



*Advancing  
public health  
performance*

# Public Health Accreditation Board

# Acronyms & Glossary *of* Terms

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## Terms

<b>AAR</b>	After Action Report
<b>ABCD</b>	Asset Based Community Development
<b>AC</b>	Accreditation Coordinator
<b>ACO</b>	Accountable Care Organization
<b>ADA</b>	Americans with Disabilities Act
<b>APEX-EH</b>	Assessment Protocol for Excellence in Environmental Health
<b>APEXPH</b>	Assessment Protocol for Excellence in Public Health
<b>COA</b>	Chart of Accounts
<b>CBPR</b>	Community-based Participatory Research
<b>CCO</b>	Coordinated Care Organization
<b>CEO</b>	Chief Executive Officer
<b>CHR</b>	Community Health Representative
<b>CHS</b>	Contract Health Services
<b>CLAS</b>	Culturally and Linguistically Appropriate Services
<b>CLCPA</b>	Cultural and Linguistic Competence Policy Assessment
<b>CLIA</b>	Clinical Laboratory Improvement Amendments
<b>EMS</b>	Emergency Medical Services
<b>EOP</b>	Emergency Operations Plan
<b>ERP</b>	Emergency Response Plan
<b>FAQ</b>	Frequently Asked Questions
<b>HAN</b>	Health Alert Network
<b>HD</b>	Health Department
<b>HIE</b>	Health Information Exchange
<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>ICS</b>	Incident Command System
<b>ISDEAA</b>	Indian Self-Determination and Educational Assistance Act
<b>IRB</b>	Institutional Review Board
<b>IT</b>	Information Technology
<b>JIC</b>	Joint Information Center
<b>MAPP</b>	Mobilizing for Action through Planning and Partnerships
<b>MCH</b>	Maternal and Child Health

<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NPHPS</b>	National Public Health Performance Standards
<b>PACE-EH</b>	Protocol for Assessing Community Excellence in Environmental Health
<b>PPE</b>	Personal Protective Equipment
<b>PPHR</b>	Project Public Health Ready
<b>PSA</b>	Personal Service Agreement
<b>QI</b>	Quality Improvement
<b>RHIO</b>	Regional Health Information Organization
<b>SOI</b>	Statement of Intent
<b>TA</b>	Technical Assistance
<b>TTY</b>	Teletypewriter
<b>USC</b>	United States Code
<b>WIC</b>	Women, Infants and Children Program

## Organizations

<b>APHA</b>	American Public Health Association
<b>ASTHO</b>	Association of State and Territorial Health Officials
<b>BIA</b>	Bureau of Indian Affairs
<b>CDC</b>	Centers for Disease Control and Prevention
<b>DHHS</b>	US Department of Health and Human Services
<b>EPA</b>	Environmental Protection Agency
<b>FDA</b>	Food and Drug Administration
<b>IHS</b>	Indian Health Service
<b>NACCHO</b>	National Association of County and City Health Officials
<b>NALBOH</b>	National Association of Local Boards of Health
<b>NIHB</b>	National Indian Health Board
<b>NNPHI</b>	National Network of Public Health Institutes
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PHAB</b>	Public Health Accreditation Board
<b>PHF</b>	Public Health Foundation
<b>RWJF</b>	Robert Wood Johnson Foundation

# A

## **Access**

Access is the potential for or actual entry of a population into the health system. Entry is dependent upon the wants, resources, and needs that individuals bring to the care-seeking process. The ability to obtain wanted or needed services may be influenced by many factors, including travel, distance, waiting time, available financial resources, and availability of a regular source of care. Access also refers to the extent to which a public health service is readily available to the community's individuals in need. Accessibility also refers to the capacity of the agency to provide service in such a way as to reflect and honor the social and cultural characteristics of the community and focuses on agency efforts to reduce barriers to service utilization. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett. 2009)

## **Accountable Care Organizations (ACO)**

Accountable Care Organizations are groups of doctors, hospitals, and other health care providers who come together voluntarily to give coordinated, high quality care to their Medicare patients. The goal of coordinated care is to ensure that patients, especially the chronically ill, get the right care at the right time, while avoiding unnecessary duplication of services and preventing medical errors. (<http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/ACO/index.html>)

## **Accreditation**

Accreditation for public health departments is defined as:

1. The development and acceptance of a set of national public health department accreditation standards;
2. The development and acceptance of a standardized process to measure health department performance against those standards;
3. The periodic issuance of recognition for health departments that meet a specified set of national accreditation standards; and
4. The periodic review, refining, and updating of the national public health department accreditation standards and the process for measuring and awarding accreditation recognition.

(Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA. May 2011)

## **Accreditation Committee**

The Accreditation Committee is the official body of the Public Health Accreditation Board who is responsible for reviewing and determining the accreditation status of health departments pursuant to Board-adopted policies and procedures. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

## **Accreditation Coordinator (AC)**

The Accreditation Coordinator is the person responsible for coordinating the application and accreditation process within the health department. The Accreditation Coordinator is the primary point of communication with the Public Health Accreditation Board staff during the accreditation process. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

### **Accreditation Decision**

The accreditation decision is the final status determination of the Public Health Accreditation Board's Accreditation Committee after review of the health department's site visit report. Accreditation decisions are based on the site visit report including the site visit team's scores and descriptive information. Accreditation decision categories are either accredited or not accredited. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

### **Administrative Areas**

Administrative areas are activities that relate to management of a company, school, or other organization. (<http://www.merriam-webster.com/dictionary/administrative>) For PHAB purposes, administrative areas are distinguished from program areas which provide public health programs or interventions.

### **Advisory Board**

Advisory boards of health report to a health officer and city, county, or township commissioners or trustees (the title varies). Advisory boards make recommendations and offer guidance on programs, policies, and budgets for public health operations. These recommendations are acted upon by those having the legal authority to govern. (Public Health Accreditation Board and National Association of Local Boards of Health. *Governance Engagement in National Voluntary Public Health Accreditation*. May 2010)

### **After Action Report (AAR)**

An After Action Report is a narrative report which captures observations of an exercise (for example: table top, functional exercise, or full scale exercise) and makes recommendations for post-exercise improvements; this is supplemented by an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. (Adapted from: US Department of Homeland Security. *Exercise and Evaluation Program (HSEEP) Volume 1: HSEEP Overview and Exercise Program Management*. Washington, DC: The Department; 2007)

### **Alignment**

Alignment is the consistency of plans, processes, information, resource decisions, actions, results and analysis to support key organization-wide goals. (Baldrige National Quality Program, 2005).

### **All Hazards Plan**

An all hazards plan is an action plan for the jurisdiction developed to mitigate, respond to, and recover from a natural disaster, terrorist event, or other emergency that threatens people, property, business, or the community. The plan identifies persons, equipment, and resources for activation in an emergency and includes steps to coordinate and guide the response and recovery efforts of the jurisdiction. (Adapted from: The Federal Emergency Management Agency (US). *Principles of Emergency Management [online]*. 2007 [cited 2012 Nov 6]. <http://training.fema.gov/EMIWeb/IS/is100blst.asp>)

### **Annual Report**

Annual reports are those reports that are required to be submitted to PHAB by accredited health departments. Annual reports must include a statement that the health department continues to be in conformity with all the standards and measures of the version under which accreditation was received; include leadership changes and other changes that may affect the health department's ability to be in conformity with the standards and measures; describe how the health department has addressed areas of improvement noted in the site visit report; describe how the health department will continue to address areas of improvement identified in the site visit report and/or by the health department in their

accreditation action plan; and describe work on emerging public health issues and innovations. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011).

### **Appointing Authority**

The appointing authority is the person with the power to hire the director of the health department. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011).

### **Assessment**

Assessment is defined as:

1. Collecting, analyzing, and using data to educate and mobilize communities, develop priorities, garner resources, and plan actions to improve public health.
2. One of the three core functions of public health, involving the systematic collection and analysis of data in order to provide a basis for decision-making. This may include collecting statistics on community health status, health needs, community assets and/or other public health issues. The process of regularly and systematically collecting, assembling, analyzing, and making available information on the health needs of the community, including statistics on health status, community health needs, and epidemiologic and other studies of health problems.

(*Assessment in Action: Improving Community Health Assessment Practice*, Clegg and Associates, 2003); Institute of Medicine. *The Future of Public Health*. Washington, DC: National Academy Press, 1988); Novick LF, Mays GP. *Public Health Administration: Principles for Population-Based Management*. Gaithersburg, MD: Aspen Publishers; 2001)

### **Assets**

Assets are resources available to achieve a specific end, such as community resources that can contribute to community-health improvement efforts or emergency-response resources, including human, to respond to a public health emergency. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett. 2009)

### **Asset Based Community Development**

Asset Based Community Development (ABCD), a way to identify and mobilize the assets in a community to facilitate positive change from the inside out. Individual capacities and community assets are harnessed to build neighborhoods and communities. ABCD is a process that gives a community the tools to address issues by utilizing the individual and community assets. People begin to connect by their capacities rather than their deficits. As a result positive initiatives are realized based on the gifts, talents, and skills within the community. Guiding principles to Asset Based Community Development are:

1. Everyone has gifts to contribute to the betterment of the community.
2. Relationships build a community. ABCD is an intentional way to build relationships.
3. People in leadership roles in the community are at the core of the community initiatives.
4. Leaders in the community engage others in the community to become involved in the effort to build capacity.
5. It is a way to motivate people to act in behalf of their community.
6. ABCD creates motivation to act.

