



*Advancing
public health
performance*

Public Health Accreditation Board

National Public Health Department Accreditation

Readiness Checklists

VERSION 1.0
APPROVED MAY 2011

Overview

The Readiness Checklists are lists of general expectations that PHAB defines for any health department that is considering applying for public health department accreditation. The checklists explore various aspects and activities of the health department and assist the department with charting a course of action to prepare for public health department accreditation. PHAB recommends that health departments complete all of the tasks listed in the checklists before submitting a Statement of Intent to PHAB. These checklists do not assist the department to determine if it is in conformity with or meets any of the PHAB standards and measures.

The tasks in these readiness checklists are divided into four sections:

| | |
|--|---|
| 1. Initial Checklist | Determines eligibility and support for seeking public health department accreditation. |
| 2. Prerequisite Checklist | Determines if the prerequisite community health assessment, community health improvement plan, and department strategic plan are in place. |
| 3. Process Readiness Checklist | Determines if the health department has put in place the processes recommended for public health department accreditation. |
| 4. Organizational Readiness Checklist | Determines if the health department has begun the tasks to prepare for public health department accreditation and is ready to submit their Statement of Intent to PHAB. |

How to Complete the Checklists

- In completing the checklists for the first time, review each task and indicate the initial status.
- In subsequent reviews, the "X" mark for the task may move into other columns until the task is complete. When completed, the date is entered.
- These checklists can be used to document progress made in preparing to participate in the national public health department accreditation process. The health department may choose to review these checklists on a regular basis.
- These readiness checklists are for a health department's internal use only. The completed checklists are not to be submitted to PHAB.

Terminology

Various terms used throughout the checklists are defined below:

| | |
|--------------------------|--|
| Task | the activity that is recommended for health department readiness to apply for public health department accreditation |
| Responsible Staff | the person assigned to direct and/or complete a task |
| Not Yet Started | the health department has not begun any work toward completing the task |
| Underway | the health department is in the process of implementing the task or doing work towards its completion |
| Complete | the health department has completed the work of the task |
| Date Complete | the date that the review and/or work of this task was completed |

1. Initial Checklist

Place an "X" in the "No" or "Yes" box and note the date completed.

| Question | No | Yes | Date Completed |
|---|----|-----|----------------|
| Is the health department eligible for PHAB accreditation? (<i>see definitions below</i>) | | | |
| Does the director of the health department support the health department's seeking PHAB accreditation? | | | |
| Does the appointing authority for the health department director support the health department's seeking PHAB accreditation? | | | |
| If there is a Board of Health or other governing entity, does it support the health department's seeking PHAB accreditation? | | | |
| Has the director of the health department considered the costs of applying for PHAB accreditation and the implications for the department's budget? | | | |
| Has staff of the department reviewed the ten essential public health services and determined that the department is providing all ten? | | | |
| TOTAL | | | |
| <i>All items in this initial evaluation of readiness should be "yes" before moving forward.</i> | | | |

| Definitions of Eligible Public Health Departments | |
|---|---|
| State and Territorial Health Department | A state or territorial health department is defined, for the purposes of accreditation, as the governing entity recognized in the state's or territory's constitution, statutes, or regulations, or established by Executive Order, which has primary statutory authority to promote and protect the public's health and prevent disease in humans. Health departments that are a part of an umbrella organization, super public health agency, and super agency that oversees public health functions as well as other government functions, are eligible to apply. However, it is only the public health function that will be reviewed and accredited. |
| Local Health Department | A local health department is defined, for the purposes of accreditation, as the governmental body serving a jurisdiction or group of jurisdictions geographically smaller than a state, which is recognized in the state's constitution, statute, or regulations or established by local ordinance or through formal local cooperative agreement or mutual aid, and which has primary statutory authority to promote and protect the public's health and prevent disease in humans.. The entity may be a locally governed health department, a local entity of a centralized state health department, or a regional, county or district health department. |
| Tribal Health Department | A Tribal health department is defined, for the purposes of accreditation, as a federally recognized Tribal government ¹ , Tribal organization or inter-Tribal consortium as defined in the Indian Self-Determination and Education Assistance Act, as amended, with jurisdictional authority to provide public health services, as evidenced by constitution, resolution, ordinance, executive order or other legal means, intended to promote and protect the Tribe's overall health, wellness and safety; prevent disease; and respond to issues and events. Federally recognized Tribal governments may carry out the above public health functions in a cooperative manner through formal agreement, formal partnership or formal collaboration. ¹ As evidenced by inclusion on the list of recognized Tribes mandated under 25 U.S.C. § 479a-1. Publication of List of Recognized Tribes. |

