July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Recruit Reviewers[i]					
14	15	16	17	18	19	20
			Recruit Reviewers[i]			
21	22	23	24	25	26	27
			Recruit Reviewers[i]			
28	29	30	31			
		Recruit Reviewers[i]				

Applicant
State Lead
NACCHO
Reviewers

Schedule is subject to change.
Last updated on 6/10/13

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Recruit Reviewers[i]		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	Facilitate Reviewer Orientation and Training Webinars[ii]					
	Attend a Reviewer Orientation and Training Webinar[i]					
25	26	27	28	29	30	
					Submit Applications, Forms, and Fees[i]	
					Upload Applications[iii]	
	Complete Online Training Assessment [ii]					

Applicant

State Lead

NACCHO

Reviewers

Schedule is subject to change.
Last updated on 6/10/13

September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Download Applications[iii]	Review Applications[iv]		**1st Review Team Call[v]**	
8	9	10	11	12	13	14
			Review Applications[iv]			
15	16	17	18	19	20	21
			Review Applications[iv]			
22	23	24	25	26	27	28
			Review Applications[iv]			
29	30					
Review Applications[iv]						

Applicant

State Lead

NACCHO

Reviewers

**Roman numerals are associated with detailed information provided starting on page 6*

Schedule is subject to change.
Last updated on 6/10/13

October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			Review Applications[iv]		**2nd Review Team Call[vi]**	
6	7	8	9	10	11	12
	Review Applications[iv]			Complete Individual Review of Applications[iv]		
13	14	15	16	17	18	19
			PPHR Review Meeting[ii]			
			PPHR Review Meeting[iv]			
			PPHR Review Meeting[vii]		Submit Review Form to NACCHO[viii]	
20	21	22	23	24	25	26
			Look Over Reviewer Form Comments[v]			
Submit Review Form to NACCHO[viii]						
27	28	29	30	31		
		Look Over Reviewer Form Comments[v]				

Applicant
State Lead
NACCHO
Reviewers

**Roman numerals are associated with detailed information provided starting on page 6*

Schedule is subject to change.
Last updated on 6/10/13

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Look Over Review Form Comments[v]	2
3	Applicant Develops Additional Evidence Requested by Reviewers[i] Send to LHDs[iii] Send to Leads[vi]			Submit Evidence[ii] Submit Evidence[iv]	8 Upload Evidence[vii]	9
10	11 Download Evidence[ix]	12 Review Additional Evidence[x]	13	14	15 **3rd Review Team Call[xi]**	16
17	18	19 Review Additional Evidence[x]	20	21	22	23
24	25 Submit Forms[xii]	26 Compile Review Forms & Send to Review Teams[viii]	27	28	29	**Applicant** **State Lead** **NACCHO** **Reviewers**

Roman numerals are associated with detailed information provided starting on page 6

Schedule is subject to change.
Last updated on 6/10/13

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Compile Review Forms & Send to Review Teams[viii]						
8	9	10	11	12	13	14
Compile Review Forms & Send to Review Teams[viii]			Participate in PPHR Final Review Calls[ix]			
			Participate in PPHR Final Review Calls[xiii]			
15	16	17	18	19	20	21
	Participate in PPHR Final Review Calls[ix]		Prepare Recognition Materials[x]			
	Participate in PPHR Final Review Calls[xiii]					
22	23	24	25	26	27	28
Prepare Recognition Materials[x]						
29	30	31				
Prepare Recognition Materials[x]						

Applicant
State Lead
NACCHO
Reviewers

**Roman numerals are associated with detailed information provided starting on page 6*

Schedule is subject to change.
Last updated on 6/10/13

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Prepare Recognition Materials[x]			
5	6	7	Applicants Review Recognition Materials[iii]			
	Notify Applicants of Recognition Status[v]					
	Notify State Leads of Recognition Status[xi]					
Applicants Review Recognition Materials[iii]						
Applicants Review Recognition Materials[iii]			Applicants Notify State Lead of Resubmission *(If applicable)*[iv]		24	25
			State Lead Notifies NACCHO of Resubmission[vi]			
			Reviewers will Review the Resubmission in May 2014[xiv]			
			NACCHO Notifies Reviewers of Resubmission[xii]			
26	27	28	29	39	31	

