

**The Nuts & Bolts of Preparing for PHAB Accreditation:
How to do it and How NACCHO can help.
Webinar: November 14, 2011**

THE WEBINAR WILL BEGIN SHORTLY

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**The Nuts and Bolts of Preparing for
Accreditation: How to Do It and How
NACCHO Can Help**

Monday, November 14, 2011

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NACCHO



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GOAL:

To assist local health departments in considering how to prepare for accreditation and increase awareness of existing tools and resources available at each step in the process.

OBJECTIVES:

- Describe examples from 3 local health departments (LHDs) that have undertaken aspects of the accreditation process, including appointing an Accreditation Coordinator, convening a team, organizing documentation and working to achieve standards and measures
- Detail a variety of resources available, from NACCHO and others, to assist LHDs at each step in the accreditation process



Introduction of Speakers



April Harris
Three Rivers
District Health
Department (KY)



Torney Smith
Spokane Regional
Health District
(WA)



Barbara Worgess
Coconino County
Health Department
(AZ)




Question 1:
How do you know whether your
agency is ready for accreditation?




Preparing for Accreditation



Our paths are similar
yet distinctly different





What We have Learned



Practice makes “Perfect”

Question 2:
When is it important to engage your
governing entity?



“Informed Boards Make Informed Decisions”

- Quarterly Board of Health Trainings for each Local BOH
 - 10 EPHS, Operational Definition, 3 Core Services
 - Their Role as a BOH Member
 - Accreditation, Quality Improvement
 - NPHPSP



NACCHO Resources

- **Premade PowerPoint presentations that can be customized by your agency**
 - Public Health 101
 - Accreditation 101
 - Accompanying materials
- **Coming soon: electronic training modules for governing entities**
 - Accreditation introduction
 - Investment in accreditation
 - Quality improvement in public health
 - Others
- www.naccho.org/LGE



Question 3: At what point do you engage staff?



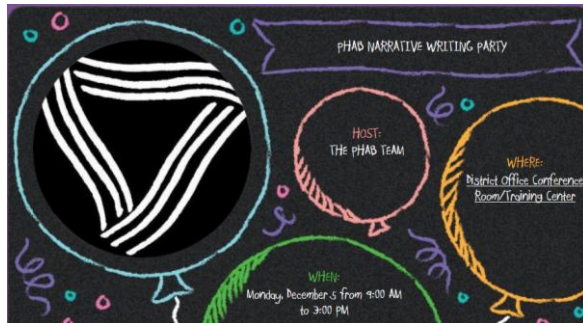
Accreditation Implementation Team

- Nine people from all divisions and levels
- Defined responsibilities
- Established timelines
- Accountability to one another

KEEP CALM & CARRY ON!

Our PHAB Team Thrives Because...

- Communication
- Management Support
- Commitment
- Accountability
- Trust
- WE HAVE FUN!



NACCHO Resources

- **Premade PowerPoint presentations that can be customized by your agency**
 - Accreditation 101
 - Quality Improvement 101
 - Accompanying materials
- **Accreditation Coordinator duties document**
- **Organizational guide to self study**
- www.naccho.org/teams
- www.naccho.org/accreditation/webinars



Question 4:
Now that the governing entity and staff are on board, what are the next steps in preparing?



NACCHO Resources

- Accreditation Preparation website: www.naccho.org/accreditation
 - Learn about PHAB
 - Complete prerequisites
 - Form an accreditation preparation team
 - Collect & organize documentation
 - Engage local governing entity
 - Budget for costs and fees
 - Engage in quality improvement
 - Apply for PHAB accreditation



Question 5:

What are some tips for developing your prerequisites so that they align with the appropriate standards and measures and link to one another appropriately?



NACCHO Resources

- www.naccho.org/prerequisites
- Descriptions of frameworks
- Planning guides
- Example documents
- Links to other NACCHO programs
 - Mobilizing for Action through Planning & Partnerships (MAPP)
 - CHA/CHIP Demonstration sites
- NACCHO webinar (www.naccho.org/accreditation/webinars)
- Coming soon: How-To-Guide for strategic planning



Question 6:
Beyond having the prerequisites in
place, how do you know your
agency is ready to apply?



Question 7:
Now that you've decided to pursue
accreditation, how should your
agency get organized?



ORGANIZATION IS KEY

We designated our very own PHAB WorkRoom!