2. Prerequisite Checklist

Place an "X" in the box that describes where your health department is currently with finalizing the prerequisites.

| Task | Responsible Staff | Not Yet Started | Underway | Complete | Date Completed |
|---|-------------------|-----------------|----------|----------|----------------|
| The health department has a community health assessment that is ready to submit with an application for PHAB accreditation. | | | | | |
| The health department has a community health improvement plan that is ready to submit with an application for PHAB accreditation. | | | | | |
| The health department has a department strategic plan that is ready to submit with an application for PHAB accreditation. | | | | | |
| TOTAL PREREQUISITES COMPLETED AND CURRENT | | | | | |
| <p><i>All items in this prerequisites evaluation of readiness must be complete and current (within the past 5 years) prior to submitting an application for PHAB accreditation. An application will not be considered complete and will not be accepted by PHAB without these three prerequisites. For descriptions of these documents and the elements that they should include, see the PHAB Standards and Measures Version 1.0.</i></p> | | | | | |

3. Process Readiness Checklist

Place an "X" in the box that describes the status of your health department in implementing processes to prepare for national public health department accreditation.

| Task | Responsible Staff | Not Yet Started | Underway | Complete | Date Completed |
|--|-------------------|-----------------|----------|----------|----------------|
| Has the department designated an Accreditation Coordinator? | | | | | |
| Has the Accreditation Coordinator completed the PHAB online orientation? | | | | | |
| Has the director of the health department completed the PHAB online orientation? | | | | | |
| Has a department multidisciplinary accreditation team been established? | | | | | |
| Have all members of the accreditation team completed the PHAB online orientation? | | | | | |
| Is the appointing authority for the health department director engaged in the accreditation process? | | | | | |
| If there is a Board of Health or other governing entity, is it engaged in the accreditation process? | | | | | |
| Does the department have the capability to produce electronic documentation? | | | | | |
| Does the department have the capability to establish an internal electronic filing system, with a separate file for each measure, to be a repository for documentation? | | | | | |
| Does the department implement a process to systematically review department policies and procedures and revise and date them, as needed? | | | | | |
| Is there evidence that collaboration with Tribal, state, or community partners and stakeholders is inherent in how the health department conducts planning, develops policy, and completes its work? | | | | | |

Please note that the items listed on this checklist are key activities but that this list is not an all-inclusive list of activities for the preparation for accreditation. Each health department that is considering applying for national public health department accreditation needs to develop its own unique work plan to ensure that it is ready for national public health department accreditation.

4. Organizational Readiness Checklist

Place an "X" in the box that describes the status of your health department in completing tasks to prepare for accreditation.

| Task | Responsible Staff | Not Yet Started | Underway | Complete | Date Completed |
|---|-------------------|-----------------|----------|----------|----------------|
| Has the department accreditation team begun to meet to discuss tasks and how to organize the work? | | | | | |
| Has the department established an internal electronic filing system, with a separate file for each measure, to be a repository for required documentation? | | | | | |
| Has a process been developed to select potential program documentation that is the most relevant for each measure and the best example for the department? | | | | | |
| Has the department accreditation team reviewed the Guide to National Public Health Department Accreditation? | | | | | |
| Has the department accreditation team reviewed the PHAB Standards and Measures? | | | | | |
| Has the department considered the timeframes required for each piece of documentation? | | | | | |
| Has the department reviewed department documents and dated and signed them, as needed? | | | | | |
| Has the department completed an initial "self-study" or review of the standards, measures, and required documentation to determine areas of strength and opportunities for improvement? | | | | | |
| Has the department developed and begun implementation of plans to address identified opportunities for improvement? | | | | | |
| Has the department sought and secured technical assistance to address opportunities for improvement? | | | | | |
| Has the department identified a target date for submitting a Statement of Intent to PHAB? | | | | | |

Please note that the items listed on this checklist are key activities but that this list is not an all-inclusive list of activities for the preparation for accreditation. Each health department that is considering applying for national public health department accreditation needs to develop its own unique work plan to ensure that it is ready for national public health department accreditation.



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