Applicant
State Lead
NACCHO
Reviewers

**Roman numerals are associated with detailed information provided starting on page 6*

Schedule is subject to change.
Last updated on 6/10/13

Applicant Timeline Details

i. Applicant Provides Additional Evidence Requested by Reviewers, November 4-7

During this time, applicants will have 72 hours to generate any additional evidence requested by the reviewers in areas scored partially met or not met. The additional evidence must be provided within the plans themselves with a new crosswalk linking to the evidence for each element, to ensure that reviewers are able to locate the new information.

ii. Submit Evidence, November 7

Applicants will submit to their state leads any additional evidence and forms that link to it.

iii. Applicants Review Recognition Materials, January 8-21

Applicants will receive an email from their state leads including the final review form, letter containing the recognition status, and a sample press release (for the agencies who have successfully achieved PPHR recognition).

iv. Applicants Notify State Lead of Resubmission *(if applicable)*, January 22-23

If unsuccessful in achieving PPHR recognition, applicants will have an opportunity to resubmit their application by April 30, 2014. To be a part of the resubmission process, applicants must notify PPHR staff by this time.

State Lead Timeline Details

i. Submit Applications, August 30

Each application must be uploaded to its own individual flash drive and must arrive at NACCHO by the designated date. In addition, NACCHO requests that applications be uploaded directly using the NACCHO ShareFile site.

ii. PPHR Review Meeting, October 16-17

Schedule is subject to change.
Last updated on 6/10/13

The State Lead is responsible for attending the PPHR Review Meeting. If the State Lead is unable to attend due to unavoidable circumstances, the state lead must send an alternate to replace him or her. If the State Lead has two or fewer applications in a given review cycle, he or she may call in to the review meeting.

The main tasks for the state lead during this meeting are to provide reviewers with information on state processes and assistance regarding application issues that need clarification.

iii. Send Forms to LHDs, November 4

The State Lead will be notified when additional information forms are available to be downloaded from NACCHO's server. The State Lead will download the forms and immediately email them to the respective health departments.

iv. Submit Evidence, November 7

The applicant will submit the additional evidence to supplement their application to their state lead. The State Lead then must upload the additional evidence to the NACCHO ShareFile site. If uploading is not possible, the state lead may send the additional evidence to NACCHO on a flash drive via overnight mail, postmarked by the same deadline.

v. Notify Applicants of Recognition Status, January 6-7

NACCHO will send the recognition materials to the State Lead, including applicants' final review forms, letters containing the recognition status, and a sample press release for the agencies who have successfully achieved PPHR recognition. The state lead will forward the materials to the respective applicants.

vi. State Lead Notifies NACCHO of Resubmission *(if applicable)*, January 22-23

Any applicant that did not successfully achieve recognition will have the opportunity to resubmit their application during the subsequent review. By January 23, the State Lead must notify NACCHO regarding which applicants are resubmitting their application.

NACCHO Timeline Details

i. NACCHO Recruits Reviewers, July 8 – August 2

NACCHO staff sends an email to a list of potential PPHR national reviewers based on previous review experience, contact with NACCHO staff, or response to PPHR flyers. During this time, NACCHO staff establishes review teams and application assignments.

ii. Facilitate Reviewer Orientation Webinar, August 19-23

NACCHO staff will provide an orientation and training webinar that will describe the review and scoring processes in detail. Reviewers will be asked to provide their availability during this week and two conference calls will be scheduled. This webinar is mandatory for participation as a national reviewer. It is essential for first time reviewers to participate; veteran reviewers will also need to participate to learn new procedures being implemented during this round of reviews.

