

# Getting Started: Guidance for Site Visit Team Members (DRAFT)

March 2013

## Prepare for the First Site Visit Team Call

The first Site Visit Team group activity is a team conference call to make Domain assignments and organize the team's work. As a team member, there are several steps that you should take to prepare for the first Site Visit Team conference call. As soon as you receive your Site Visit Team assignment, you should:

**1. Watch the short *Site Visitor e-PHAB Refresher video*** to reacquaint yourself with the Pre-Site Visit Review process and e-PHAB online information system.

**2. Review the health department's Application materials.** This will provide general information about the health department and provide a context for the review of the documentation.

**3. Think about which Domains you are best suited to serve as the lead reviewer.** You will be responsible for reviewing the health department's documentation in the Domains to which you are assigned.

**4. Review the materials PHAB provided at the Site Visitor Training,** especially the **PHAB Site Visitor Guide Version 1.0.**



## **1. To access the *Site Visitor e-PHAB Refresher video*:**

- Visit **[www.cecentral.com/phab](http://www.cecentral.com/phab)** (this is the same website that hosts the PHAB Online Orientation).
- Click on "view webcasts" under the "Site Visitor e-PHAB Refresher" heading on the left navigation bar of the website.
- The refresher video is password protected. Enter the password **sitevisitors2012** as one word for the Authorization Code.
- Click on the hyperlinked title "e-PHAB refresher for Site Visitors".
- On the top of the page you will see a series of arrows for "activity progress". Click on "2 – LEARN".
- Click on the video play button on the left of the page. The video will open in a new window. Maximize the window or click on the icon for a full screen view.
- If you would like CE credit for viewing the video, click "proceed" after the video ends, or close the window that opened to view the video and click "3 - GET CREDIT". You will log in, select the type of credit you desire, and complete the quiz and the evaluation to receive credit. A certificate can be printed, if desired. If you do not have a CE Central account, you will need to create one to proceed.



APPLICATION SECTION	STATUS
Application Profile	Complete
Fee Calculation	Complete
Health Department Overview	Complete
Public Health Programs	Complete
- Administration	Complete
- Assessment	Complete
- Surveillance	Complete
- Tobacco and Child Health	Complete
- Submissions	Complete
- Accreditation	Complete
- Reciprocity	Complete
- Other Environmental Health Activities	Complete
- Other Health/Community Services	Complete
Health Department Facilities Checklist	Complete
Health Department Local Characteristics Checklist	Complete
Required Documents	Complete

**2. To review the health department's Application:** Log in to e-PHAB to see the health department's application. You can access the health department's website from their application. You will also want to review the health department overview and the list of public health programs offered.

**3. Think about which Domains you are best suited to serve as the lead reviewer:** Are their Domains in which you have professional experience or particular interests? Your Team Chair will do his or her best to accommodate your preference, but you may be assigned a Domain other than ones you self-identified.

**4. Review the materials PHAB provided at the Site Visitor Training:** Be sure that you are clear on your role and responsibilities. Review the PHAB accreditation process and note any questions you have. The first Site Visit Team's call is a good time to ask those and other related questions.