

# WHAT CAN **YOU** DO TO HELP DPH ACHIEVE NATIONAL ACCREDITATION?



Your DPH National Accreditation team from across the agency is working hard to achieve PHAB Accreditation for the entire department. How can you help **PHABuloCity??**

- ✓ If you receive an email from an Accreditation team requesting documentation, **connect them ASAP** with the material or forward them to someone you know can help!
- ✓ Make sure all agendas, communications, presentations, reports, fact sheets, brochures and policies are **CLEARLY DATED** as they are developed
- ✓ Make sure all **contracts are SIGNED and DATED**
- ✓ **Keep sign in sheets** for all trainings and meetings
- ✓ Make sure **all documents include evidence of authenticity**  
- i.e. a signature, logo, name of health department
- ✓ **Policies and protocols should be kept up to date and revision dates noted.**



December 2014