(<http://midmichabcd.org/>)

An asset-based community development strategy starts with what is present in the community: the capacities of its residents and workers, the association and institutional base of the area—not with what is

absent, or with what is problematic, or with what the community needs. This strong internal focus is intended to stress the primacy of local definition, investment, creativity, hope and control. (Kretzmann JP, McKnight JL. *Building Communities from the Inside Out*. Skokie, IL: ACTA Publications; 1993.)

### **Asset Mapping**

Asset mapping is derived from an "asset-based" approach to community development, and refers to a range of approaches that work from the principle that a community can be built only by focusing on the strengths and capacities of the citizens and associations that call a neighborhood, community or county "home". As described by Kretzmann and McKnight<sup>1</sup>, there are three levels of assets to be considered. The first is the "gifts, skills and capacities" of the individuals living in the community. The second level of assets includes "citizen associations" through which local people come together to pursue common goals. The third level of assets is those institutions present in community, such as local government, hospitals, education, and human service agencies. Asset mapping is an extension of the basic notion of identifying and mobilizing the available resources needed to design and implement extension educational programs. Asset mapping emphasizes the idea of starting with the positive, i.e., *what is available from within* the community (county) to address the issue or concern rather than starting with a list of *what isn't available*. (<http://extension.missouri.edu/about/fy00-03/assetmapping.htm>, University Outreach and Extension, University of Missouri System and Lincoln University January 21. 1999)

### **Assurance**

Assurance is the process of determining that "services necessary to achieve agreed upon goals are provided, either by encouraging actions by other entities (public or private sector), by requiring such action through regulation, or by providing services directly." (Institute of Medicine, *The Future of Public Health*. Washington, DC: National Academy Press; 1988).

### **Audit**

An audit is a formal examination of an organization's or individual's accounts or financial situation. ([www.merriam-webster.com/dictionary/audit](http://www.merriam-webster.com/dictionary/audit)).

# B

## **Barriers to Care**

Barriers to receiving needed health care can include cost, language or knowledge barriers, and structural or logistical factors, such as long waiting times and not having transportation. Barriers to care contribute to socioeconomic, racial and ethnic, and geographic differences in health care utilization and health status. (<http://mchb.hrsa.gov/whusa11/hsu/downloads/pdf/303bcunc.pdf>)

## **Best Practices**

Best practices are the best clinical or administrative practice or approach at the moment, given the situation, the consumer or community needs and desires, the evidence about what works for a particular situation and the resources available. Organizations often also use the term promising practices which may be defined as clinical or administrative practices for which there is considerable practice-based evidence or expert consensus which indicates promise in improving outcomes, but for which are not yet proven by strong scientific evidence. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. [www.cdc.gov/nphpsp/PDF/Glossary.pdf](http://www.cdc.gov/nphpsp/PDF/Glossary.pdf))

## **Biologics**

Biologics are biological products (as a globulin, serum, vaccine, antitoxin, or antigen) used in the prevention or treatment of disease. (<http://www.merriam-webster.com/medical/biologic>)

## **Board of Health**

A board of health is a legally designated governing entity whose members are appointed or elected to provide advisory functions and/or governing oversight of public health activities, including assessment, assurance, and policy development, for the protection and promotion of health in their community. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. [www.cdc.gov/nphpsp/PDF/Glossary.pdf](http://www.cdc.gov/nphpsp/PDF/Glossary.pdf)).

## **Branding**

Branding is the marketing practice of creating a name, symbol or design that identifies and differentiates a product from other products (<http://www.entrepreneur.com/encyclopedia/branding>)

# C

## **Capacity**

Capacity consists of the resources and relationships necessary to carry out the core functions and essential services of public health; these include human resources, information resources, fiscal and physical resources, and appropriate relationships among the system components. (Turnock, BJ, *Public Health: What It Is and How It Works*, Jones and Bartlett, 2009)

## **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. 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. Compliance with local-level standards must be demonstrated for each local and/or regional unit. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

## **Chart of Accounts (COA) (Public Health)**

A chart of accounts is a created list of the accounts used by a business entity to define each class of items for which money or the equivalent is spent or received. ([http://en.wikipedia.org/wiki/Chart\\_of\\_accounts](http://en.wikipedia.org/wiki/Chart_of_accounts)).

In April 2012, the Institute of Medicine recommended creation of a COA to provide a common framework and system for tracking the flow of funds across the U.S. governmental public health system, similar to the systems that have been developed for other health and social service sectors (Institute of Medicine, April 2012, *For the Public's Health: Investing in a Healthier Future*)

## **Chronic Disease**

A chronic disease is a disease that has one or more of the following characteristics: it is permanent, leaves residual disability, is caused by a nonreversible pathological alteration, requires special training of the patient for rehabilitation, or may be expected to require long period of supervision, observation, or care. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett, 2009). Examples of chronic disease include heart disease, stroke, cancer, chronic respiratory diseases and diabetes. (*World Health Organization (Switzerland). Health Topics: Chronic Diseases [online]. 2012 [cited 2012 Nov 7]. Available from URL [http://www.who.int/topics/chronic\\_diseases/en/](http://www.who.int/topics/chronic_diseases/en/)*)

## **Cluster Evaluation/Analysis**

A cluster evaluation or analysis is a set of statistical methods used to group variables or observations into strongly inter-related subgroups. In epidemiology, it may be used to analyze a closely grouped series of events or cases of disease or other health-related phenomenon with well-defined distribution patterns in relation to time or place or both. ([www.lib.uchicago.edu/e/su/med/healthstat/statglossary.htm](http://www.lib.uchicago.edu/e/su/med/healthstat/statglossary.htm))

**Coalition**

A coalition is a union of people and organizations working to influence outcomes on a specific problem. They involve multiple sectors of the community that come together to address community needs and solve community problems. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

**Collaboration**

Collaboration is a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals. The relationship includes a commitment to mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards. (*Collaboration: What Makes It Work*, Amherst G. Wilder Foundation, 1998)

**Communicable Disease Data**

Communicable disease data includes information about diseases that are usually transmitted through person-to-person contact or shared use of contaminated instruments or materials. Many of these diseases can be prevented through the use of protected measures, such as high level of vaccine coverage of vulnerable populations. (Gostin and Hodges, *The Model State Emergency Health Powers Act*. 2001)

**Communication**

Communication is defined as a process by which information is exchanged between individuals through a common system of symbols, signs, or behavior. ([www.merriam-webster.com/dictionary/communication](http://www.merriam-webster.com/dictionary/communication))

**Communications Strategies**

Communications strategies are statements or plans that describe a situation, audience, behavioral change objectives, strategic approach, key message points, media of communication, management and evaluation. Health departments may develop communications strategies to address a variety of situation for health communications, emergency response, or health education. (Adapted from O'Sullivan, GA; Yonkler, JA; Morgan, W; and Merritt, AP. *A Field Guide to Designing a Communications Strategy*. Johns Hopkins Bloomberg School of Public Health Center for Communications Programs. Baltimore, MD. March 2003)

**Community**

Community is a group of people who have common characteristics; communities can be defined by location, race, ethnicity, age, occupation, interest in particular problems or outcomes, or other similar common bonds. Ideally, there would be available assets and resources, as well as collective discussion, decision-making and action. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett, 2009)

**Community Assets**

Community assets are contributions made by individuals, citizen associations, and local institutions that individually and/or collectively build the community's capacity to assure the health, well-being, and quality of life for the community and all of its members. (*National Association of County and City Health Officials (US). Mobilizing for Action through Planning and Partnerships (MAPP): Achieving Healthier Communities through MAPP, A User's Handbook*. 2001 [cited 2012 Nov 7].

[http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP\\_Handbook\\_fnl.pdf](http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP_Handbook_fnl.pdf))

### **Community-based**

Community-based activity is an activity that involves members of the affected community in the planning, development, implementation, and evaluation of programs and strategies. (IOM, *An Integrated Framework for Assessing the Value of Community-based Prevention*. Washington, D.C.: The National Academies Press; 2012)

### **Community-based Participatory Research (CBPR)**

Community-based Participatory Research is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community, has the aim of combining knowledge with action and achieving social change to improve health outcomes and eliminate health disparities. (W. K. Kellogg Foundation, Community Health Scholars Program, 2001 quotes from Minkler M, and Wallerstein N, editors. *Community-Based Participatory Research for Health*. San Francisco, CA: Jossey-Bass Inc.; 2003)

### **Community Engagement**

Community engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people” (Centers for Disease Control and Prevention [CDC], 1997, p 9) The goals of community engagement are to build trust, enlist new resources and allies, create better communication, and improve overall health outcomes as successful projects evolve into lasting collaborations (CDC, 1997; Shore, 2006; Wallerstein, 2002)

### **Community Guide**

The *Community Guide* (shorthand for *The Guide to Community Preventive Services*) is a resource to help in the selection of interventions to improve health and prevent disease in states, communities, community organizations, businesses, healthcare organizations, or schools. The *Community Guide* is also a resource for researchers and research funders to identify important gaps in what is known and to determine how to allocate scarce research funds. (Task Force on Community Preventive Services. *The Guide to Community Preventive Services*. Oxford University Press, 2005)

### **Community Health**

Community health is a field within public health concerned with the study and improvement of the health of biological communities. Community health tends to focus on geographic areas rather than people with shared characteristics. (<http://dictionary.reference.com/browse/community+health>)

The term "community health" refers to the health status of a defined group of people, or community, and the actions and conditions that protect and improve the health of the community. Those individuals who make up a community live in a somewhat localized area under the same general regulations, norms, values, and organizations. For example, the health status of the people living in a particular town, and the actions taken to protect and improve the health of these residents would constitute community health. ([http://www.encyclopedia.com/topic/Community\\_Health.aspx](http://www.encyclopedia.com/topic/Community_Health.aspx))

### **Community's Health**

The community's health is the perspective on public health that regards "community" as an essential determinate of health and an indispensable ingredient for effective public health practice. It takes into account the tangible and intangible characteristics of the community, its formal and informal networks and

support systems, its norms and cultural nuances, and its institutions, politics, and belief systems. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. [www.cdc.gov/nphpsp/PDF/Glossary.pdf](http://www.cdc.gov/nphpsp/PDF/Glossary.pdf))

### **Community Health Assessment**

Community health assessment is a systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The ultimate goal of a community health assessment is to develop strategies to address the community's health needs and identified issues. A variety of tools and processes may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation. (Turnock, B. *Public Health: What It Is and How It Works*. Jones and Bartlett, 2009). This definition of community health assessment also refers to a Tribal, state, or territorial community health assessment.

