



# Accreditation Documentation Review Guidelines

## Documentation Review Principles

### Assess Documentation Conformity to the Measure

- Does the documentation fit with the guidance?
- Does the documentation meet the intent of the measure?
- Is the documentation reasonable and appropriate for the measure?

### Evaluate Documentation Details

- Is the document authenticated (i.e. CDPH logo, etc.)?
- Does the document meet the time frame established in PHAB requirements?
  - Dated within 5 years unless otherwise indicated in the PHAB guidance

## Narrative Writing Elements

### Explain Documentation (tell the story)

#### Identify and explain key concepts

- Provide context by describing background information for the concept being explained
- Utilize sufficient detail to adequately inform those who may be unfamiliar with the concepts

#### Answer who, what, where, when, why and how questions

- Consider these questions when explaining how the documentation meets the requirements of the measure

#### Tie multiple documents together to show collective conformity

- State why each document is being used
- Indicate how each document contributes to meeting the measure requirements

#### Specify page numbers and/or sections to identify text location

- Point to specific information that shows relevant evidence of where documentation conforms to the measure and highlight document

### Writing Conventions

- Use complete sentences, appropriate grammar and punctuation and avoid first person language (I think)
- Spell out an acronym name before the acronym is used in text
- Use phrases such as “OQPA has added or recommends” when providing a recommendation to strengthen
- Write the narrative so that a person unfamiliar with CDPH can understand the documentation