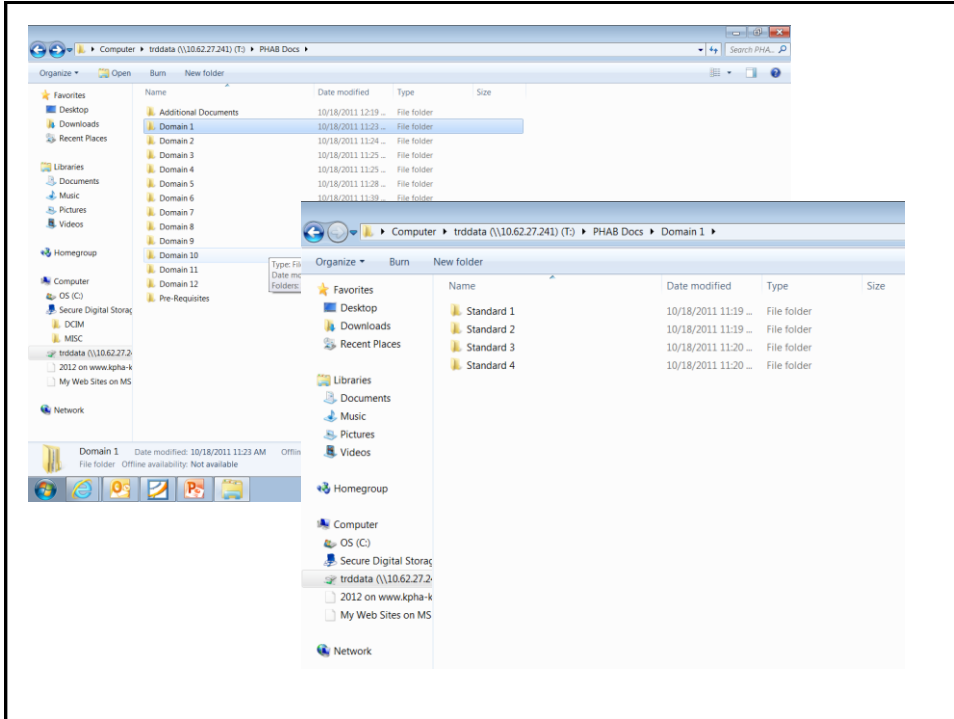
TRDHD's FORT KNOX



TRDHD Is PHAB-ulous!