### **Community Health Improvement Plan**

A community health improvement plan is a long-term, systematic effort to address public health problems on the basis of the results of community health assessment activities and the community health improvement process. A plan is typically updated every three to five years. (<http://www.cdc.gov/stltpublichealth/cha/plan.html>)

This plan is used by health and other governmental education and human service agencies, in collaboration with community partners, to set priorities and coordinate and target resources. A community health improvement plan is critical for developing policies and defining actions to target efforts that promote health. It should define the vision for the health of the community through a collaborative process and should address the gamut of strengths, weaknesses, challenges, and opportunities that exist in the community to improve the health status of that community (Adapted from: United States Department of Health and Human Services, *Healthy People 2010*. Washington, DC)

This definition of community health improvement plan also refers to a Tribal, state or territorial community health improvement plan.

### **Community Health Improvement Process**

Community health improvement is not limited to issues clarified within traditional public health or health services categories, but may include environmental, business, economic, housing, land use, and other community issues indirectly affecting the public's health. A community health improvement process involves an ongoing collaborative, community-wide effort to identify, analyze, and address health problems; assess applicable data; develop measurable health objectives and indicators; inventory community assets and resources; identify community perceptions; develop and implement coordinated strategies; identify accountable entities; and cultivate community ownership of the process. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. [www.cdc.gov/nphpsp/PDF/Glossary.pdf](http://www.cdc.gov/nphpsp/PDF/Glossary.pdf))

### **Community Health Needs Assessment – Internal Revenue Service**

A Community health needs assessment is an assessment required under the Internal Revenue Code (IRS) by the Patient Protection and Affordable Care Act of 2010. The IRS requires hospital organizations to document compliance with CHNA requirements for each of their facilities in a written report. (Adapted from: *Patient Protection and Affordable Care Act, Public Law 111-148 (124 Stat. 119 (2010))*; Internal Revenue Code of 1986, 26 U.S.C. § 501(r))

The IRS requires the written report to include:

- A description of the community served
- A description of the process and methods used to conduct the assessment
- A description of methods used to include input from people representing the broad interests of the community served
- A prioritized description of all community health needs identified in the CHNA, as well as a description of the process and criteria used in prioritizing such needs
- A description of existing health care facilities and other resources in the community available to meet the needs identified in the CHNA.

([www.irs.gov/pub/irs-drop/n-10-39.pdf](http://www.irs.gov/pub/irs-drop/n-10-39.pdf))

### ***Community Mobilization***

Community mobilization is a dynamic process that involves planned actions to reach, influence, enable, and involve key segments of the community in order to collectively create an environment that will effect positive behavior and bring about desired social change. Segments include influential groups or individuals as well as formal and informal leaders among those who will directly benefit from the desired social change. The process therefore is grounded in local concerns and energy, and both empowers and ensures local ownership, leading to greater sustainability and impact. (Center for Global Health Communication and Marketing,

[http://www.globalhealthcommunication.org/strategies/community\\_mobilization](http://www.globalhealthcommunication.org/strategies/community_mobilization))

### ***Community Partnerships***

Community partnerships are a continuum of relationships between and among the LPHS and its constituents that foster the sharing of resources, responsibility, and accountability in community health improvement and undertaking advocacy for capacity development and the delivery of community health services and improving community health. Partnerships are formed to assure the comprehensive, broad-based improvement of health status in the community.

(<http://www.cdc.gov/nphsp/documents/glossary.pdf>)

### ***Community Resilience***

Community resilience is a measure of the sustained ability of a community to utilize available resources to respond to, withstand, and recover from adverse situations. (<http://www.rand.org/topics/community-resilience.html>)

### ***Compliance***

Compliance is defined as conformity in fulfilling official requirements. ([www.merriam-webster.com/dictionary/compliance](http://www.merriam-webster.com/dictionary/compliance))

### ***Continuing***

For the purposes of PHAB accreditation, continuing is defined as activities that have existed for some time, are currently in existence, and will remain in the future. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA, May 2011)

**Confidential Information**

Confidential information is any information about an identifiable person or establishment, when the person or establishment providing the data or described in it has not given consent to make that information public and was assured of confidentiality when the information was provided.

(<http://www.cdc.gov/hiv/topics/surveillance/resources/guidelines/epi-guideline/chapter5.htm>)

**Coordinated Care Organization (CCO)**

A coordinated care organization is a private or non-profit organization whose primary responsibility is the deliberate organization of patient care activities between two or more participants (including the patient) involved in a patient's care to facilitate the appropriate delivery of health care services. Organizing care involves the marshalling of personnel and other resources needed to carry out all required patient care activities, and is often managed by the exchange of information among participants responsible for different aspects of care.

(McDonald KM, Sundaram V, Bravata DM, et al. Rockville (MD): *Agency for Healthcare Research and Quality (US): June 2007*)

**Core Public Health Competencies**

Core public health competencies are a set of skills desirable for the broad practice of public health, reflecting the characteristics that staff of public health organizations may want to possess as they work to protect and promote health in the community (i.e., deliver the Essential Public Health Services). (Council on Linkages between Academia and Public Health Practice. *Core Competencies for Public Health Professionals [online]. 2010 [cited 2012 Nov 6].*

[http://www.pfh.org/resourcestools/pages/core\\_public\\_health\\_competencies.aspx](http://www.pfh.org/resourcestools/pages/core_public_health_competencies.aspx))

**County Health Rankings**

The County Health Rankings is a project administered by the University of Wisconsin Population Health Institute and funded by the Robert Wood Johnson Foundation as an effort to provide a basis for community level discussions about selected health status indicators. The website provides rankings for selected indicators for counties in each state in the country. They are not designed to be a complete community health assessment; rather, they are provided for discussion starters in a community health improvement process. ([www.countyhealthrankings.org](http://www.countyhealthrankings.org)).

**Cultural and Linguistic Competence**

Cultural and linguistic competence refers to a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. 'Culture' refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. 'Competence' implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities. (Department of Health and Human Services Office of Minority Health (US). *National Standards for Culturally and Linguistically Appropriate Services in Health Care [online]. 2001 [cited 2012 Nov 6].* <http://minorityhealth.hhs.gov/assets/pdf/checked/finalreport.pdf>)

**Customer/Client Satisfaction**

Customer or client satisfaction is the degree of satisfaction provided by a person or group receiving a service, as defined by that person or group. ([www.businessdictionary.com/definition/customer-satisfaction.html](http://www.businessdictionary.com/definition/customer-satisfaction.html))

# D

## **Data**

Data are factual information (as measurements or statistics) used as a basis for reasoning, discussion, or calculation. Information in numerical form that can be digitally transmitted or processed. (<http://www.merriam-webster.com/dictionary/data>)

## **Database**

A database is a usually large collection of data organized especially for rapid search and retrieval (as by a computer) (<http://www.merriam-webster.com/dictionary/database>)

## **Demographics**

Demographics are characteristic related data, such as size, growth, density, distribution, and vital statistics, which are used to study human populations. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett. 2009)

## **Determinants of Health**

Determinants of health are factors that influence the health status of an individual and/or a population are called determinants of health. They may be categorized in several groups such as the genetic or biological causes and predisposition of disease, mortality, or disability; the behavioral aspects of disease and illness (choices, lifestyle, etc.); the cultural, political, economic, and social aspects of disease and illness; the environmental aspects of disease and illness; the policy aspects of disease and illness; and the individual and response to all of the above. (Institute of Medicine. *The Future of the Public's Health in the 21<sup>st</sup> Century*. National Academies Press. Washington, DC. 2003).

## **Digital Media**

Digital media is digitized content (text, graphics, audio, and video) that can be transmitted over internet or computer networks. (<http://www.businessdictionary.com/definition/digital-media.html>)

## **Disease Outbreak**

A disease outbreak is the occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season. An outbreak may occur in a restricted geographical area, or may extend over several countries. It may last for a few days or weeks, or for several years. A single case of a communicable disease long absent from a population, or caused by an agent (e.g. bacterium or virus) not previously recognized in that community or area, or the emergence of a previously unknown disease, may also constitute an outbreak and should be reported and investigated. (WHO - [http://www.who.int/topics/disease\\_outbreaks/en/](http://www.who.int/topics/disease_outbreaks/en/))

## **Domain**

A domain is a sphere of knowledge identified by a name; a field of action, thought, or influence. ([www.merriam-webster.com/dictionary/domain](http://www.merriam-webster.com/dictionary/domain)) For the purposes of PHAB accreditation, Domains are groups of standards that pertain to a broad group of public health services. There are 12 domains; the first ten domains address the ten Essential Public Health Services. Domain 11 addresses management and administration, and Domain 12 addresses governance. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA, May 2011).

