

Cover Sheet for Example Documentation

Please complete the following form and submit along with your documentation. If you have any questions, please email us at accreditation@astho.org.

The following documentation has been submitted to ASTHO for the Accreditation Library as a potential example of Health Department documentation that might meet the **PHAB Domain 1 Standard 2 Measure 2A.3**

This document is not intended to be a template, but is a reference as state health agencies develop and select accreditation documentation specific to the health department's activities.

Please note that the inclusion of documentation in this library does not indicate official approval or acceptance by PHAB.

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|---|--|-----------|---|----------|---|-------------------------|------|
| Document Title: | Pertussis Electronic Report | | | | | | |
| Document Date: | 8/23/2016 | | | | | | |
| Version of Standards and Measures Used: 1.5 | | | | | | | |
| Related PHAB Standard and Measure Number | | | | | | | |
| Domain: | 1 | Standard: | 2 | Measure: | 2 | Required Documentation: | A3.2 |
| Short description of how this document meets the Standard and Measure's requirements: This example includes a report on pertussis from a lab in August 2016. | | | | | | | |
| Submitting Agency: | Utah Department of Health | | | | | | |
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| Can we attribute the document to your agency? | | | | | | | |
| <input checked="" type="checkbox"/> Yes, you can include our agency name when posting | | | | | | | |
| <input type="checkbox"/> No, please post the document anonymously | | | | | | | |
| Can we include staff name and contact information with the documentation? | | | | | | | |
| <input checked="" type="checkbox"/> Yes, you can include staff contact information | | | | | | | |
| <input type="checkbox"/> No, please do not include staff contact information | | | | | | | |

Thank you for submitting your health agency's documentation to the Accreditation Library. We appreciate your contribution to this resource, and we look forward to continuing to provide you with assistance in your accreditation work.

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The following are PHAB's policies for all submitted documentation¹:

- a. No draft documents will be accepted for review by PHAB.
- b. All documentation must be in effect and in use at the time that they are submitted to PHAB.
- c. Documents must be submitted to PHAB electronically. Hard copies of documents must be scanned into an electronic format for submission. PHAB will not accept hard copies of any documentation, either with documentation submission or at the site visit. In order for documentation to be considered by site visitors it must be in an electronic format and included in the health department's record of documentation in the e-PHAB system.
- d. A PDF version of all documentation is preferred. If a document is not a PDF, it should be in a commonly used program such as Word, Excel, or PowerPoint. Documents created using health department specific software, special graphics, or other program not commonly used, will not be accepted.
- e. In many cases, a measure is demonstrated only once, at a central point in the health department. Examples of these types of documentation requirements include department-wide policies (such as human resource policies), procedures, and plans. In these cases the requirement is for a specific, central document, rather than for examples.
- f. Where documentation requires examples, health departments must submit two examples, unless otherwise noted in the list of required documentation or the guidance.
- g. Health departments are encouraged to provide narrative that describes how the submitted document relates to and meets the requirement. Text boxes will be provided by e-PHAB for health departments to include descriptions and explanations.
- h. Health departments must comply with e-PHAB electronic submission requirements and processes.

¹ PHAB requirements as listed in National Public Health Department Accreditation Documentation Guidance, page 2: <http://www.phaboard.org/wp-content/uploads/National-Public-Health-Department-Accreditation-Documents-Version-1.0.pdf>

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