If a reviewer is unable to attend the sessions due to scheduling conflicts, a session can be scheduled as needed during the following week.

iii. Upload Applications, August 30

NACCHO staff will ensure that applications are uploaded to the ShareFile site on this date.

iv. PPHR Review Meeting, October 16-17

NACCHO staff will coordinate and facilitate the PPHR Review Meeting. The logistical information regarding this meeting will be provided by email and reviewed during the reviewer orientation call. Any reviewers who are unable to attend the meeting must contact NACCHO staff immediately so other arrangements can be made.

v. Look Over Reviewer Form Comments, October 22 – November 1

NACCHO staff will look over review forms submitted by the team leads following the PPHR Review Meeting. Review team comments will be evaluated to ensure clarity and validity. NACCHO will contact team leads if corrections need to be made prior to submitting forms to the state lead. For commenting and scoring guidance and examples, please review the Reviewer Survival Guide.

Schedule is subject to change.
Last updated on 6/10/13

vi. Send Forms to State Leads, November 4

The State Lead will be notified when additional information forms are available to be downloaded from NACCHO's server. The State Lead will download the forms and immediately email them to the respective applicants.

vii. Upload Evidence, November 8

NACCHO staff will ensure that the State Leads have uploaded each applicant's additional evidence materials onto the ShareFile site. NACCHO will also upload any additional evidence files received by mail on a flash drive. Reviewers will be notified when the additional evidence has been uploaded and they are able to download the new materials.

viii. Compile Review Forms & Send to Review Teams, November 26 – December 10

After NACCHO staff receives a review form from each reviewer, NACCHO staff will compile all the comments and scores provided by each team member into one a single review form. This review form will highlight any scoring discrepancies between reviewers. Once the compiled review form has been created, NACCHO staff will send the form to the appropriate review team. This form will be used to facilitate discussion during the final PPHR review call.

ix. Participate in PPHR Final Review Call, December 11-17

NACCHO staff will participate in the final review calls. The role of NACCHO staff during the final review call is to answer any PPHR criteria questions and to make the final calculations in order to determine the eligibility of the applicant to achieve PPHR recognition.

x. Prepare Recognition Materials, December 18 – January 3

NACCHO staff will finalize review forms, create letters informing the agencies of recognition status, and develop sample press releases for those who successfully achieved PPHR Recognition.

xi. Notify State Lead of Recognition Status, January 6-7

Schedule is subject to change.
Last updated on 6/10/13

NACCHO staff will email the State Leads the final review forms for applicants in their state, letters containing the recognition status of each applicant, and sample press releases for the agencies who have successfully achieved PPHR recognition.

xii. NACCHO Notifies Reviewers of Resubmission, January 22-23

Any applicant that did not successfully achieve recognition will have the opportunity to resubmit their application during the subsequent review. NACCHO staff will inform review teams if an agency whose application they reviewed will be resubmitting.

Reviewer Timeline Details

i. Attend a Reviewer Orientation and Training Webinar, August 19-23

NACCHO staff will provide an orientation and training webinar that will describe the review and scoring processes in detail. Reviewers will be asked to provide their availability during this week and 1 – 2 webinars will be scheduled. This webinar is mandatory for participation as a national reviewer. It is essential for first time reviewers to participate; veteran reviewers will also need to participate to learn new procedures being implemented during this round of reviews.

If a reviewer is unable to attend the sessions due to scheduling conflicts, a session can be scheduled as needed during the following week.

ii. Complete the Online Training Assessment, August 26-30

Reviewers must complete a 20-question ungraded online training assessment to test their understanding of the PPHR review process and scoring and commenting procedures. The training assessment is mandatory for participation as a national reviewer.

iii. Download Applications, September 3

NACCHO staff will ensure that applications are uploaded to the ShareFile site on this date. Reviewers will then be able to download their assigned applications to their computer using their assigned username and password. Instructions on how to download applications from the ShareFile site will be provided.

iv. Review Applications, September 4 - October 15

Reviewers will be tasked with reviewing two PPHR applications. It is highly recommended reviewers schedule time to work on their review throughout this timeframe to decrease stress and increase quality of the initial review. The initial review of applications must be completed prior to the PPHR Review Meeting. If your review team discovers a significant number of malfunctioning hyperlinks, please notify NACCHO staff immediately.

v. 1st Review Team Call, September 6

Team leads are tasked with scheduling and facilitating conference calls prior to the PPHR Review Meeting and the final review call. Regularly scheduled conference calls with review team members is critical to a successful review and will reduce the stress and effort needed during the PPHR meeting and final call. Suggested dates for review team conference calls are designated on the calendar.