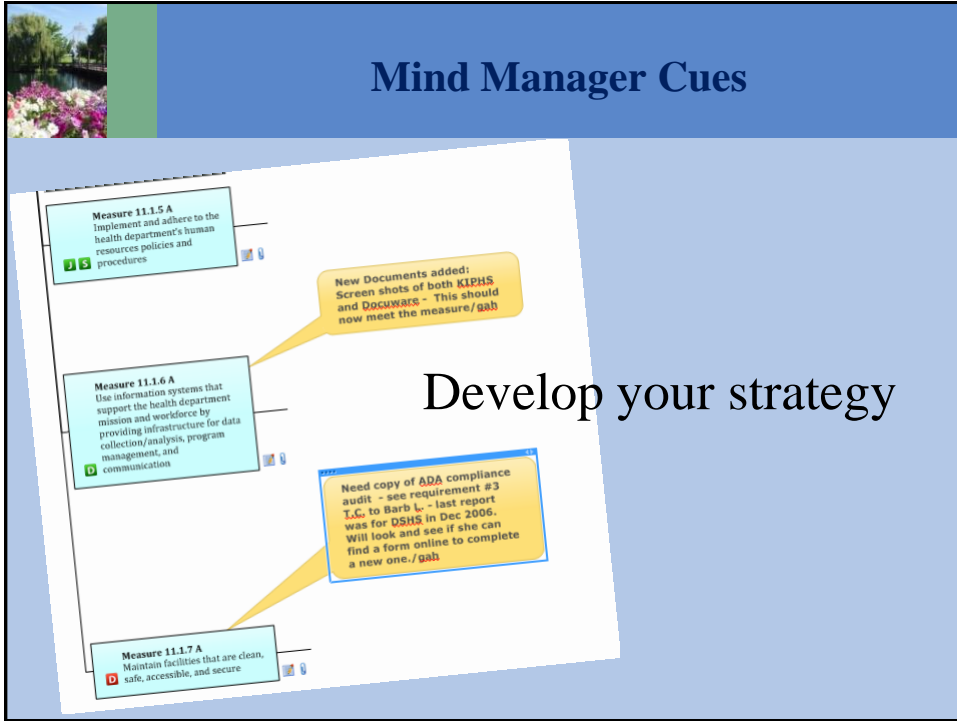


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Mind Manager Organization

The composite image illustrates the organization of PHAB accreditation documents. On the left, a Mind Manager mind map shows a central node 'PHAB Accreditation' with several branches representing different stages and documents. On the right, a Windows Explorer window shows a file list with columns for Name, Date modified, and Type. The file list includes: Accreditation Agendas, Accreditation Application, Accreditation Dump, Accreditation Minutes, Accreditation Review Team Maps, DO NOT USE Template Maps, NACCHO Grant, PHAB Standards and Guidelines - Original, Shared Template, and Standards Questionable Documents.



Mind Manager Cues

Measure 11.1.5 A
Implement and adhere to the health department's human resources policies and procedures

Measure 11.1.6 A
Use information systems that support the health department mission and workforce by providing infrastructure for data collection/analysis, program management, and communication



Measure 11.1.7 A
Maintain facilities that are clean, safe, accessible, and secure

Develop your strategy

New Documents added:
Screen shots of both KIPHS and DDUware - This should now meet the measure/gab

Need copy of ADA compliance audit - see requirement #3 I.E. to Barb L. - last report was for DSHS in Dec 2006. Will look and see if she can find a form online to complete a new one./gab

Question 8:
How do you choose which documentation to use?



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Domains, Standards and Measures, OH MY!

TRDHD's Lessons Learned:

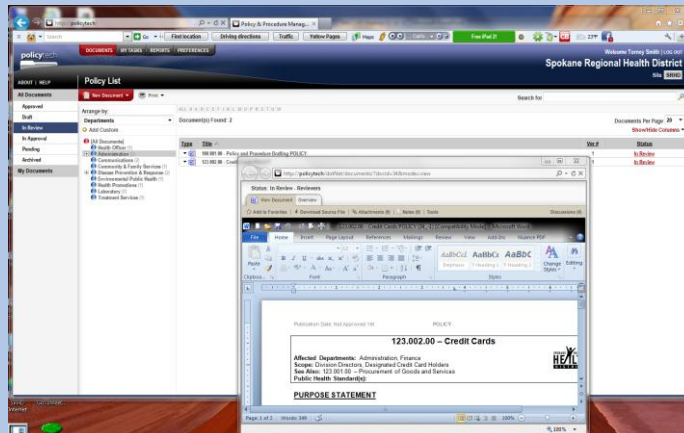
Network with other LHDs
Value everyone's input
Be thorough

Keep all staff involved
Think outside the box
Celebrate successes



Other Tools We Use

Policy Review



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NACCHO Resources


- Collect and Organize Documentation website:
www.naccho.org/documentation
 - Example documentation for accreditation preparation
 - Mind Manager File
 - NACCHO documentation review
 - PHAB documentation guidance



Question 9:


If you are not ready yet, how can you prioritize which areas to work on improving?





