

POLICY AND PROCEDURE			
SUBJECT/TITLE:	PHAB Accreditation Documentation Review		
APPLICABILITY:	All Staff		
CONTACT PERSON & DIVISION:	Accreditation Coordinator		
ORIGINAL DATE ADOPTED:	07/20/2017		
LATEST EFFECTIVE DATE:	07/20/2017		
REVIEW FREQUENCY:	5 years		
BOARD APPROVAL DATE:	N/A		
REFERENCE NUMBER:	800-041-P		

A. PURPOSE

The intent of this document is to ensure that Canton City Health Department's accreditation documents are of the best possible quality before they are submitted.

B. POLICY

Prior to submission to e-PHAB, all accreditation documents should be reviewed by a team made up of staff who were not on the domain team responsible for the document. Each document should be reviewed to ensure that it is relevant to the Standard and Measure, demonstrates conformity with the requirements and meets all other PHAB document requirements

C. BACKGROUND

N/A

D. GLOSSARY OF TERMS

e-PHAB – Website for submission of all final accreditation documents.

PHAB - Public Health Accreditation Board

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. DOCUMENT REVIEW TEAMS

- a. The Accreditation Coordinator and Health Commissioner will collaborate with the Accreditation Team to assign document review teams.
- **b.** Document review teams will consist of:
 - i. A team leader. This person will be a team leader from a domain that is not the domain that produced the document(s).
 - ii. At least two additional team members from a domain that did not produce the document(s) who do not need to have been a domain team leader.
 - iii. A member of the domain team that produced the document(s).
 - This person will not be involved actively in the review, but must be available during the time scheduled for the review to answer any questions that the review team might have.

2. DOCUMENT REVIEW PREPARATION

- a. Documents will be ready to review when;
 - i. The domain team indicates that all documents for the domain have been identified.



- 1. A partial review could be completed earlier if the domain team requests it and the Accreditation Coordinator and Health Commissioner agree.
- ii. The domain team has prepared the documents in the final format.
 - 1. PDF is strongly preferred.
- iii. The domain team has prepared a document cover sheet for each document.
 - 1. 800-041-01-F Document Cover Sheet will be used to create the cover sheet.
 - 2. A cover sheet will contain;
 - a. The domain, the standard and the measure numbers.
 - b. The name of the document.
 - c. The number of the document.
 - i. For example;
 - 1. 1 of 1
 - 2. 2 of 3
 - d. A list of measure requirements and the page number(s) that demonstrate the requirement.
 - e. The name of the domain team member responsible for answering questions about the document.
 - f. The document's file name, title and description.
- iv. The domain team has prepared a narrative explaining how the document demonstrates conformity with the standard.
 - 1. 800-041-08-F Document Cover Sheet will be used to create the narrative sheet.

3. **DOCUMENT REVIEW PROCESS**

- a. A document review team must have all of its members present for the duration of the review.
- b. Document review team members must not be responsible for completing other assignments during the review.
- c. Prior to meeting, the team leader should prepare 800-041-02-F and 800-041-03-F for each document to be reviewed.
- d. When a document review team meets, it should;
 - i. Thoroughly review the Standard and Measure for which the document is intended to demonstrate conformity.
 - ii. Thoroughly review each submitted document.
 - iii. For each document, each team member should complete 800-041-02-F Document Review Checklist, ensuring that the document meets each of the PHAB minimum requirements
 - iv. During the team review, if any review team member has a question about the document they should contact the domain team member assigned to answer questions during the review
 - v. For each document, each team member should complete 800-041-03-F Document Review Scoresheet.
 - 1. Score each requirement and sub-requirement
 - a. Does the document fully demonstrate conformity?
 - i. Mark the appropriate score.

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- b. Are each of the sub-requirements met?
 - i. Mark the appropriate score.
- 2. If comments are warranted, include those in the space provided.
 - a. If a requirement is not fully demonstrated or a sub-requirement is not met, then a comment must be present to explain why.
- 3. At the end of the review, the team should discuss the scores each member assigned to the document and if any of the minimum requirements were not met.
 - a. During this discussion, the team should agree on a final score for each requirement and sub-requirement.
 - i. If a requirement is not fully demonstrated or a sub-requirement is not met, then a comment must be present to explain why.
 - b. The team should agree on a final checklist of minimum requirements.
- vi. At the end of the review, the review team will scan the final forms 800-041-02-F and 800-041-03-F for each document reviewed and place the scans in the folder with the document.
- vii. The review team leader will let the domain team leader know that the review is complete.
- viii. The domain team will meet to discuss the scores given to each document and to address any problems noted on the forms.
 - On form 800-041-03-F, any document with a final requirement score of less than "Fully Demonstrated" or sub-requirement score of "Not Met" must be reviewed and addressed.
 - 2. All documents must meet the PHAB minimum requirements listed on 800-041-02-F
- ix. The domain team leader will inform the review team leader when all revisions are completed.
- x. The review team will repeat step 3 for each revised document.
- xi. The domain team leader will inform the accreditation coordinator of each document that on form 800-041-03-F has received a final score of "Fully Demonstrated" with each sub-requirement scored as "Met" and with all of the PHAB minimum requirements met on form 800-041-02-F

F. CITATIONS & REFERENCES

800-041-06-A Acceptable-File-Formats-for-Uploaded-Documentation-to-e-PHAB-Updated-April-2016

800-041-07-A SM-Version-1.5-Board-adopted-FINAL-01-24-2014, pages 3-8

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Rob Knight, Executive Assistant

H. APPENDICIES & ATTACHMENTS

800-041-04-A Document Review Scoresheet 1.3.1 A - 1 of 2 – example 800-041-05-A Document Review Scoresheet 1.3.1 A - 2 of 2 – example



800-041-06-A Acceptable-File-Formats-for-Uploaded-Documentation-to-e-PHAB-Updated-April-2016 800-041-07-A SM-Version-1.5-Board-adopted-FINAL-01-24-2014

I. REFERENCE FORMS

800-041-01-F Document Cover Sheet

800-041-02-F Document Review Checklist

800-041-03-F Document Review Scoresheet

800-041-08-F Document Narrative Sheet

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes	

K. APPROVAL

This document has been approved in accordance with the "800-001-P Standards for Writing and Approving PPSOGFs" procedure as of the effective date listed above.