# E

## ***Eligible Applicant***

An eligible applicant, for the purposes of PHAB accreditation, the governmental entity that has the primary statutory or legal responsibility for public health in a Tribe, state, territory, or at the local level is eligible to apply for accreditation. To be eligible, such entities must operate in a manner consistent with applicable federal, Tribal state, territorial, and local statutes. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA. May 2011)

## ***Emergency***

An emergency is any natural or manmade situation that results in injury, harm, or loss to humans or property. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett. 2009)

## ***Emergency Operations Plan (EOP)***

An emergency operations plan is a document that assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; describes how people and property will be protected in emergencies and disasters; identifies personnel, equipment, facilities, supplies, and other resources available--within the jurisdiction or by agreement with other jurisdictions--for use during response and recovery operations; and identifies steps to address mitigation concerns during response and recovery activities. As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions. (<http://www.fema.gov/pdf/plan/slg101.pdf>)

## ***Enforcement***

Enforcement means to carry out effectively. ([www.merriam-webster.com/dictionary/enforcement](http://www.merriam-webster.com/dictionary/enforcement))

## ***Environmental Public Health***

Environmental health is the science and practice of preventing human injury and illness and promoting well-being by: identifying and evaluating environmental sources and hazardous agents; and limiting exposures to hazardous physical, chemical, and biological agents in air, water, soil, food, and other environmental media or settings that may adversely affect human health. ([http://www.neha.org/pdf/positions/NEHA\\_Adopted\\_EH\\_Definition\\_July\\_2013.pdf](http://www.neha.org/pdf/positions/NEHA_Adopted_EH_Definition_July_2013.pdf))

## ***Environmental Public Health Consultation***

Environmental public health consultation is advice and guidance provided by an environmental public health professional in response to a specific request for information on a potential hazard or condition that may adversely affect human health or the environment. Consultations are informative and educational and not associated with regulatory or enforcement actions. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report*. 2010-2011)

## ***Environmental Public Health Event***

Environmental public health events are occurrences that may impact public health or the environment. Examples include natural events such as earthquakes, floods, wildfires, heat waves and drought; technological incidents such as explosions or the release of chemicals from manufacturing facilities, oil tanker spills and train derailments; deliberate release of biological, chemical or radio-nuclear material by

terrorists; and disease outbreaks caused by an infection transmitted through person-to-person contact, animal-to-person contact, or from contamination of food and water or other media. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report*. 2010-2011)

### ***Environmental Public Health Expertise***

Environmental public health expertise is the special knowledge, skills and abilities of an environmental public health practitioner that allow them to anticipate, recognize, and respond to environmental public health challenges. Human resources are organized into department, programs, and agencies to provide expertise on drinking water, food protection, vector control, community environmental health assessment and other areas of environmental public health. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report*. 2010-2011)

### ***Environmental Public Health Functions***

As an integral part of the public health system, environmental public health helps to assure the conditions in which people can be healthy. The core functions of environmental public health include the assessment of information on the health and environmental conditions of communities, the development of comprehensive environmental public health policy, and assurance that environmental public health services are available in all communities. These three core functions of environmental public health are defined further, expanded and operationalized in the ten essential services of environmental public health and the Environmental Public Health Performance Standards. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report*. 2010-2011)

### ***Environmental Public Health Hazards***

Environmental public health hazards are situations or materials that pose a threat to human health and safety in the built or natural environment, as well as to the health and safety of other animals and plants, and to the proper functioning of an ecosystem, habitat, or other natural resource. Chemical, biological, radiological, or physical agents in the environment that have the capacity to produce adverse health effects or ecological damage are considered hazards. Risk is the probability or likelihood that an adverse outcome will occur in a person, population or environment exposed to a particular concentration or dose of the agent. Risk is a function of exposure and dose. A hazard is the source of a risk. The likelihood of harm from an exposure distinguishes risk from hazard. Risk is created by a hazard. A toxic chemical that is a hazard to human health does not constitute a risk unless humans are exposed to it. Environmental public health programs prevent risks to human health and the environment by identifying and controlling hazards and preventing exposure to potentially harmful agents or conditions. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report*. 2010-2011)

### ***e-PHAB***

e-PHAB is the information system developed by the Public Health Accreditation Board to support national public health department accreditation. ([www.phaboard.org](http://www.phaboard.org))

### ***Epidemiology***

Epidemiology is the study of the distribution and determinants of health conditions or events among populations and the application of that study to control health problems. (Centers for Disease Control and Prevention (US). *Principles of Epidemiology in Public Health Practice*, 3rd ed. No date [cited 2012 Nov 6])

**Essential Public Health Services**

The essential Public Health Services are the ten services identified in *Public Health in America* developed by representatives from federal agencies and national organizations to describe what public health seeks to accomplish and how it will carry out its basic responsibilities. The list of ten services defines the practice of public health. See <http://www.health.gov/phfunctions/public.htm> and [www.cdc.gov/nphpsp](http://www.cdc.gov/nphpsp).

**Ethics**

Ethics are the standards of conduct that direct a group or individual. In particular, it relates to the appropriate use of the power held by a group or individual. (*Mosby's Dictionary of Complementary and Alternative Medicine*. (c) 2005, Elsevier.)

**Evidence-based Practice**

Evidenced-based practice involves making decisions on the basis of the best available scientific evidence, using data and information systems systematically, applying program-planning frameworks, engaging the community in decision making, conducting sound evaluation, and disseminating what is learned. (Brownson, Fielding and Maylahn. *Evidence-based Public Health: A Fundamental Concept for Public Health Practice*. Annual Review of Public Health).

# G

## **Goals**

Goals are general statements expressing a program's aspirations or intended effect on one or more health problems, often stated without time limits. (*Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*)

## **Governing Board**

Governing boards of health serve in complex roles as they are responsible for establishing local ordinances and regulations, approving health agency budgets and expenditures, setting fees for services, issuing permits and licenses, and hiring and firing the chief executive officer (i.e., health officer). (Public Health Accreditation Board and National Association of Local Boards of Health. *Governance Engagement in National Voluntary Public Health Accreditation.* May 2010)

## **Governing Entity**

A governing entity is the individual, board, council, commission or other body with legal authority over the public health functions of a jurisdiction of local government; or region, or district or reservation as established by state, territorial, or tribal constitution or statute, or by local charter, bylaw, or ordinance as authorized by state, territorial, tribal, constitution or statute. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. [www.cdc.gov/nphpsp/PDF/Glossary.pdf](http://www.cdc.gov/nphpsp/PDF/Glossary.pdf)).

## **Guide to Clinical Preventive Services**

The *Guide to Clinical Preventive Services* contains the US Preventive Services Task Force (USPSTF) recommendations on the use of screening, counseling, and other preventive services that are typically delivered in primary care settings. The USPSTF, an independent panel of experts supported by the Agency for Healthcare Research and Quality (AHRQ), makes recommendations based on systematic reviews of the evidence related to the benefits and potential harms of clinical preventive services. ([www.ahrq.gov/clinic/pocketgd.htm](http://www.ahrq.gov/clinic/pocketgd.htm))

## **Guide to Community Preventive Services**

The *Guide to Community Preventive Services (Community Guide)* is a collection of all the evidence-based findings and recommendations of the Community Preventive Services Task Force. It is a credible resource to help you make decisions by providing information on:

- Community preventive services, programs, and policies that have been shown to work
- How these programs, services, and policies may fit the needs of your community
- Estimated costs and potential return on investment.

([www.thecommunityguide.org](http://www.thecommunityguide.org))

# H

## **Health**

Health is a dynamic state of complete physical, mental, spiritual and social well-being and not merely the absence of disease or infirmity. (World Health Organization (Switzerland). *101st Session of the WHO Executive Board, Resolution EB101.R2*. Geneva, 1998.)

## **Health Alert Network (HAN)**

The health alert network is a CDC nationwide program to establish the communications, information, distance-learning, and organizational infrastructure for a new level of defense against health threats, including the possibility of bioterrorism. The HAN links local health departments to one another and to other organizations critical for preparedness and response: community first-responders, hospital and private laboratories, state health departments, CDC, and other federal agencies. ([www.bt.cdc.gov/DocumentsApp/HAN/han.asp](http://www.bt.cdc.gov/DocumentsApp/HAN/han.asp))

## **Health Care Provider**

A health care provider is a person or organization that's licensed to give health care. Doctors, nurses, and hospitals are examples of health care providers. (*Center for Medicare and Medicaid Services (US). Glossary [online]. No date [cited 2012 Nov 8]. <http://www.medicare.gov/glossary/h.html>.*)

## **Health Care Service**

A health care service is a business entity that provides inpatient or outpatient testing or treatment of human disease or dysfunction; dispensing of drugs or medical devices for treating human disease or dysfunction; or provision of procedures performed on a person for diagnosing or treating a disease (McGraw-Hill Concise Dictionary of Modern Medicine, 2002).

## **Health Care System**

A health care system is an organized system of providers and services for health care; may include hospitals, clinics, home care, long-term care facilities, assisted living, physicians, health plans, and other services. (*Medical Dictionary for the Health Professions and Nursing* © Farlex 2012)

## **Health Communication**

Health communication is informing, influencing, and motivating individual, institutional, and public audiences about important health or public health issues. Health communication includes disease prevention, health promotion, health care policy, and the business of health care, as well as enhancement of the quality of life and health of individuals within a community. Health communication deals with how information is perceived, combined, and used to make decisions. (Riegelman. *Public Health 101*. Jones and Bartlett, 2010)

### **Health Disparities**

Health disparities are differences in population health status (incidence, prevalence, mortality, and burden of adverse health conditions) that can result from environmental, social and/or economic conditions, as well as public policy. These differences exist among specific population groups in the United States and are often preventable. (Adapted from: National Association of County and City Health Officials (US). *Operational Definition of a Functional Local Health Department [online]*. 2005 [cited 2012 Nov 8]. Available from URL <http://www.naccho.org/topics/infrastructure/accreditation/OpDef.cfm>. National Cancer Institute (US). *Health Disparities Defined [online]*. 2010 [cited 2012 Nov 8] <http://crchd.cancer.gov/disparities/defined.html>)

### **Health Education**

Health education is any combination of learning opportunities designed to facilitate voluntary adaptations of behavior (in individuals, groups, or communities) conducive to good health. (Turnock, B.J. *Public Health: What It Is and How It Works*. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.)