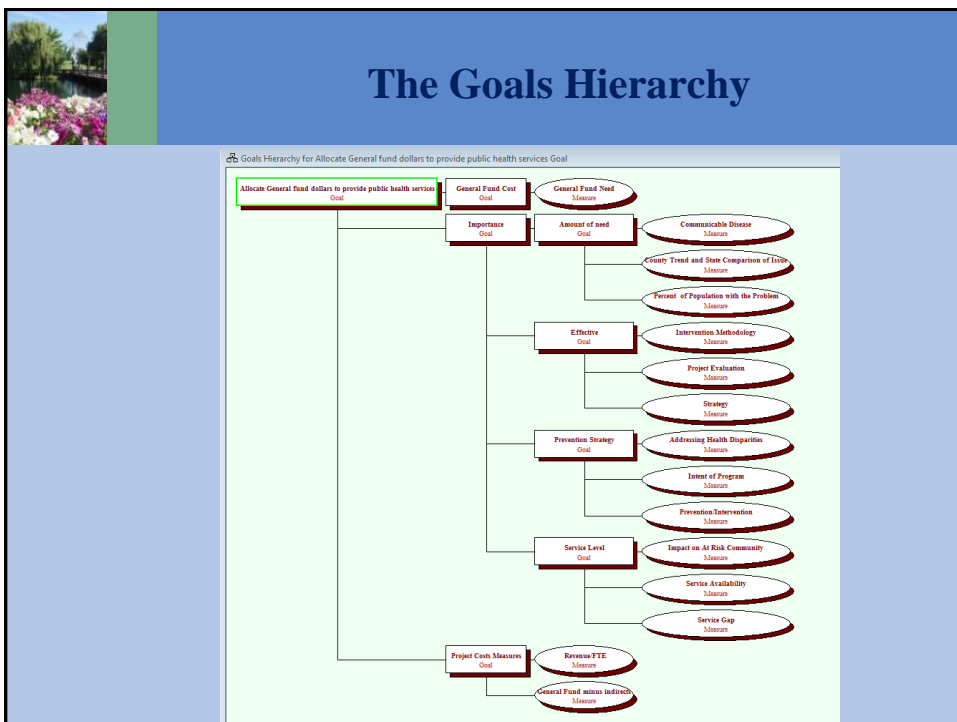
Prioritization

Budget decision making

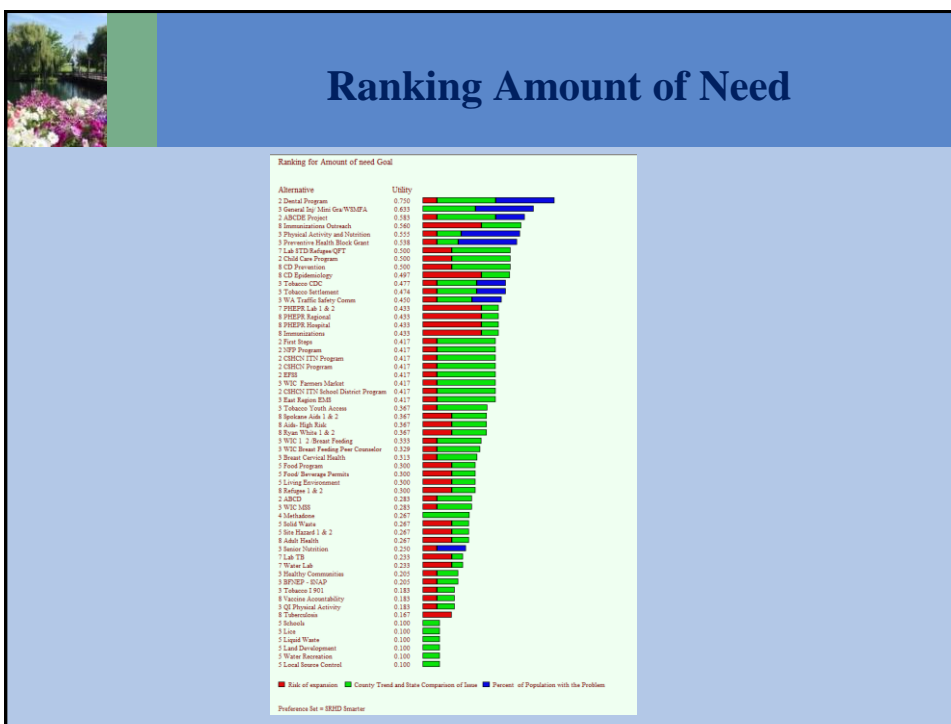
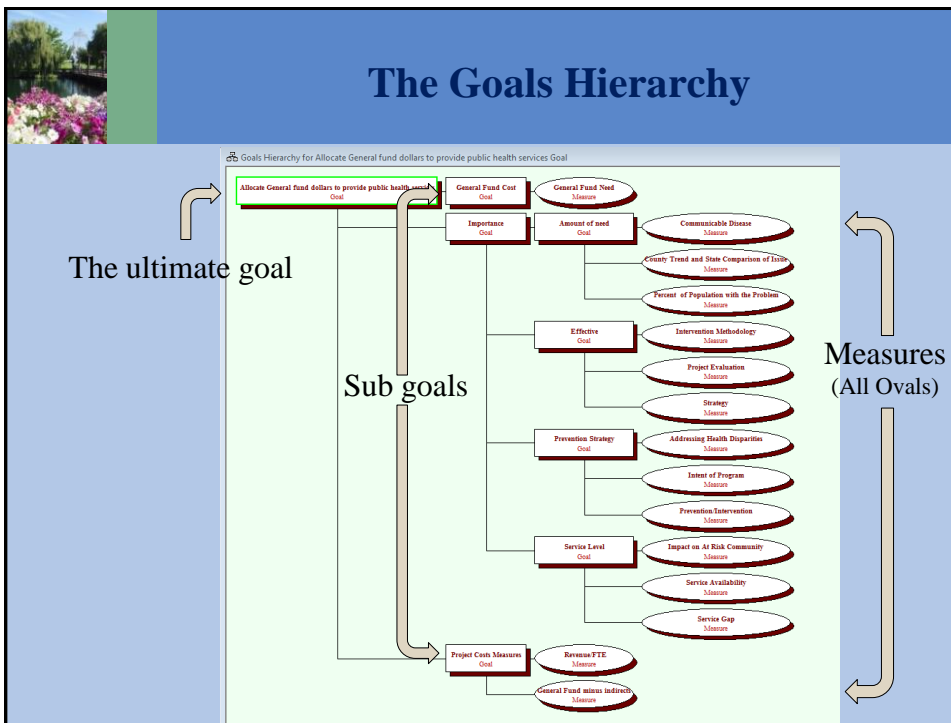


