



**MULTIJURISDICTIONAL (MJD)  
PUBLIC HEALTH ACCREDITATION  
PROCESS GUIDANCE**

**August 2014**

TOPIC	MULTIJURISDICTIONAL BOARD POLICY	PROCESS/PROCEDURES
<p><b>1. Definition</b></p>	<p>Entities that meet the PHAB definition of a Tribal or local health department may apply jointly for PHAB accreditation if some essential services are provided by formally sharing resources and the sharing of resources can be clearly demonstrated. (Board policy)</p> <p>The relationship must be that of the health departments working together to deliver services and/or perform functions over the combined jurisdiction. For multijurisdictional applications, the partnering health departments, which could be two or more health departments, will apply as a single entity. (Board policy)</p> <p>Multijurisdictional applications must demonstrate a high degree of inter-dependence in order to be considered a legitimate application. This means that the health departments included in the application have a strong track record of working together and could not fulfill their public health role in assuring the ten essential public health services without their inter-dependent relationship. (Board policy)</p>	
<p><b>2. Geographic Area</b></p>	<p>PHAB policy is for a preference for geographically contiguous jurisdictions to be included in a multijurisdictional application, unless a solid explanation for a working relationship that is not geographically contiguous can be made. (Board policy)</p>	<p>PHAB will consider the appropriateness of the applications with non-contiguous jurisdictions before the SOI is deemed complete by the Program Specialist. (See Section 6, below)</p>

	PHAB reserves the right to limit the number of health departments included in a multijurisdictional application if the number exceeds that which PHAB can reasonably include in a single review process. (Board policy)	PHAB will determine the acceptability of the number of health departments included in the application before the SOI is deemed complete by the Program Specialist.
<b>3. Lead Health Department</b>	The partnering health departments must select one lead health department to apply on behalf of all the partners. (Board policy)	The lead health department will be the lead in e-PHAB, on behalf of the other health departments. That is, the lead health department will submit the SOI, the application, the documentation, the responses to the completeness review, the responses to the pre-site visit review, the review of the site visit report for factual errors, the Action Plan (if required), and the Annual Reports.
<b>4. Accreditation Coordinator</b>	<p>The partnering health departments must select one lead Accreditation Coordinator to be the PHAB contact for all the partners. (Board policy)</p> <p>It is recommended that each health department designate an Accreditation Coordinator to provide internal coordination and ensure multijurisdictional partner collaboration. (Board policy)</p>	<p>The lead AC must have a reporting relationship with the lead health department.</p> <p>The AC for the MJD application may also be the AC for one or more health departments in the application.</p> <p>The lead Accreditation Coordinator will enter all information in e-PHAB on behalf of all of the health departments in the MJD application.</p> <p>The lead AC may add staff of other health departments or ACs of the other health departments to e-PHAB so that they may upload documentation in e-PHAB.</p>
<b>5. Online Orientation</b>	It is required that the health department director of the lead health department and the lead Accreditation Coordinator complete the PHAB Online Orientation prior to the submission of the Statement of Intent. (Board policy)	The lead health department director and the lead AC must submit their PINS with the SOI.

	It is recommended that the Accreditation Coordinators and health department directors of the other partnering health departments also complete the Online Orientation. (Board policy)	PHAB will collect the PINs of the Accreditation Coordinators and health department directors of the other partnering health departments (see Section 8 below).
<b>6. Statement of Intent</b>		PHAB will discuss the approach the health departments plan to take at the SOI phase and at any point in the process to ensure that all parties understand this application option and the procedures.
<b>7. Statement of Intent: Population Number</b>		The lead health department will submit the combined population of the health departments included in the application for the “Population of the jurisdiction served by the local health department as defined by the most recent available census data” question on the SOI.
<b>8. Application: MJD’s and Health Departments’ Descriptions</b>	<p>The application form requires that the departments’ budget amount, number of employees and FTEs, and size of population be provided. This information must be provided for each health department in a multijurisdictional application rather than for the multi-jurisdiction as a whole. (Board policy)</p> <p>The business and working relationship of multijurisdictional applicants must be well established and well defined. The relationship cannot be simply an ‘of convenience’ or paper-only relationship to apply for accreditation. (Board policy)</p>	<p>The lead health department will complete and upload a form provided by PHAB as part of the application. The form will collect the following information:</p> <ol style="list-style-type: none"> <li>(1) A written description of the business relationship of the health departments in the application and how long the relationship has been in place;</li> <li>(2) A written description and chart of the organizational structure of the partnership of the health departments in the application including any governing entity or entities;</li> <li>(3) Each health department’s application information, e.g., population served, budget, FTEs, etc.;</li> <li>(4) The PINs for the health department directors and accreditation coordinators of</li> </ol>

