



ACCREDITATION DOCUMENTATION REVIEW | CHEAT SHEET



OSPHP - PIAT



PHAB PRINCIPLES

COMPREHENSIVE	Documents must reflect the scope of Health Department and the program
MUTUALLY REINFORCES	<ul style="list-style-type: none"> Cohesive: all documents must be cohesive, no contradictions Verifiable : all information can be verified via documents
REPRESENTATIVE	Same format, type of language, and style



TIME FRAMES

ANNUAL	within the last 14 months of submission
CURRENT	within the last 24 months of submission
BIENNIAL	within each 24 month period
REGULAR	within a pre-established schedule as determined by HDHHS
CONTINUING	activities that have existed for some time, are currently in existence and will remain in the future
IF NO DATE IS SPECIFIED	document must be dated within 5 years of submission

CYCLICAL DOCUMENTATION

When documentation required must be produced consistently according to a specific timeline, provide two as proof of timeline.
Annual report = reports from 2 different years required



ACCEPTED FILETYPES

Audio	mp3, mpeg4,
Image	bmp, gif, jpeg, jpg, tif, tiff
MS Excel	xls, xlsx, xlsm, xlsx, xlt, xltm, xltx, xlsx
MS Power Point	pps, ppsm, ppsx, ppt, pptm, pptx
MS Word	doc, docm, docx, rtf
Portable Document Format	pdf
Text	htm, html, rtx, txt
Video	mpeg, mpg, mpv, mp4



UNACCEPTED AREAS

- ⊗ Mental Health
- ⊗ Substance Abuse
- ⊗ Health Care Facilities
- ⊗ Human Services
- ⊗ Primary Care and Other Health Care
- ⊗ Professional Licensing Programs
- ⊗ Social Services (including Domestic Violence)
- ⊗ Health Care Financing Systems (e.g., Medicaid)

AUTHENTICITY

- Logo
- Appropriate Signature
- Header (or Abbreviation)
- E-mail Signature



GAPS

ELIGIBILITY	DRAFT	No draft document will be accepted.
	NO DATE	Document should display a date. Check guidance for the required timeframe.
	OUT OF DATE	Document does not meet the required timeframe. Check guidance for required timeframes.
	NO SIGNATURE/LOGO	Check guidance for required item of authenticity.
	CONTAINS PROTECTED INFORMATION	Document contains un-redacted confidential/protected information
FILE FORMAT	FILE DISPLAY	Files must open in readable positions (no sideways or upside-down files)
	FILE-NAMING	Title should be short and clearly state the content of the document.
	FILE FORMAT INCORRECT	File should be in PHAB approved formats and can open on any computer. File should not be a standalone hyperlink.
QUALITY	DOCUMENT NOT COMPLETE	If the submitted document is large, you can: <ol style="list-style-type: none"> Submit the entire document; or Submit the cover page, table of contents, index and the page(s) that meets the requirement.
	BETTER DOCUMENT AVAILABLE	Document meets the requirement but a better quality document exists.
	NOT CONTINUING	Document may be in the required timeframe but the program/project/intervention has stopped.
CONFORMITY	NO SPECIFIED AUDIENCE	The purpose and audience of a presentation/meeting/event should be clear. Check guidance for requirements.
	DOCUMENTATION MISSING REQUIRED COMPONENTS	<ol style="list-style-type: none"> Missing examples Missing a piece of required document Document does not conform to the measure requirement
	DOCUMENTATION NOT IDENTIFIED	No documentation to prove the existing policy/program/intervention.
MISSING	DOCUMENTATION NOT YET OBTAINED	In process of obtaining identified document (internal or external).
	HDHHS DOES NOT PRODUCE DOCUMENT	The Health Department does not own the policy/program/intervention. This will require further discussion with leadership on how to address this gap. Documentation may be produced externally.

COMMON DOC CHECKLIST

- Does the document **open properly** ?
- Is the document **file-type** correct?
- Is the document a **draft**?
- Is the document within **required timeframe**?
- Does the document show **authenticity**?
- Does the document contain **protected information**?
- Are multiple documents **linked together**?
- Is the document/documentation **complete**?

EMAIL



- Sender
- Recipient(s)
- Date
- Signature/Logo
- Clear content
- Complete communication chain

MEETINGS



- Agenda (with date and clear descriptions)
- Minutes (with action items)
- Attendees (Sign-in sheets)
- Meeting handouts/presentation(s) (as appropriate)

WEB CONTENT



- URL/Web link
- Date
- Complete content
- Feedback on the content (as needed)

PRESENTATIONS



- Date
- Signature/logo
- Complete content
- Audience
- Presentation: date, location, and purpose (as needed)
- Corresponding meeting documents

JANUARY 2014 v1.5