

Accreditation Work Group – GovSpace Site

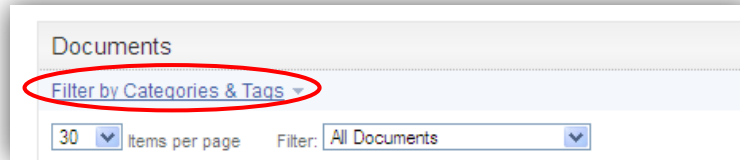
1. Access GovSpace at govspace.oregon.gov.
2. If you are already a member of GovSpace, you will be sent an invitation to join the Accreditation Work Group (AWG). Contact Erin Mowlds or Anona Gund if you are a GovSpace member, but have not received an invitation to join the AWG.
3. If you are not already 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 has been through the documentation request process and 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:

The screenshot shows a web interface for selecting categories and tags. Under the 'Categories' section, there are 12 checkboxes for various categories: AWG Meeting Agendas, AWG Meeting Minutes, Documentation-CHLO, Documentation-State, Domain 01 through Domain 12, Resources, and Templates. Below this is a 'Tags' section with a text input field and a list of 'Popular Tags' including: 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, and template.

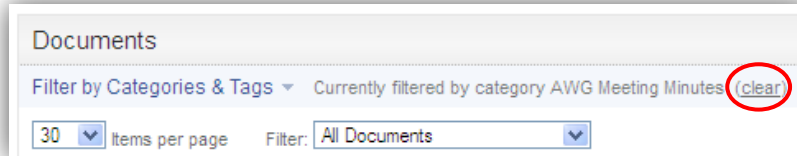
8. Only use the following options to tag what you add to GovSpace. This will allow group members to search for and easily find specific documentation, resources, and work group related items. You can use multiple tags for each document or documentation request.
 - a. standard#.measure#.document# (use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

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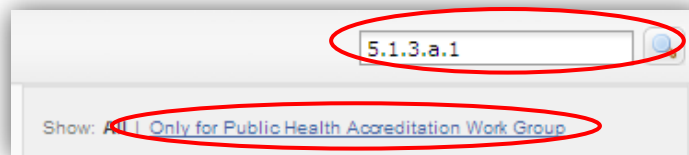
9. To filter the documents by category, click on the *Filter by Categories & Tags* link:



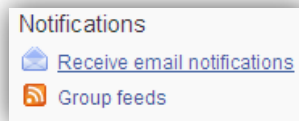
10. To remove the filter, click on the *Filter by Categories & Tags* link again, then click on the *Clear* link:



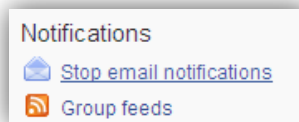
11. To search for a document by a specific tag, enter the tag name into the search bar in the right hand corner of the page, and then click on the *Only for Public Health Accreditation Work Group* link. To view all the documents your search located, click on the *View All Results* link below any listed content.



12. If you want to receive email notifications every time a document is uploaded or a discussion is started, you can click on the *Receive email notifications* link in the Notifications area on the right hand side of the relevant page. To receive notifications for each relevant page, you must sign up for each one separately.



13. You can stop receiving email notifications at any time by clicking on the *Stop email notifications* on the right hand side of the relevant page.



14. To change your account notification preferences, go to the *Profile* link under the *Your Stuff* option in the menu at the top of the page. Click on the *Edit preferences* link on the right hand side of the page, then the *Email Notification Preferences* tab.

Contacts:



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