On the 1st Review Team Call, reviewers should introduce themselves, ensure that all team members were able to successfully download their assigned application materials, ascertain that all links in the applications are functional, and discuss any questions that any of the newer reviewers have about the application review process.

vi. 2nd Review Team Call, October 4

The 2nd Review Team Call should be scheduled by the team lead for approximately 10 days before the in-person review meeting. The call should be used to ascertain that all reviewers will have their reviews completed by the in-person meeting, to discuss questions about and overall impressions of the applications, and to strategize regarding which items to prioritize for discussion during the in-person review meeting. Any outstanding questions about how to interpret PPHR criteria elements should be emailed to NACCHO staff so that clarification can be provided during the in-person review meeting.

vii. PPHR Review Meeting, October 16-17

The PPHR Review Meeting provides the opportunity for review teams to discuss the applications in greater detail. The review team is tasked with identifying those areas within the application that are deficient, resulting in a potential score of partially met or not met. Team leads record and the scores and comments for each criteria element. For elements scored partially met and not met, reviewers must include comments informing applicants which information needs to be provided in order to meet the criteria.

viii. Submit Final Review Form to NACCHO, October 21

Schedule is subject to change.
Last updated on 6/10/13

Team leads must submit compiled review forms containing the team's agreed upon scores and comments by Monday, October 21. These forms are used to provide applicants with information on areas of the application are deficient and the additional evidence requested by the review team.

ix. Download Evidence, November 11

The additional evidence requested by the review team will be available for download on the ShareFile site on this date. By using the assigned password and username provided at the beginning of the review, reviewers can download the contents of the additional information folder, which include a new crosswalk for the additional evidence provided and an updated review form that reviewers can use to revise their scores. Instructions on how to download these materials will be provided.

x. Review Additional Evidence, November 12-25

Reviewers will review the additional evidence provided by the applicants. They will use the copy of the compiled review form downloaded off the ShareFile site to record any changes to scores and comments for items initially scored as Partially Met or Not Met.

xi. 3rd Review Team Call, November 15

Review team leads should schedule a review team call no later than four days after additional information materials become available. The purpose of this call is to ascertain that all team members were able to successfully download the additional information materials, to verify that all hyperlinks are functioning correctly, and to address team members' questions. NACCHO staff should be notified immediately if broken hyperlinks are found.

xii. Submit Review Forms, November 25

Each reviewer should email his or her revised review forms to NACCHO staff no later than November 25. NACCHO staff will compile the forms for each team and email back a single form to all team members highlighting any scoring discrepancies.

xiii. Participate in Final Review Calls, December 11-17

All team members are required to participate in the final review call. NACCHO staff will work with the team members to schedule the call. The Team Lead is responsible for facilitating the discussion to resolve any scoring discrepancies between review team members. NACCHO Staff will attend the call to answer any PPHR criteria-related questions, update the final review form to reflect scoring decisions made on the call, and calculate the eligibility of the applicants receiving PPHR recognition.

xiv. Reviewers will Review the Resubmission in May 2014

Any applicant that did not successfully achieve recognition will have the opportunity to resubmit their application during the subsequent review. NACCHO staff will inform review teams if an agency whose application they reviewed will be resubmitting. To ensure consistency between the initial review and the resubmission, the same review team will review the additional evidence for those areas previously scored partially met or not met.

The resubmission review begins May 1, 2014. Reviewers will have four weeks to review the additional materials. After the four weeks, there will be a final conference call where the final scoring decisions will be made amongst the review team members.