**Document Preparation Definitions/Components**

* **Document Description:** Up to 150 words is entered with each uploaded document to specifically and concisely describe its relevance
* **Evidence of Authenticity:** Logo, signature, email address, or some other evidence that the document is “authentic” to the applicant health department
* **Measure Narrative:** Space to summarize how all of the documents taken together fully meet the requirements of the given measure
* **Measure Review:** Form used to track progress in document collection and preparation. Should be edited with every document addition
* **Required Documentation (RD):** Document components required to show the health department is in conformity with the measure

**Unacceptable Document Areas:**

* Primary Care, Dental Clinics, and Home Health
* Mental Health and Substance Abuse Services
* Domestic Violence Services and Social Services
* Licensure, Certification, and Licensing for Professionals
* Emergency Medical Services
* Healthcare Services, including WIC

**Acceptable Documents are:**

* Specific to required documentation
* Directly related to the core public health functions and ten essential services
* Include policies, procedures, plans, memos, reports, meeting agendas, webpage screenshots, social media communication

**DO**

* File Formats: pdf, doc, jpeg, ppt, xls (refer to

Tab 2 in binder for full list of acceptable formats)

* All documents must be dated and have evidence of authenticity
* Highlight/Insert arrows to point site reviewers
* Policy/procedures MUST be dated and signed
* Cover or delete all confidential information

**DON’T**

* Upload drafts or sideways documents
* Include links in upload description or Measure Narrative
* Upload documents with blank signature lines
* Use underscores, dashes, commas, or other special characters in document titles
* Use unacceptable file formats

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