that state, within that application cycle.) This does not apply to the strategic plan, community health assessment, or community health improvement plan, all of which must be specific to the populations served by the jurisdiction of the local or state health department.</p> <p>However, each level (local and state) health department must demonstrate how that documentation deemed to meet the measure is applied and operationalized at the level of application.</p> <p>State policies will be assumed to apply to all local health departments included within the application, with any exceptions noted by the applicant.</p>		

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Documentation Examples		The state health department will submit documentation for each local health department included in the application. Site Visitors will conduct a paper review of that documentation for all local health departments. In this way, the Site Visit Team will be able to assess conformity with the measures for each local health department, as required above (“Standards and Measures” row).	
Documentation: CHA/CHIP/Strategic Plan	The local health department must submit a CHA and CHIP with their applications	Each of the local health departments included in the application is required to submit a CHA, a CHIP, and a strategic plan. The local CHA/CHIP will need to describe the connection with the state health department CHA/CHIP. The local health department must demonstrate how it integrates its local strategic plan with the state strategic plan.	The district/region health department is required to submit a CHA and a CHIP. The state level CHA and CHIP could be used only if it contains information detailing information specific to the district/region health department jurisdiction and the population it serves; describes active local community participation; includes locally collected information and/or data to supplement that collected for the state level CHA/CHIP; and sets forth policies and plans specific to the district/region health department jurisdiction.
Documentation: Governance (Domain 12)	Local, district, area and regional level health departments in a centralized state (that do not operate as independent entities) are covered by the state governance structure. Interaction with the state level health department concerning governance issues must be demonstrated.		
	Interaction with any local governmental entities that have a partial role in local health department operations (local fee authority, local advisory board, for example) must also be demonstrated by each local health department included in the application.		

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Site Visits		Local health departments included in an integrated local health department system application should proceed as if they will all be site visited. After a paper review of all of the documentation has been completed, a meaningful sample of the local health departments included in the accreditation application will be selected for a site visit. The sample will be recommended by the Research and Evaluation division of the PHAB operations and approved by the Executive Committee prior to implementation. Once that sample has been selected, the state health department will be notified and the site visits will be conducted as any other site visit under accreditation consideration.	
Site Visit Team Members	When a local, health department applies at the same time as the state level health department in a centralized state (separate applications), if applications are submitted within the same application period and standards version. The Site Visit Team chair for site visits to health departments in centralized states will have experience with a centralized state.	A special Site Visit Team will be assigned to this category of application based on the complexity of the application. PHAB will have overlap of the state Site Visit Team membership with the local Site Visit Team membership. The Site Visit Team chair for Site Visits to centralized state and local health departments will have experience with centralized state states.	When a district, area, or regional health department applies at the same time as the state level health department in a centralized state (separate applications required), PHAB will endeavor to have some overlap of SV team membership, if applications are submitted within the same application period and standards version. The Site Visit Team chair for site visits to health departments in centralized states will have experience with a centralized state.

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Site Visit Team Size	The number of members of the site visit team would be the normal number: 3 -4.	SV team size should vary according to the number of local health departments and geographic distance involved. Flexibility will be used in determining the number of Site Visit team members and the number of visit days needed.	
Site Visit Schedule When both the state and a local health department in a centralized state apply for accreditation at the same time, (these will be separate applications), it is recommended that the state be scheduled to have its site visit before the local health department.	If the local health department is advanced in the application process, the local can be scheduled for a site visit and completed first, with the state's approval.		If the district/region health department is advanced in the application process, the district/region health department can be scheduled for a site visit and completed first, with the state's approval.
Site Visit Report		There will be separate sections for each local health department covered by the application, to the extent that the documentation speaks to local situations, especially for opportunities for improvement and best practices.	
Accreditation Status		Accreditation will be conferred on the group of local health departments in the application, as a group, under the state's integrated public health system umbrella. The local health departments will not receive individual accreditation.	

	CATEGORY 2: Single Local Health Department	CATEGORY 3: Integrated Local Health Department System	CATEGORY 4: District or Region Health Department
		Since the integrated state/local system is being considered for accreditation, the performance of each health department will affect the final decision for all. Accreditation will not be awarded to individual local health departments under this option.	
Fee		A specific fee schedule applies to this application option.	