

Identifying and Evaluating Documentation for Accreditation

To Prepare

- Study PHAB Guidance for each standard and measure you will be collecting documentation for:
 - Read the statement of each standard and its specific measure
 - Count the number of requirements (shoulds, musts and time frame) and the number of documents needed. You will need to validate that each of these requirements are present in the documentation to score the measure as “Demonstrates”
- Use the PHAB Acronyms and Glossary to clarify definition of terms and how they are used in the PHAB Standards

Time Frames for Accreditation Documentation

- **Annually:** within the previous 14 months of documentation submission to PHAB;
- **Current:** within the previous 24 months of documentation submission;
- **Biennially:** within each 24-month period, at least, prior to documentation submission;
- **Regular:** within a pre-established schedule, as determined by the health department; and
- **Continuing:** activities that have existed for some time, are currently in existence, and will remain in the future.

Tips for Choosing and Reviewing Documents

- Do not over-interpret the requirements of the measure
 - Documents only have to demonstrate meeting the requirements
- Do not carry-over requirements
 - Although the measures may be related, each measure is scored independently
- Comments should be concise and factual, not subjective or judgmental
 - You are not judging the quality of the work, but assessing if documentation meet the requirements
 - Assure that comments directly address the requirements to meet the measure
- Documentation should not have any personal information or identifiers
 - For training logs and job descriptions, use “2 staff” or “PH Nurse” or “EH Specialist”
- No draft documents will be accepted by PHAB
- Documents must be signed and dated
 - If official documents adopted by the health department include the health department logo, this in effect is the same as a health department signature
 - All policies and procedures must be signed and dated
 - Flyers and promotional materials should contain a date reflecting the last update