		<p>all of the health departments included in the application.</p> <p>The lead health department will upload the form on the application page of “Required Documents” under question 4, “Health Department Organizational Chart.”</p>
<b>9. Application: Appointing Authority Letter Of Support</b>		<p>One letter with all of the appointing authorities’ signatures <u>or</u> one <i>pdf</i> with combined individual letters from each appointing authority must be uploaded into e-PHAB.</p>
<b>10. Application: Participating HDs’ Letters of Support for Accreditation</b>	<p>Each of the health department directors of the partnering health departments must submit a letter of support for the application covering their department. (Board policy)</p>	<p>One letter with all of the health department directors’ signatures <u>or</u> one <i>pdf</i> with combined individual letters must be uploaded into e-PHAB.</p> <p>The lead health department will upload the letter(s) on the application page of “Required Documents” with the letter of support from the appointing authorities.</p>
<b>11. Application: MOU</b>	<p>The partnering health departments must submit a memorandum of understanding (MOU) or similar documentation describing in detail the multi-department relationship. (Board policy)</p>	<p>The lead health department will upload the MOU or other formal written agreement as part of the application with the letter(s) of support from the appointing authorities.</p>
<b>12. Accreditation Coordinator Training</b>	<p>The lead Accreditation Coordinator will attend the PHAB in-person Accreditation Coordinator training and the partners, as a group, may send one other staff person to the training, at the partnering health department’s expense. (Board policy)</p>	
<b>13. Documentation Submission: Shared Documentation</b>		<p>Multijurisdictional-wide documentation may be submitted, for example, human resources policies.</p>

		<p>Some documents may be shared by a sub-set of the health departments in the application. (For example, three out of five health departments in a MJD application may share documentation and the other two either share documentation or have documentation specific to their health department).</p> <p>In some cases there may be individual documentation for each health department.</p> <p>Multijurisdictional shared policies and procedures must be current and in use in all health departments for which the documentation was submitted included in the application.</p> <p>Multijurisdictional shared plans, for example, quality improvement plan, emergency preparedness plan, and workforce development plan, must demonstrate how the plans are applied and operationalized (individually or jointly) in the health departments.</p>
<p><b>14. Documentation Submission Protocol</b></p>	<p>Documentation from each health department included in the application should be submitted where needed to indicate conformity with the standards and measures. (Board policy)</p>	<p>In some cases <u>one document/example might apply to all the HDs</u> included in the application. If so, that should be clear in the title as well as in the documentation submitted and/or the Required Documentation narrative in e-PHAB. Documents/examples that apply to all health departments will be uploaded one time (not for each health department).</p>

		<p><u>If there is not a common document/example for all health departments</u>, then documentation for each health department or sub-groups of health departments must be submitted. That is, each health department must have documentation that pertains to it, whether it is shared by some or all of the other health departments or it is specific to only that health department.</p> <p>If multiple examples are necessary for the “Required Documentation” of a measure, they must be consolidated into one document for that health department for that specific Required Documentation for the measure.</p> <p>PHAB will provide a nomenclature for naming documents to designate to which health departments the document relates. The Accreditation Coordinator must upload the documents using the nomenclature for the health departments and they must be uploaded in the same order for every required documentation.</p> <p>The applicant will be asked to complete a spread sheet provided by PHAB that identifies where documents are MJD-wide, where they are shared by a sub-set (and by which health departments), and where the documentation is specific to one health department.</p>
<p><b>15. Community Health Assessments, Community Health Improvement Plans, and Strategic Plans</b></p>		<p>The health departments in the application may submit one CHA, one CHIP, and one strategic plan for all of the health departments. However, the CHA and CHIP</p>

