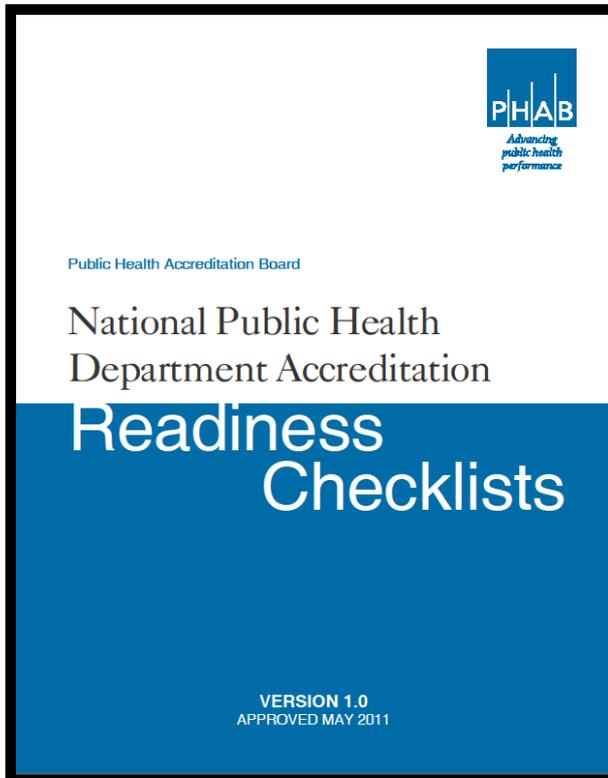


May 4, 2012

**PHAB**

# Readiness Checklist

*Taking the First Step*



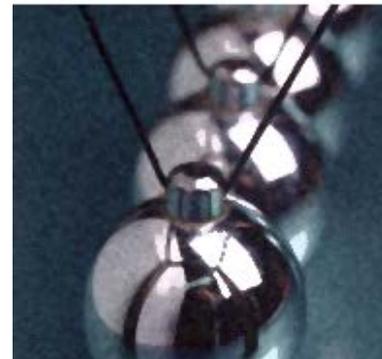


# Overview



# Divided into 4 Sections

1. Initial Checklist
2. Prerequisite Checklist
3. Process Readiness Checklist
4. Organizational Readiness Checklist



# How to Complete Checklists

- Review to indicate the initial status.
- Used to document progress made in preparing to participate in the accreditation process.
- Not submitted to PHAB.
- Provides a guide for making decisions on allocating resources and on taking action to pursue strategies and priorities



## 1. Initial Checklist

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

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

## 2. Prerequisite Checklist

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

Task	Responsible Staff	Not Yet Started	Underway	Complete	Date Completed
The health department has a community health assessment that is ready to submit with an application for PHAB accreditation.					
The health department has a community health improvement plan that is ready to submit with an application for PHAB accreditation.					
The health department has a department strategic plan that is ready to submit with an application for PHAB accreditation.					
<b>TOTAL PREREQUISITES COMPLETED AND CURRENT</b>					

*All items in this prerequisites evaluation of readiness must be complete and current (within the past 5 years) prior to submitting an application for PHAB accreditation. An application will not be considered complete and will not be accepted by PHAB without these three prerequisites. For descriptions of these documents and the elements that they should include, see the PHAB Standards and Measures Version 1.0.*

### 3. Process Readiness Checklist

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

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

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

#### 4. Organizational Readiness Checklist

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

Task	Responsible Staff	Not Yet Started	Underway	Complete	Date Completed
Has the department accreditation team begun to meet to discuss tasks and how to organize the work?					
Has the department established an internal electronic filing system, with a separate file for each measure, to be a repository for required documentation?					
Has a process been developed to select potential program documentation that is the most relevant for each measure and the best example for the department?					
Has the department accreditation team reviewed the Guide to National Public Health Department Accreditation?					
Has the department accreditation team reviewed the PHAB Standards and Measures?					
Has the department considered the timeframes required for each piece of documentation?					
Has the department reviewed department documents and dated and signed them, as needed?					
Has the department completed an initial "self-study" or review of the standards, measures, and required documentation to determine areas of strength and opportunities for improvement?					
Has the department developed and begun implementation of plans to address identified opportunities for improvement?					
Has the department sought and secured technical assistance to address opportunities for improvement?					
Has the department identified a target date for submitting a Statement of Intent to PHAB?					
<p><i>Please note that the items listed on this checklist are key activities but that this list is <u>not an all-inclusive list of activities</u> for the preparation for accreditation. Each health department that is considering applying for national public health department accreditation needs to develop its own unique work plan to ensure that it is ready for national public health department accreditation.</i></p>					



Public Health Accreditation Board

National Public Health  
Department Accreditation

# Readiness Checklists

VERSION 1.0  
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# Questions & Discussion

