

Staff Responsible: \_\_\_\_\_

Document Name/Title: \_\_\_\_\_

Document Date: \_\_\_\_\_

## Clackamas County Public Health Division Documentation Guidance for Workgroups

This guidance documentation must be included with any hard-copy files being submitted, along with a **1-2 paragraph narrative** describing the documentation. If electronic, this information must be written in the email with the document attached, along with the narrative.

Standard/Measure: \_\_\_\_\_

### In order to meet PHAB standards this document is (check all that apply)...

Current (updated or developed from October 2010 to present)

Exception-- please explain if this standard states differently than the 2 year requirement: \_\_\_\_\_

In effect and will be in use at the time that it is submitted to PHAB (October 2012-October 2013)

Finalized.-The document cannot be a draft version and must contain (\*=required):

\*Division Name: Clackamas County Public Health Division

\*Date: from October 2010 to present (unless meets above exception)

Signature: name and title

Email: "to" and "from" information.

H3S Logo

Meetings: evidence of participation from county representatives  
(division/program/individual name, date and title)

Accompanied by a 1-2 paragraph narrative that describes how the document relates to and meets the requirements

Going to be scanned into an electronic format (.pdf) and uploaded to Share  
(Accreditation Coordinator will do this last step)

## What is the source of this document?

Public Health Division

Division-wide

Environmental Health

WIC

Immunization Services

Healthy Communities (Tobacco, SBHC, Dental, HEAL, etc.)

Maternal and Child Health

Communicable Disease

Emergency Preparedness and Emergency Medical Services

Clackamas County-wide

State of Oregon

Federal

Other (please describe): \_\_\_\_\_

## File Naming

All files must be titled consistently. The standard format is:

'Standard#\_DOCUMENTNAME\_MMDDYY'

*Example: '2.2.1.1\_ACTIVE SURVEILLANCE PLAN\_07.07.10'*

## Example

For an example, please go to the following location on the Public Health Accreditation Share site:

Share > Public Health Accreditation > Document Library > Resources > Documentation  
Guidance > EXAMPLE

Please refer any questions to Philip Mason, Policy Analyst (Accreditation Coordinator) at [PMason@clackamas.us](mailto:PMason@clackamas.us) or x5956. Thank you!