		<p>must include local data and information required in the Standards and Measures that is specific to each of the jurisdictions of the health departments. That is, each jurisdiction served by the health departments in the application must be included in a CHA and CHIP. Likewise the strategic plan must include information required in the Standards and Measures that is specific to each health department in the application. Or, each health department in the application may submit its own CHA, CHIP, or strategic plan. A combination of the two options would also be acceptable.</p>
<b>16. Documentation Review - Standards</b>	<p>Compliance (<i>conformity</i>) with local-level standards must be demonstrated for each partnering health department. (Board policy)</p>	<p>Submitted documentation must address all/each health departments. That is, documentation that is submitted will not leave out one or some of the health departments.</p>
<b>17. Documentation Review - Process</b>	<p>The accreditation review process for a multijurisdictional application will proceed according to the same review process as for any other local health department. (Board policy)</p>	<p>The pre-site visit review may include both the completeness review and the conformity review simultaneously and will be conducted by PHAB site visitors.</p> <p>The applicant will be informed if the completeness review and the conformity review are being combined for efficiency, at no penalty to the applicant. The same review policies and applicant response times apply (60 days total).</p>
<b>18. Documentation Assessment</b>	<p>The degree of inter-dependence will be measured by the health departments' demonstration of joint work in at least half of the domain areas, with documentation of that joint work demonstrated in the majority of the measures within those domains. (Board policy)</p>	<p>Site Visitors will assess the degree of inter-dependence based on the amount of the shared documentation.</p>



	<p>Once a site visit team assesses a piece of <u>shared</u> documentation in a multijurisdictional application, that documentation will not be assessed again. That is, once a measure is assessed with shared documentation (Fully Demonstrated, Largely Demonstrated, Slightly Demonstrated, or Not Demonstrated), it is assessed for all health departments in the multijurisdictional application that share that documentation. (Board policy)</p> <p>However, each health department must demonstrate how the documentation is applied and operationalized in their health department. (Board policy)</p>	<p>Site Visitors will conduct a review of the documentation for all Tribal/local health departments in the application.</p> <p>The Site Visit Team will assess conformity with each measure for each health department.</p>
<p><b>19. Site Visits</b></p>		<p>All health departments included in a multijurisdictional application will be site visited.</p> <p>Flexibility will be used in determining the number of Site Visit days needed. Site visit agendas may be adjusted for one day visits at each health department, depending on the number of health departments included in the application.</p> <p>Required components of the site visit include:</p> <ul style="list-style-type: none"> <li>• Entrance Conference (with all health departments included in the application)</li> <li>• A session to speak with all HDs together about the working relationship (may be part of or an extension of the Entrance Conference)</li> <li>• Community engagement</li> <li>• CHA/CHIP/SP discussion</li> </ul>

		<ul style="list-style-type: none"> <li>• Interview with each HD Director</li> <li>• Walk through of each health department</li> <li>• Trends that arise from the pre-site visit review from within or across Domains</li> </ul>
<b>20. Site Visit Team Members</b>		The Site Visit Team will be selected by PHAB in accordance with its standard procedures.
<b>21. Site Visit Team Size</b>		Site Visit Team size will vary according to the number of health departments and geographic distance involved.
<b>22. Site Visit Report</b>		There will be separate sections for each health department covered by the application. There will be assessments for each health department for each measure if the documentation is not shared. There will be a MJD-level assessment if the documentation is shared.
<b>23. Accreditation Status</b>	PHAB will accredit only health departments in a multijurisdictional application category; PHAB does not accredit governance structures, consortia or informal organizational arrangements. Therefore, PHAB will accredit each health department in the multijurisdictional application. All health departments in a multijurisdictional application will receive accreditation status, or none will. (Board policy)	
<b>24. Fee</b>	The intent of the formula was that the total population covered by the multijurisdictional	

	<p>application be used to calculate the fee for these applications. This clarification would end the concern expressed by the field that PHAB would require all health departments in the application to be considered separately and pay fees accordingly. Since PHAB anticipates that most of the health departments that would apply under a multijurisdictional application are small health departments, it is possible that PHAB may need to develop a different approach to this fee structure in the future. Until PHAB has some history to provide cost data, however, the approach PHAB has taken is the most appropriate, the easiest to explain to the field, and the most fair. (PHAB Fee Committee minutes, January 10, 2013)</p>	
<b>25. Action Plan</b>		<p>If an action plan is required for the multijurisdictional application, it will be an Action Plan for all of the health departments in the application. However, some requirements for the Action Plan may be specific to a health department.</p>
<b>26. Annual Report</b>		<p>The lead health department must submit one Annual Report in e-PHAB that includes each health department in the MJD application.</p>