Logical Decisions

Logical Decisions® for Windows, Version 6.2



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NACCHO Resources

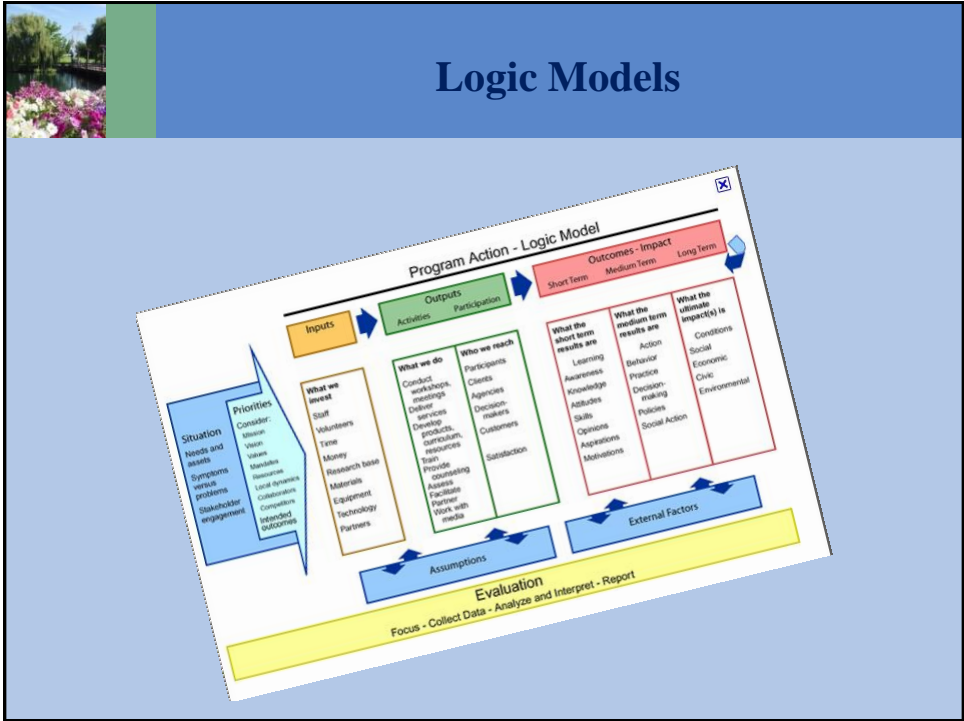
- Guide to prioritization
- NACCHO webinars
- Toolkit
- Beta test final reports



Question 10:
How can an LHD start to incorporate
quality improvement into its
activities?



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NACCHO Resources

- Quality Improvement website: www.naccho.org/QI
- Roadmap to a culture of quality improvement
- NACCHO Webinars on QI culture and PDCA
- QI 101 training for staff
- QI guides and resources
- QI learning communities



Question & Answer Session

Type your questions in the Chat Box
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which will appear on your screen momentarily and
will be sent via e-mail shortly!

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resources we discussed today or find more information about
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If you have additional questions, please
e-mail us at accreditprep@naccho.org.

