

e-PHAB Application Information 2011-2012

The **Public Health Accreditation Board (PHAB)** was created to serve as the national public health accrediting body, and is jointly funded by the Centers for Disease Control and Prevention and the Robert Wood Johnson Foundation. The development of national public health accreditation has involved, and is supported by, public health leaders and practitioners from the national, Tribal, state, and local levels. Learn more about PHAB or sign up for the PHAB e-newsletter by visiting www.phaboard.org.

Significance of the PHAB Application

The application is formal notification to PHAB of a health department's official commitment to initiate the public health department accreditation process. The application is an agreement that the applicant will abide by the current and future rules of PHAB's accreditation process to achieve and maintain accreditation status for the five year accreditation period. Health departments must comply with the requirements listed in the Orientation and Statement of Intent to be qualified to apply. The PHAB-determined application fee must be submitted to PHAB at the time the application is submitted.

Features of the e-PHAB Application

The application is a form integrated into PHAB's online information system, **e-PHAB**. Certain information from the health department's SOI will pre-populate the application and some edits are allowable. Technical terms will have pop-up definitions for clarity. Applicants may review and print the information before submission. A date of application submission and a date of application acceptance will be logged automatically with a time stamp. Applicants will receive an email confirmation of receipt from PHAB.



Required Activities Prior to Completing the e-PHAB Application

Before submitting an application, the health department director and the staff person who is designated as the health department's Accreditation Coordinator must complete the PHAB online orientation. Health departments must submit a Statement of Intent (SOI) prior to the submission of an application for national public health department accreditation. The SOI is valid for a period of no longer than 12 months from the time it is accepted by PHAB. If a health department does not apply for accreditation during that 12-month period, the SOI becomes invalid.

The Following Information is Asked on the e-PHAB Online Application

- Type of Accreditation Application (*accreditation or reaccreditation*)
- Health Department Type (*Tribal, state, local, or territorial*)
- Official Name of the Health Department
- Health Department Mailing Address and Website
- Physical Health Department Building Address (*if different from mailing address*)
- Health Department Director Contact Information
- Accreditation Coordinator Contact Information
- Fee Calculation (Based on Size of Population Served by the Health Department)
- Description of the Jurisdiction Served by the Health Department (*urban, rural, suburban, frontier*)
- Indication if the Area Served by the Health Department includes a Federally Recognized Tribal Health Department
- Annual Health Department Budget Amount
- Total Number of Employees at the Health Department
- Total Reported FTEs at the Health Department
- Health Department Governance Entity Description
- Appointing Authority Description
- Listing of All Public Health Programs that are Provided Directly by the Health Department, Provided by Non-Governmental Organizations Through Formal Partnerships/Contracts, and/or are the Responsibility of Another Government Agency
- Listing of Additional Health Department Facilities
- Description of Health Department Unique Characteristics
- Formal Acceptance by the Health Department Director of PHAB's Legal Agreements

Required Supporting Materials

In addition to completing the above information, the application requires the electronic signature of the health department director(s) and the following uploads:

- Community Health Assessment
- Community Health Improvement Plan
- Department Strategic Plan
- Letter of Support by the Health Department's Appointing Authority
- Health Department Organizational Chart
- Memorandum of Understanding (*multi-jurisdictional applicants only*)