

Accreditation Work Group – Oregon LHD Documentation Request Process

Contacts:



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Requesting public health accreditation documentation from a state program or CLHO:

1. Load your requests into GovSpace as a discussion question or bring them to the state-wide Accreditation Work Group (AWG) meeting. Meetings are held every other month, on second Mondays, 1:30-3:30pm at the Portland State Office Building (phone conference and webinar option available).
2. During AWG meetings, the group will review the request, applicable PHAB measure and possible responses. The group will refine the request to decide on the best document for the requirement, and then make one official request for the whole work group.
3. Once the request is finalized, the AWG coordinators will summarize the requests and send to Tom Engle in the Office of Community Liaison or CLHO, depending on the document needed.
4. If the document is requested from a state program, [Tom Engle](#) will reach out to the program and find out if the document is available. Readily available documents will be posted to the AWG in GovSpace. If not readily available, further conversation between the requestors and the state program may be necessary to determine feasibility of and timeframe for creating the documentation.
5. If the document is requested from CLHO, it will be identified and uploaded to the same site, as well as to the CLHO Accreditation blog.

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Using Accreditation Work Group in GovSpace:

1. Access GovSpace at govspace.oregon.gov.
2. If you are already a member of GovSpace, you will be sent an invitation to join the Accreditation Work Group (AWG). Contact Erin Mowlds or Anona Gund if you are a GovSpace member, but have not received an invitation to join the AWG.
3. If you are not already a member, email Anona Gund at anona.e.gund@state.or.us with your Name, Work Title, Physical Address, and Work Phone Number to receive an invitation to join GovSpace.
4. Add requests for documentation as a new discussion in the Discussion section of the AWG. Be sure to check the “Mark this discussion as a Question” box to track which requests have not been addressed.
5. Once documentation for a request is available, it will be loaded in the Documents section of the AWG.
6. If you have documentation to share with other health departments as an example of alignment to a measure, please upload it into the Documents section of the AWG. Any example documentation uploaded must have a title that starts with the Standard, Measure, and Document number (*Example: 1-1-2-tl-1-Community Health Assessment.pdf*) and must be categorized and tagged as a *Resource* or *Template* document.
7. Categorize and tag all new documentation requests or example documentation:

Categories Help others find your content by selecting relevant categories

<input type="checkbox"/> AWG Meeting Agendas	<input type="checkbox"/> Domain 02	<input type="checkbox"/> Domain 07	<input type="checkbox"/> Domain 12
<input type="checkbox"/> AWG Meeting Minutes	<input type="checkbox"/> Domain 03	<input type="checkbox"/> Domain 08	<input type="checkbox"/> Resources
<input type="checkbox"/> Documentation-CHLO	<input type="checkbox"/> Domain 04	<input type="checkbox"/> Domain 09	<input type="checkbox"/> Templates
<input type="checkbox"/> Documentation-State	<input type="checkbox"/> Domain 05	<input type="checkbox"/> Domain 10	
<input type="checkbox"/> Domain 01	<input type="checkbox"/> Domain 06	<input type="checkbox"/> Domain 11	

Tags Use spaces to separate multiple tags, use an underscore to combine two words

Popular Tags: Below is a list of frequently used tags in this group.
1.2.1.a.3 1.2.4.l.1 2.1.4.a 2.2.3.a.3 5.1.3.a.1 5.2.2.1 chlo documentation local request resources state template

8. Only use the following options to tag what you add to GovSpace. This will allow group members to search for and easily find specific documentation, resources, and work group related items. You can use multiple tags for each document or documentation request.
 - a. standard#.measure#.document# (*use PHAB format: 1.1.2.t/l.1*)
 - b. resource
 - c. template
 - d. documentation
 - e. state
 - f. local
 - g. chlo
 - h. minutes
 - i. agenda