### **Health Equity**

Health equity is the attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and healthcare disparities. (<http://minorityhealth.hhs.gov/npa/templates/browse.aspx?lvl=1&lvlid=34>)

### **Health in all Policies**

Health in all policies is an approach that rests on the assumption that health is fundamental to every sector of the economy and that every policy—large and small—should take into consideration its effect on health. (Institute of Medicine (US). *For the Public's Health: Revitalizing Law and Policy to Meet New Challenges*. Washington, DC: National Academies Press; 2012.)

### **Health Inequity**

Health inequity refers to differences in population health status and mortality rates that are systemic, patterned, unfair, unjust, and actionable, as opposed to random or caused by those who become ill. (Margaret M. Whitehead, "The Concepts and Principles of Equity and Health," 22(3) *International Journal of Health Services* (1992): 429-445.)

### **Health Information**

Health information is information regarding medical or health-related subjects that individuals may use to make appropriate health decisions. (*Department of Health and Human Services (US). Healthy People 2010*. Washington, DC: The Department; 2000)

### **Health Information Exchange (HIE)**

A health information exchange is a system to facilitate electronic access to patient-level health information across organizations within a region, community, or health care system. A health information exchange allows clinical information to be shared among disparate health care information systems while maintain the meaning of the information being exchanged, using nationally recognized standards. (Nash, Reifsnnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness*. Jones and Bartlett. MA, 2011)

**Health Investigation**

A health investigation is the collection and evaluation of information about the health of community residents. This information is used to describe or count the occurrence of a disease, symptom, or clinical measure and to evaluate the possible association between the occurrence and exposure to hazardous substances. (<http://www.atsdr.cdc.gov/glossary.html#G-G->)

**Health Literacy**

Health literacy is the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions. (*American Journal of Health Education*, March/April, 2012, Vol. 43, No. 2.)

**Health Needs**

Health needs in public health are those demands required by a population or community to improve their health status. ([www.nlm.nih.gov](http://www.nlm.nih.gov)).

**Health Policy**

Health policy is social policy concerned with the process whereby public health agencies evaluate and determine health needs and the best way to address them, including the identification of appropriate resources and funding mechanisms. (Turnock. *Public Health: What It Is and How It Works (4<sup>th</sup> Ed)*. Jones and Bartlett. MA. 2009).

**Health Promotion**

Health promotion is a set of intervention strategies that seek to eliminate or reduce exposures to harmful factors by modifying human behaviors. Any combination of health education and related organizational, political, and economic interventions designed to facilitate behavioral and environmental adaptations that will improve or protect health. This process enables individuals and communities to control and improve their own health. Health promotion approaches provide opportunities for people to identify problems, develop solutions, and work in partnerships that build on existing skills and strengths. Health promotion consists of planned combinations of educational, political, regulatory, and organizational supports for actions and conditions of living conducive to the health of individuals, groups, or communities. Health promotion activities are any combination of education and organizational, economic, and environmental supports aimed at the stimulation of healthy behavior in individuals, groups, or communities. (Turnock. *Public Health: What It Is and How It Works (4<sup>th</sup> Ed)*. Jones and Bartlett. MA. 2009).

Health Promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviors toward a wide range of social and environmental interventions. ([http://www.whi.int/topics/health\\_promotion/en/](http://www.whi.int/topics/health_promotion/en/)) Health promotion approaches engage people and organizations in the transformation process, and their engagement in the process constitutes in itself a desired change (Institute of Medicine of the National Academies. *An Integrated Framework for Assessing the Value of Community-based Prevention*. The National Academies Press. 2012).

**Health Status**

Health status is the degree to which a person or defined group can fulfill usually expected roles and functions physically, mentally, emotionally, and socially. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

**Healthy Community**

A healthy community is a place where people provide leadership in assessing their own resources and needs, where public health and social infrastructure and policies support health, and where essential public health services, including quality health care, are available. In a healthy community, communication and collaboration among various sectors of the community and the contributions of ethnically, socially, and economically diverse community members are valued. (Institute of Medicine. *The Future of the Public's Health in the 21<sup>st</sup> Century*. National Academies Press. Washington, DC. 2003).

**Healthy People 2020**

Healthy People 2020 is a document that provides science-based, 10-year national objectives for improving the health of all Americans. For three decades, Healthy People has established benchmarks and monitored progress over time in order encourage collaborations across sectors; guide individuals toward making informed health decisions and measure the impact of prevention activities. ([www.healthypeople.gov/2020](http://www.healthypeople.gov/2020))

**High Risk Grantee**

A high risk grantee is a grantee or subgrantee considered to be "high risk" if an awarding agency determines that a grantee or subgrantee:

- (1) Has a history of unsatisfactory performance, or
- (2) Is not financially stable, or
- (3) Has a management system which does not meet the management standards set forth in this part, or
- (4) Has not conformed to terms and conditions of previous awards, or
- (5) Is otherwise not responsible; and if the awarding agency determines that an award will be made, special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award

(OMB Circular A-128, "Audits of State and Local Governments")

**Human Resources System**

A human resources system is a comprehensive approach to the recruitment, hiring, orientation and training of employees, as well as the activities associated with managing employee benefits, retention, payroll, employment policies and procedures, and retention of employees.

([www.businessdictionary.com/definition/human-resources.html](http://www.businessdictionary.com/definition/human-resources.html))

### ***Infectious Disease***

An infectious disease is a disease caused by the entrance into the body of organisms (such as bacteria, protozoans, fungi, or viruses) that grow and multiply there, often used synonymously with communicable disease. Turnock, B.J. *Public Health: What It Is and How It Works*. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.

### ***Information***

Information is the communication or reception of knowledge or intelligence; knowledge obtained from investigation, study, or instruction: intelligence, news, facts, data (<http://www.merriam-webster.com/dictionary/information>)

### ***Information System***

An information system is a combination of hardware, software, infrastructure, and trained personnel organized to facilitate planning, control, coordination, and decision-making in an organization. ([www.businessdictionary.com/definition/information-system.html](http://www.businessdictionary.com/definition/information-system.html))

### ***Internal Audit***

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. ([www.theiia.org/internal-audit](http://www.theiia.org/internal-audit))

### ***Intervention***

Intervention is a generic term used in public health to describe a program or policy designed to have an impact on a health problem. For example, a mandatory seat belt law is an intervention designed to reduce the incidence of automobile-related fatalities. Five categories of health interventions are: (1) health promotion, (2) specific protection, (3) early case finding and prompt treatment, (4) disability limitation, and (5) rehabilitation. (Turnock. *Public Health: What It Is and How It Works* (4<sup>th</sup> Ed). Jones and Bartlett. MA. 2009)

### ***Inventory***

An inventory is an itemized list of current assets: as (1): a catalog of the property of an individual or estate (2): a list of goods on hand. (<http://www.merriam-webster.com/dictionary/inventory>)

# L

## **Laws**

Laws refers to the aggregate of statutes, ordinances, regulations, rules, judicial decisions, and accepted legal principles that the courts of a particular jurisdiction apply in deciding controversies brought before them. The law consists of all legal rights, duties, and obligations that can be enforced by the government (or one of its agencies) and the means and procedures for enforcing them. (*Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*)

## **Local Health Department**

A local health department is defined, for the purposes of PHAB accreditation, as the governmental body serving a jurisdiction or group of jurisdictions geographically smaller than a state and recognized as having the primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by the state's constitution, statute, or regulations or established by local ordinance or through formal local cooperative agreement or mutual aid. The entity may be a locally governed health department, a local entity of a centralized state health department, or a city, city-county, county, district, or regional health department. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA. May 2011).

# M

## **Mandated Public Health Services**

Mandated public health services are required by statute, rule/regulation, ordinance or other similar legally binding process. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA. May 2011)

## **Media Advocacy**

Media advocacy is a set of processes by which individuals or groups in the community define, identify, and frame a problem and stimulate media coverage of the problem as a public health issue to help stimulate widespread public concern and action. (Adapted from: Glanz, K., Rimer, B.K., and Viswanath, K. *Health Behavior and Health Education: Theory, Research, and Practice*. San Francisco, CA: Jossey-Bass; 2008)

## **Midlevel Provider**

Mid-level practitioner means an individual practitioner, other than a physician, dentist, veterinarian, or podiatrist, who is licensed, registered, or otherwise permitted by the United States or the jurisdiction in which he/she practices, to dispense a controlled substance in the course of professional practice. Examples of mid-level practitioners typically include, but are not limited to, health care providers such as nurse practitioners, nurse midwives, nurse anesthetists, clinical nurse specialists and physician assistants but there are other disciplines that states may also recognize in this category. (Title 21, Code of Federal Regulations, Section 1300.01(b28))

## **Mission Statement**

A mission statement is a written declaration of an organization's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state which markets will be served and how, and (3) communicate a sense of intended direction to the entire organization. (BusinessDirectory.Com. "Mission Statement" [online]. No date [cited 2012 Nov 8]. <http://www.businessdictionary.com/definition/mission-statement.html>)

## **Mitigation**

Mitigation refers to measures taken to reduce the harmful effects of a disaster or emergency by attempting to limit the impact on human health and economic infrastructure. (Turnock. *Public Health: What It Is and How It Works (4<sup>th</sup> Ed)*. Jones and Bartlett. MA. 2009)

## **Multi-jurisdictional Application**

Multi-jurisdictional application is a category of accreditation application for health department accreditation. In a multi-jurisdictional application, the partnering health departments, which could be two or more health departments, will apply for accreditation as a single entity. The relationship must be that of the health departments working together to deliver services and/or perform functions over the combined jurisdiction. The business and working relationship of multi-jurisdictional applicants must be well established and well defined. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

# N

## ***National Prevention Strategy***

The National Prevention Strategy includes actions that public and private partners can take to help Americans stay healthy and fit and improve our nation's prosperity. The strategy outlines four strategic directions are fundamental to improving the nation's health. Those four strategic directions include building healthy and safe community environments, expanding quality preventive services, empowering people to make healthy choices, and eliminating health disparities.

