



<b>POLICY AND PROCEDURE</b>	
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).
    - 1. 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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Prevent. Promote. Protect.

Canton City Health District

Canton City Health District  
All Staff  
FINAL

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.