

Accreditation Readiness



Accreditation Readiness Resource Kit Executive Summary

[ASTHO's Accreditation Readiness Resource Kit](#) is an online resource designed to help states prepare for the Public Health Accreditation Board's accreditation process. The resource kit is based on the Public Health Accreditation Board's (PHAB) accreditation process and includes templates, examples and resources from states in the process of applying for accreditation. PHAB's public health department accreditation process seeks to advance quality and performance within public health departments. National public health department accreditation has been developed because of the desire to improve service, value, and accountability to stakeholders.

In order to provide states with the most up to date information, ASTHO continues to update the online resource kit as new resources are submitted. Each section of this toolkit includes a printable version of the text. The resource kit is based on the seven steps of PHAB accreditation, and includes an overview of the accreditation process and the benefits of accreditation.

Step 1: Pre-Application, includes an overview of staff roles for accreditation, the role of the accreditation coordinator and the role of leadership in the process, and tips for structuring accreditation teams, for determining readiness, and for communicating about accreditation to the rest of the health department.

Step 2: Application, includes an overview of PHAB pre-requisites, and resources for the development of the state health assessment, the state health improvement plan and the agency strategic plan.

Step 3: Documentation Selection and Submission, includes strategies for identifying, selecting, organizing and storing documents for submission, reviewing documentation for conformity, and uploading documents into e-PHAB.

Step 4: PHAB Site Visit, includes an overview of what to expect during a site visit and strategies for preparing staff, community partners and the governing entity.

Step 5: the Accreditation Decision, includes an overview of the site visit report, and tips for responding to an action plan (if required).

Step 6: Reports and Sustaining Improvement, includes strategies for maintaining the gains made during the accreditation process and continuing to build continuous quality improvement into the agency culture.

Step 7: Reaccreditation. This final stage of accreditation is still being designed by PHAB. This section will be completed as the first health departments pursue reaccreditation.

The resource kit was developed in consultation with the ASTHO Accreditation Coordinator Learning Community and numerous states submitted materials, resources, tips, and templates to the kit. This resource was developed in partnership between ASTHO and Susan Ramsey, from Pearls of Wisdom Consulting. The resources are based on PHAB's accreditation process and were reviewed by the Public Health Accreditation Board prior to publishing. The resources in this kit are intended to be used by states in the process of preparing for and sustaining accreditation. This project was funded by the Association of State and Territorial Health Officials (ASTHO) with support from the Centers for Disease Control and Prevention. The contents of this resource kit are solely the responsibility of the authors and do not necessarily represent the official views of CDC. For further information, contact Lia Katz at lkatz@astho.org.