([www.healthcare.gov/center/councils/nphpphc/strategy](http://www.healthcare.gov/center/councils/nphpphc/strategy))

## ***National Public Health Performance Standards (NPHPS)***

The National Public Health Performance Standards (NPHPS or the Standards) provide a framework to assess capacity and performance of public health systems and public health governing bodies. This framework can help identify areas for system improvement, strengthen state and local partnerships, and ensure that a strong system is in place for addressing public health issues. NPHPS tools are used to:

- Identify partners and community members in the public health system
- Engage those partners in health assessment and health improvement planning
- Promote improvement in agencies, systems, and communities

The NPHPS materials are available for three different audiences: state public health systems, local public health systems, and public health governing entities

(<http://www.cdc.gov/nphpsp/>)

## ***Non-infectious/Non-communicable Disease***

Non-infectious/non-communicable diseases are conditions which affect the health status of populations, but which are not transmitted from one individual to another by micro-organisms. Non-communicable diseases represent the major causes of death and disability in most developed countries. (Riegelman, R. *Public Health 101*. Jones and Bartlett. MA. 2010)

# O

**Objectives**

Objectives are targets for achievement through interventions. Objectives are time limited and measurable in all cases. Various levels of objectives for an intervention include outcome, impact, and process objectives. (*Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*)

**Operations**

Operations refers to the performance of a practical work or of something involving the practical application of principles or processes. ([www.merriam-webster.com/dictionary/operations](http://www.merriam-webster.com/dictionary/operations))

**Orientation**

Orientation is a process of providing training and information about a new job, new situation, or new position to employees. ([www.merriam-webster.com/dictionary/orientation](http://www.merriam-webster.com/dictionary/orientation))

**Outbreak**

See: Disease Outbreak

# P

## **Partnership**

A partnership is a relationship among individuals and groups that is characterized by mutual cooperation and responsibilities. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

## **Performance Management System**

A fully functioning performance management system that is completely integrated into health department daily practice at all levels includes: 1) setting organizational objectives across all levels of the department, 2) identifying indicators to measure progress toward achieving objectives on a regular basis, 3) identifying responsibility for monitoring progress and reporting, and 4) identifying areas where achieving objectives requires focused quality improvement processes. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA, May 2011)

## **Periodic**

Periodic is defined as occurring or recurring at regular intervals. ([www.merriam-webster.com/dictionary/periodic](http://www.merriam-webster.com/dictionary/periodic))

## **Policy**

Policy is the general principles by which a government entity is guided in its management of public affairs. For a health department, this may encompass external or community-facing policies (e.g., clean air or school physical education guidelines) as well as internal policies affecting staff (e.g., family leave or hiring practices). (Adapted from: Garner, B.A. editor. *Black's Law Dictionary*. 8th ed. West Group; 2004)

## **Policy Development**

Policy development is the means by which problem identification, technical knowledge of possible solutions, and societal values converge to set a course of action; a process that enables informed decisions to be made concerning issues related to the public's health. (Adapted from: Institute of Medicine (US). *The Future of Public Health*. Washington, DC: National Academies Press; 1988)

## **Policy-making Board**

Policy-making boards of health have legal authority to establish policies, goals, and priorities that guide local health agencies. (Public Health Accreditation Board and National Association of Local Boards of Health. *Governance Engagement in National Voluntary Public Health Accreditation*. May 2010)

## **Population Health**

Population health is a cohesive, integrated and comprehensive approach to health considering the distribution of health outcomes within a population, the health determinants that influence the distribution of care, and the policies and interventions that impact and are impacted by the determinants. (Nash, Reifsnnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness*. Jones and Bartlett. MA, 2011)

**Population-based Approach**

A population-based approach is an approach that targets a population as the subject instead of the individual. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

**Population-based Health**

Population-based health are interventions aimed at disease prevention and health promotion that effect an entire population and extend beyond medical treatment by targeting underlying risks, such as tobacco; drug and alcohol use; diet and sedentary lifestyles; and environmental factors. (Turnock BJH. *Public Health: What It Is and How It Works*. Gaithersburg, MD: Aspen Publishers, Inc.; 1997)

**Practice-based Evidence**

For Tribal health departments, for the purposes of PHAB accreditation, practice-based evidence is the incorporation of evidence grounded in cultural values, beliefs, and traditional practices. (Public Health Accreditation Board. *Standards and Measures Version 1.5*. Alexandria, VA, May 2011)

**Prevention**

Primary prevention consists of strategies that seek to prevent the occurrence of disease or injury, generally through reducing exposure or risk factor levels. These strategies can reduce or eliminate causative risk factors (risk reduction). Secondary prevention consists of strategies that seek to identify and control disease processes in their early stages before signs and symptoms develop (screening and treatment). Tertiary prevention consists of strategies that prevent disability by restoring individuals to their optimal level of functioning after a disease or injury is established. (Turnock. *Public Health: What It Is and How It Works (4<sup>th</sup> Ed)*. Jones and Bartlett. MA. 2009)

**Primary Care**

Primary care is basic or general health care focused on the point at which a patient ideally first seeks assistance from the health care system. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

**Primary Data**

Primary data are data observed or collected from original sources, ranging from more scientifically rigorous approaches such as randomized controlled trials to less rigorous approaches such as case studies. ([www.nlm.nih.gov](http://www.nlm.nih.gov))

**Procedure/Protocol**

A procedure or protocol is a written description of the way in which a particular action or set of actions should be accomplished. ([www.merriam-webster.com/dictionary/procedure](http://www.merriam-webster.com/dictionary/procedure))

**Profile**

A profile is a set of data often in graphic form portraying the significant features of something such as a corporation's earnings profile ([www.merriam-webster.com/dictionary/profile](http://www.merriam-webster.com/dictionary/profile))

### **Programs, Processes, and Interventions**

Programs, processes, and interventions are the terms used to describe functions or services or activities carried out through the daily work of public health departments. (Public Health Accreditation Board. Unpublished definition. 2010-2011)

### **Promising Practice**

Promising practice is defined as a practice with at least preliminary evidence of effectiveness in small-scale interventions or for which there is potential for generating data that will be useful for making decisions about taking the intervention to scale and generalizing the results to diverse populations and settings.

(U.S. Department of Health and Human Services, Administration for Children and Families Program Announcement. *Federal Register*, Vol. 68, No. 131, July 2003.)

### **Public Health**

Public health is the mission of public health is to fulfill society's desire to create conditions so that people can be healthy. Public health includes the activities that society undertakes to assure the conditions in which people can be healthy. These include organized community efforts to prevent, identify and counter threats to the health of the public. Public health is:

- the science and the art of preventing disease, prolonging life, and promoting physical health and mental health and efficiency through organized community efforts toward a sanitary environment;
- the control of community infections; the education of the individual in principles of personal hygiene;
- the organization of medical and nursing service for the early diagnosis and treatment of disease; and
- the development of the social machinery to ensure to every individual in the community a standard of living adequate for the maintenance of health.

PHAB's public health department accreditation standards address the array of public health functions set forth in the ten Essential Public Health Services. Public health department accreditation standards address a range of core public health programs and activities including, for example, environmental public health, health education, health promotion, community health, chronic disease prevention and control, communicable disease, injury prevention, maternal and child health, public health emergency preparedness, access to clinical services, public health laboratory services, management/administration, and governance. While some public health departments provide mental health, substance abuse, primary care, human, and social services (including domestic violence), these activities are not considered core public health services under the ten Essential Public Health Services framework used for accreditation purposes. PHAB's scope of accreditation authority does not extend to these areas. (Turnock. *Public Health: What It Is and How It Works (4<sup>th</sup> Ed)*. Jones and Bartlett. MA. 2009; Winslow. *Man and Epidemics*. Princeton Press. NJ. 1952. Institute of Medicine. *The Future of Public Health*. National Academies Press. Washington, DC. 1988; Public Health Accreditation Board. *Standards and Measures Version 1.5*. Alexandria, VA, May 2011)

### **Public Health Accreditation Board (PHAB)**

The Public Health Accreditation Board is the national accrediting organization for public health departments. A nonprofit organization, PHAB is dedicated to advancing the continuous quality improvement of Tribal, state, local, and territorial public health departments. PHAB is working to promote and protect the health of the public by advancing the quality and performance of all public health departments in the United States through national public health department accreditation. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

### **Public Health Emergency**

A public health emergency is an occurrence or imminent threat of an illness or health condition, caused by bioterrorism, epidemic or pandemic disease, or novel and highly infectious agent or biological toxin, that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long term disability. Such or health condition includes, but is not limited to, an illness or health condition resulting from a natural disaster. (Gostin, L.O., et al. *The Model State Emergency Health Powers Act: Planning for and Response to Bioterrorism and Naturally Occurring Infectious Diseases*, JAMA 2002: 288: 622.)

