



PHAB DOCUMENTATION –NARRATIVES, TIPS, IDEAS

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What do you want to take away from today?



Objectives

- Domains
- Acceptable programs and examples
- Tips for Narratives and Accreditation
- Key Themes



12 Domains

Domain 1 Domain 2 Domain 3

Domain 4 Domain 5 Domain 6

Domain 7 Domain 8 Domain 9

Domain 10 Domain 11 Domain 12

PHAB Standards & Measures

- Domain 1: Conduct Assessments
- Domain 2: Investigate
- Domain 3: Inform and Educate
- Domain 4: Community Engagement
- Domain 5: Policies and Plans
- Domain 6: Enforce Laws
- Domain 7: Improve Access to Care
- Domain 8: Competent Workforce
- Domain 9: Evaluate and Improve
- Domain 10: Evidence Base
- Domain 11: Administration
- Domain 12: Governance

Appropriate Examples

- Access To Clinical Services
 - Chronic Disease Prevention
 - Communicable Disease
 - Community Health
 - Environmental Health
 - Health Education
 - Health Promotion
 - WIC
 - Injury Prevention
- just
another
example*
- Maternal & Child Health
 - Emergency Preparedness
 - Laboratory Services
 - Management/Administration
 - Governance
 - Prevention
 - Behavioral Health
 - Substance Abuse
 - Violence Prevention

Inappropriate Examples

- Individual Patient Care and Interventions
- Health Care Facilities Licensure & Certification
- Professional Licensing Programs
- Health Care Financing Systems (E.G., Medicaid)
- Social Services Support Programs
- Animal Health



Program and Activity Examples

- PHAB will accept and assess documentation from a public health education program that informs the public of needed services, not the service itself as in WIC.
- Documentation of population –based prevention of substance abuse, including prescription drug abuse, is appropriate, while drug treatment examples are not.
- Population-based activities for the prevention of child abuse, intimate partner violence, or domestic violence are appropriate, not documentation concerning shelters, counseling, etc. are not.



Program and Activity Examples

- Health education for access to clinical services is appropriate, while clinical services themselves are not.
- Informing the public on COVID-19 testing, planning a testing clinic, or improving the testing system is acceptable, while the administration of a test or clinic is not.
- Collection of COVID-19 data is acceptable, reviewing test results is not.
- Working with partners for planning is acceptable, while distribution of PPE is not.



~~Negatives~~
Positives!

Documentation Do's

- Make sure every document is dated – the date must appear on the document, not just documentation in e-PHAB or coversheet.
- Make sure web links include dated screenshots.
- Make sure every document includes evidence of authenticity (Health Department name, logo, staff names, etc. to prove it is used by your department), not just documentation in e-PHAB or coversheet.
- Make sure to provide the appropriate number of examples per Required Documentation.



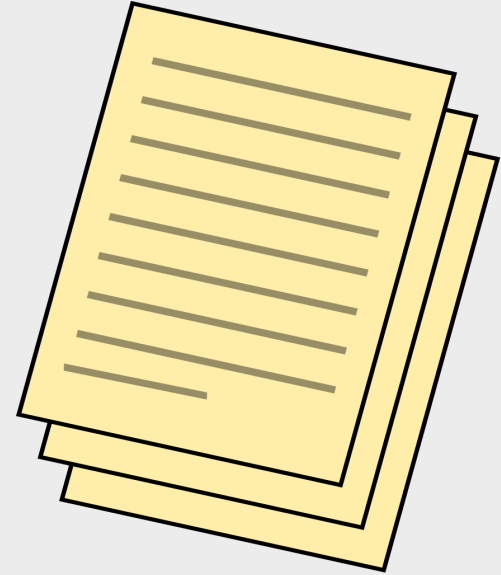
Documentation Do's

- Make sure to “tell the story”. Utilize the required coversheet to briefly explain the context of the document, how your Health Department uses it, and exactly where in the document the site visitors should focus their attention. Use PDF page number to explain location.
- Make sure to point the site visitors in the right direction within the document, in addition to the required coversheet.



Documentation Don'ts

- Don't upload drafts.
- Don't upload sideways documents.
- Don't include links without a dated screenshot.
- Don't upload document with blank signature lines.
- Don't use unacceptable file formats – PDF are preferred.



Documentation – Top Ten

- Provide only what is required by the measure (more is not necessarily better)
- No sloppy documentation, pay attention (spelling errors, etc.)
- Don't confuse or frustrate your reviewers – make sure they clearly understand. You don't want them asking “Why am I looking at this?”
- No blank signature lines on any documents
- No draft documents



Documentation – Top Ten



- Highlight everything for the reviewer. Wear out your highlighter!
- Become a master storyteller!
- No examples outside scope of PHAB
- Date everything
- Make sure the documents are ready to upload, use PDF's, limit acronyms and jargon, right orientation, no poorly scanned documents

Document Description

- Enter the title, descriptive, include date, only use letter, numbers, and spaces – no underscores or special characters.
- Enter an upload description is optional, but I believe it's a good idea.
- Briefly describe how the submitted document demonstrates conformity.
- Be specific to the exact element(s) of the documentation that demonstrate conformity.
- Identify the exact location of the element(s).
- If the documentation is part of a large document, name or describe the larger document.
- If the document is not authored by the health department, name or describe the author and the relationship of the author to the health department (i.e., contractor, partner organization, etc.)

How to Review a Measure

1. Read measure statement, check components, and domain – intent?
2. Read the purpose statement? Purpose, Assessing, How is it implemented?
3. Read the significance statement: Significance of the measure, Why, How does it relate to our work?
4. Read the required documentation: Does it relate to others, what's required, who takes the lead? Pay attention to musts!
5. Required Documentation: Are we abiding by the guidance in our evidence, are we including everything?
6. Read the numbers of examples: Right kinds and number of documents, Is a type specified? Are they prevention/population based.
7. Look at the timeframes: Are they dated? Within timeframes? When are you submitting?
8. Narratives, cover sheets, and highlighting – am I telling the story?
9. Do we understand the focus? Is it clear to others? Do we understand intent, would others?

Final Checklist for Documents, Narratives – Reminder!

- Is it in use?
- Is it the most recent copy/version?
- Is it dated? Evidence of authenticity?
- Is it within timeframes?
- Highlighted?
- Confidential information marked out?
- No track changes or drafts?
- Are all signature lines completed?
- Do PDF document open in proper orientation?
- Does the document uploaded match the file description?
- Is the file format acceptable?
- Are there document upload errors?
- Do all hyperlinks work?

Questions?

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