### **Public Health Ethics**

Public health ethics are applied to interactions between a public health agency and the population it serves. Common concerns are the interdependence of individuals and the tensions between the rights of individuals and the good of the community. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

As a field of practice, public health ethics is the application of relevant principles and values to public health decision making. In applying an ethics framework, public health ethics inquiry carries out three core functions, namely 1) identifying and clarifying the ethical dilemma posed, 2) analyzing it in terms of alternative courses of action and their consequences, and 3) resolving the dilemma by deciding which course of action best incorporates and balances the guiding principles and values. (<http://www.cdc.gov/od/science/integrity/phethics/>)

### **Public Health Informatics**

Public health informatics is the systematic application of information and computer science and technology to public health practice, research, and learning. Public health informatics

- Analyzes structure, relationships and behavior of systems that store, process and use information
- Integrates information from diverse sources and into work processes where it can generate value
- Develops methods for effective acquisition and presentation of information
- Manages change among people, processes and technology to enable effective use of information systems

(<http://www.cdc.gov/learning/archive/informatics.html>)

### **Public Health Infrastructure**

Public health infrastructure denotes the systems, competencies, relationships, and resources that enable performance of public health's core functions and essential services in every community. Categories include human, organizational, informational, and fiscal resources. (Turnock, B.J. *Public Health: What It Is and How It Works*. 4th ed. Sudbury, MA: Jones and Bartlett; 2009)

### **Public Health Laboratory**

A public health laboratory is a scientific research facility that, in collaboration with the public health system, provides clinical diagnostic testing, disease surveillance, environmental and radiological testing, emergency response support, applied research, laboratory training and other essential services to the communities they serve. (Adapted from: The Association of Public Health Laboratories (US) [online]. No date [cited 2012 Nov 8]. <http://www.aphl.org/AboutAPHL/aboutphls/Pages/default.aspx>.)

### **Public Health Laws**

Public health laws are defined, for purposes of PHAB accreditation, includes ALL types of statutes, regulations, rules, executive orders, ordinances, case law, and codes that are applicable to the

jurisdiction of the health department. For state health departments, not all ordinances are applicable, and therefore ordinances may not need to be addressed by state health departments. Similarly, some statutes are not applicable to local health departments, and therefore some statutes may not need to be addressed by local health departments. For Tribal health departments, applicable “laws” will depend on several factors, including governance framework and interaction with external governmental entities (federal, state, and local). (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA, May 2011)

### **Public Health Preparedness**

Public health preparedness is the ability of the public health system, community, and individuals to prevent, protect against, quickly respond to, and recover from health emergencies, particularly those in which scale, timing, or unpredictability threatens to overwhelm routine capabilities. Activities focus on protecting and improving the overall health of communities and include:

- Monitoring and investigating health threats (surveillance and disease detection)
- Communicating critical information with public health officials at local, state, and federal levels
- Building and operating laboratories with capabilities to identify disease agents, toxins, and other health threats
- Operating and maintaining the Strategic National Stockpile of critical medical assets for rapid deployment to states
- Developing, practicing, and improving emergency response plans at state and local public health departments to ensure rapid and effective responses to real health security threats

(<http://www.cdc.gov/phpr/whatcdcisdoing.htm>)

### **Public Health Program**

A public health program, for accreditation purposes, is defined as a set of activities and interventions aimed at improving the health of a particular segment of the population or of the population as a whole. Examples of public health programs include, but are not limited to environmental public health, maternal-child health, chronic disease, and emergency preparedness. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA. May 2011)

### **Public Health Surveillance**

Public health surveillance is the continuous, systematic collection, analysis, and interpretation of health-related data needed for the planning, implementation, and evaluation of public health practice. (World Health Organization. *Health Topics: Public Health Surveillance*. [www.who.int/topics/public\\_health\\_surveillance](http://www.who.int/topics/public_health_surveillance))

### **Public Health System**

The public health system is the constellation of governmental and nongovernmental organizations that contribute to the performance of essential public health services for a defined community or population. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice*. Delmare CENGAGE Learning. 2009)

### **Public Health Workforce**

The public health workforce, for purpose of accreditation, is defined as those individuals who are employed either full-time or part-time by the governmental public health department for the purpose of supporting the provision of the services described in the PHAB Standards and Measures. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA, May 2011)

**Public Health Workforce Development Plan**

A public health workforce development plan sets forth objectives and strategies that are aimed at training or educational programs to bring public health employees up to the date on the skills necessary to do their jobs better or to train the next generation of public health workers and leaders (Rowitz, L. *Public Health Leadership*, 3<sup>rd</sup> Ed. Jones and Bartlett, 2014)

**Public Testimony**

Public testimony is accurate information provided by a public official or expert in the course of informing the development of public policy. (Ardis Hanson. "Defining 'Expert' Voices: Giving Testimony in Mental Health Policy Making" National Communication Association. New Orleans, LA. Nov. 2011)

# Q

## **Qualitative Data**

Qualitative data are data concerning information that is difficult to measure, count, or express in numerical terms. (U.S. Environmental Protection Agency. Program Evaluation Glossary. <http://www.epa.gov/evaluate/index.htm>.) Methods for gathering qualitative data include document reviews, interviews, focus groups, case studies, and observation. (Academy Health. Health Services Research Methods Glossary. [www.hsrmethods.org](http://www.hsrmethods.org).)

## **Quantitative Data**

Quantitative data are data concerning information that can be expressed in numerical terms, counted, or compared on a scale. (U.S. Environmental Protection Agency. Program Evaluation Glossary. (<http://www.epa.gov/evaluate/index.htm>.)

## **Quality Improvement (QI)**

Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community. (Riley, Moran, Corso, Beitsch, Bialek, and Cofsky. *Defining Quality Improvement in Public Health*. Journal of Public Health Management and Practice. January/February 2010)

# R

## **Regional Health Information Organizations (RHIOS)**

A regional health information organization (RHIO) is a type of health information exchange organization (HIO) that brings together health care stakeholders within a defined geographic area and governs health information exchange among them for the purpose of improving health and care in that community. (<http://www.hrsa.gov/healthit/toolbox/RuralHealthITtoolbox/Collaboration/whatisrhio.html>)

## **Regular**

For the purposes of PHAB accreditation, regular is defined as within a pre-established schedule determined by the health department. (Public Health Accreditation Board. *Standards and Measures Version 1.0*. Alexandria, VA, May 2011)

## **Regulation**

A regulation is a rule or order, having legal force, usually issued by an administrative agency. Also, the act or process of controlling by rule or restriction. (Garner, B.A. editor. *Black's Law Dictionary*. 8th ed. West Group; 2004)

## **Report**

A report is a written or spoken description of a situation, event, etc.; an official document that gives information about a particular subject (<http://www.merriam-webster.com/dictionary/report>)

## **Reportable Disease**

A reportable disease is a disease that, by law, must be reported to public health authorities upon diagnosis. (Centers for Disease Control and Prevention (US). *Principles of Epidemiology in Public Health Practice*, 3rd ed. No date [cited 2012 Nov 6])

## **Reliable**

Reliable is defined as being dependable or giving the same result on successive trials. ([www.merriam-webster.com/dictionary/reliable](http://www.merriam-webster.com/dictionary/reliable))

## **Research**

Research is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge. (United States Department of Health and Human Services. *Healthy People 2020*. Washington, DC)

## **Risk Assessment**

Risk assessment is a process used to formally assess the potential harm due to a hazard taking into account factors such as likelihood, timing, and duration of exposure. (Riegelman, R. *Public Health 101*. Jones and Bartlett. MA. 2010)

**Risk Communication**

Risk communication is the interaction of populations and social institutions such as government agencies, advocacy groups, and the mass media in the formation and management of public opinion and policy making about risk. (Adapted from: Glanz, K., Rimer, B.K., and Viswanath, K. *Health Behavior and Health Education: Theory, Research, and Practice*. San Francisco, CA: Jossey-Bass; 2008.)

# S

## **Secondary Data**

Secondary data are those data which have been collected in the past, collected by other parties, or result from combining data or information from existing sources. ([www.nlm.nih.gov/nichs](http://www.nlm.nih.gov/nichs))

## **Select Agents**

Select agents are biological agents and toxins that could pose a severe threat to public health and safety. (<http://www.cdc.gov/phpr/dsat.htm>)

## **Site Review Team**

The site review team is the group of two or three public health peers who have been chosen by the Public Health Accreditation Board to perform the review of the documentation for accreditation and conduct the physical site visit to the applicant health department, and provide a report to the Accreditation Committee. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

## **Site Visit**

A site visit, for accreditation purpose, is a two to three day physical visit to the health department accreditation applicant by the peer review team. The purpose of the site visit is to validate the findings presented in the documentation that was submitted to PHAB, and to ask for additional documentation, at their discretion, to supplement what they received prior to the site visit. Health department facilities are also be reviewed during the site visit. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

## **Social Capital**

Social capital refers to the institutions, relationships, and norms that shape the quality and quantity of a society's social interactions. Increasing evidence shows that social cohesion is critical for societies to prosper economically and for development to be sustainable. Social capital is not just the sum of the institutions which underpin a society – it is the glue that holds them together. (<http://go.worldbank.org/K4LUMW43B0>)

## **Social Determinants of Health**

Social determinants of health are the conditions in which people are born, grow, live, work and age, including the health system. These circumstances are shaped by the distribution of money, power and resources at global, national and local levels. The social determinants of health are mostly responsible for health inequities – the unfair and avoidable differences in health status seen within and between countries. (World Health Organization (Switzerland). *Health Topics: Social determinants of health [online]. 2012 [cited 2012 Nov 7].*[http://www.who.int/social\\_determinants/en/](http://www.who.int/social_determinants/en/))

## **Social Marketing**

Social marketing represents a unique system for understanding who people are, what they desire and then organizing the creation, delivery, and communication of products, services, and messages to meet their desires while at the same time meeting the needs of society and solve serious social problems. (Smith and Stroud. *Social Marketing Behavior: A Practical Resource for Social Change Professionals*. Academy of Educational Development. Washington, DC, 2008).

**Socioeconomic Status**

Socioeconomic status is a complex phenomenon often based on indicators of relationships to work (occupational position or ranking), social class or status, and access to power. (Institute of Medicine. *The Future of the Public's Health in the 21<sup>st</sup> Century*. National Academies Press. Washington, DC. 2003).

**Stakeholder**

Stakeholders are all persons, agencies and organizations with an investment or 'stake' in the health of the community and the local public health system. This broad definition includes persons and organizations that benefit from and/or participate in the delivery of services that promote the public's health and overall well-being. (National Association of County and City Health Officials (US). *Mobilizing for Action through Planning and Partnerships (MAPP): Achieving Healthier Communities through MAPP, A User's Handbook*. 2001 [http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP\\_Handbook\\_fnl.pdf](http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP_Handbook_fnl.pdf))

**State Health Department**

For the purposes of PHAB accreditation, a state health department is defined as the governing entity with primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by state constitution, statutes or regulations, or established by Executive Order. State health departments may be part of an umbrella organization, super public health agency, or super agency that oversees public health functions as well as other government functions. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011).

**Statutory Authority**

A statutory authority is an organization that is required by law to provide public services and receive central or local government funding, for example health authorities and local authorities. (<http://society.theguardian.com/glossary/page/0,,646462,00.html>)

**Strategic Plan**

A strategic plan results from a deliberate decision-making process and defines where an organization is going. The plan sets the direction for the organization and, through a common understanding of the mission, vision, goals, and objectives, provides a template for all employees and stakeholders to make decisions that move the organization forward. (Swayne, Duncan, and Ginter. *Strategic Management of Health Care Organizations*. Jossey Bass. New Jersey. 2008)

**Super Health Agency**

A super health agency is an agency that oversees public health and primary care, as well as the state Medicaid program. (National Governors Association. *Transforming State Health Agencies to Meet Current and Future Challenges*. 1996)

**Super Public Health Agency**

A super public health agency is an agency that oversees public health, primary care, substance abuse, and mental health programs. (National Governors Association. *Transforming State Health Agencies to Meet Current and Future Challenges*. 1996)

**Surge Capacity**

Surge capacity refers to the ability to expand care or service capabilities in response to unanticipated or prolonged demand. (The Joint Commission. *Health Care at the Crossroads: Strategies for Creating and Sustaining Community-Wide Emergency Preparedness Strategies*. Washington, DC. 2003)

**Surveillance**

Public health surveillance is the continuous, systematic collection, analysis and interpretation of health-related data needed for the planning, implementation, and evaluation of public health practice. Such surveillance can: serve as an early warning system for impending public health emergencies; document the impact of an intervention, or track progress towards specified goals; and monitor and clarify the epidemiology of health problems, to allow priorities to be set and to inform public health policy and strategies. ([http://www.who.int/topics/public\\_health\\_surveillance/en/](http://www.who.int/topics/public_health_surveillance/en/))

**Surveillance Site**

A surveillance site is an organization or entity that reports public health surveillance data. (World Health Organization. *Health Topics: Public Health Surveillance*. [www.who.int/topics/public\\_health\\_surveillance](http://www.who.int/topics/public_health_surveillance))

# T

## **Technical Assistance (TA)**

Technical assistance is tailored guidance to meet the specific needs of a site or sites through collaborative communication with a specialist and the site(s). Assistance takes into account site-specific circumstances and culture and can be provided through phone, email, mail, internet, or in-person. ([http://www.cdc.gov/dash/program\\_mgt/docs/pdfs/dash\\_definitions.pdf](http://www.cdc.gov/dash/program_mgt/docs/pdfs/dash_definitions.pdf))

## **Territorial Health Department**

For the purposes of PHAB accreditation, a territorial health department is defined as the governing entity with primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by territorial constitution, statutes or regulations, or established by Executive Order. Territorial health departments may be a part of an umbrella organization, super public health agency, or super agency that oversees public health functions as well as other government functions. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)

## **Training**

Training for the public health workforce includes the provision of information through a variety of formal, regular, planned means for the purpose of supporting the public health workforce in maintaining the skills, competencies, and knowledge needed to successfully perform their duties. (Institute of Medicine. *Who Will Keep the Public Healthy?* National Academies Press. Washington, DC, 2003).

## **Trend Analysis**

Trend analysis is a study design which focuses on overall patterns of change in an indicator over time, comparing one time period with another time period for that indicator. Trend analysis is not used to determine causation; rather associations can be drawn. Trend analysis is commonly used in program evaluation, for policy analysis, and for etiologic analysis (Nash, Reifsnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness*. Jones and Bartlett. MA, 2011).

## **Tribal Epidemiology Centers**

Tribal Epidemiology Centers are Indian Health Service, division funded organizations who serve American Indian/Alaska Native Tribal and urban communities by managing public health information systems, investigating diseases of concern, managing disease prevention and control programs, responding to public health emergencies, and coordinating these activities with other public health authorities. ([www.ihs.gov/Epi/index.cfm?module=epi\\_tec\\_main](http://www.ihs.gov/Epi/index.cfm?module=epi_tec_main))

***Tribal Health Department***

A Tribal health department is defined, for the purposes of PHAB accreditation, as a federally recognized Tribal government<sup>1</sup>, Tribal organization or inter-Tribal consortium, as defined in the Indian Self-Determination and Education Assistance Act, as amended. Such departments have 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. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA, May 2011)<sup>1</sup>As evidenced by inclusion on the list of recognized Tribes mandated under 25 U.S.C. § 479a-1. *Publication of List of Recognized Tribes*.

# U

## ***Umbrella Agency***

An umbrella agency is an agency that oversees public health and primary care, substance abuse and mental health, the Medicaid program, and other human services programs. (National Governors Association. *Transforming State Health Agencies to Meet Current and Future Challenges*. 1996)

## ***Urgent***

Urgent is a call for immediate attention. ([www.merriam-webster.com/dictionary/urgent](http://www.merriam-webster.com/dictionary/urgent))

# V

## **Valid**

Valid is well-grounded or justifiable; being at once relevant and meaningful. ([www.merriam-webster.com/dictionary/valid](http://www.merriam-webster.com/dictionary/valid)).

## **Values**

Values describe how work is done and what beliefs are held in common as a basis for that work. They are fundamental principles that organizations stand for. (Swayne, Duncan, and Ginter. *Strategic Management of Health Care Organizations*. Jossey Bass. New Jersey. 2008)

## **Vision**

Vision is a compelling and inspiring image of a desired and possible future that a community seeks to achieve. A vision statement expresses goals that are worth striving for and appeals to ideals and values that are shared among stakeholders (Bezold, C. *On Futures Thinking for Health and Health Care: Trends, Scenarios, Visions, and Strategies*. Institute for Alternative Futures and the National Civic League. Alexandria, VA. 1995)

## **Vital Records**

Vital records means reports of live birth, death, fetal death, marriage, (divorce, dissolution of marriage, or annulment) and data related thereto which have been accepted for registration and incorporated into the official records of the (Department Of Health And Human Services, *Model State Vital Statistics Act 7 and 9, Model State Vital Statistics Regulations, 2011 Revision*. Hyattsville, Maryland. 2011)

## **Vital Statistics**

Vital statistics means the aggregated data derived from the records and reports of live birth, death, fetal death, induced termination of pregnancy, marriage, (divorce, dissolution of marriage, or annulment) and supporting documentation and related reports. (Department Of Health And Human Services, *Model State Vital Statistics Act 7 and 9, Model State Vital Statistics Regulations, 2011 Revision*. Hyattsville, Maryland. 2011)

## **Vulnerable Population**

A vulnerable population is a group of people with certain characteristics that cause them to be at greater risk of having poor health outcomes than the general population. These characteristics include, but are not limited to, age, culture, disability, education, ethnicity, health insurance, housing status, income, mental health, and race. (*Adapted from: Institute of Medicine (US). Performance Measurement: Accelerating Improvement*. Washington, DC: National Academies Press; 2006)

# W

## **Wellness**

Wellness is the quality or state of being in good health especially as an actively sought goal. ([www.merriam-webster.com/dictionary/wellness](http://www.merriam-webster.com/dictionary/wellness))

## **Workforce Assessment**

Workforce assessment in public health is the process of determining the personnel, training, skills, and competencies needed to implement initiatives contributing to the provision of the Ten Essential Public Health Services. This assessment includes the use of performance measures for identified competencies, identification of needed professional personnel, and formulation of plans to address workforce gaps. It also includes the planning, implementation and evaluation of life-long learning to equip public health workers to develop new skills as needed. (Institute of Medicine. *Who Will Keep the Public Healthy?* National Academies Press. Washington, DC. 2003)

## **Workforce Development Plan**

See: Public Health Workforce Development Plan

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