

## Accreditation Learning Community

June 21, 2018

Meeting Summary

### National Support Initiatives for Accreditation

Accreditation coordinators from local health departments that have **applied** to PHAB are invited to join NACCHO's [Accreditation Coordinators Learning Community](#). This group provides a space for accreditation coordinators to network with peers, share effective practices and lessons learned, and participate in a [virtual community](#). To learn more about the Accreditation Coordinators Learning Community, please contact [accreditprep@naccho.org](mailto:accreditprep@naccho.org).

The [Public Health Performance Improvement Network \(phPIN\)](#) is a learning community and peer exchange network for those of you providing leadership in performance improvement in public health. Launched in January of 2016 through a collaboration between CDC's Office for State, Tribal, Local and Territorial Support and the National Network for Public Health Institutes, phPIN offers a forum for innovative performance improvement practitioners in public health to network, access just-in-time resources, and share emerging practices on the topics of most interest to you:

- Performance management
- Quality improvement
- Accreditation
- Community health assessment and improvement planning
- Workforce development plans and training

### Effectively Managing Accreditation Teams/Documentation

DPH held a Documentation Collection Kick-Off event about 18 months before the agency planned to submit documentation. Collecting documentation at the local level will take less time, but it is recommended to collect as many as possible before submitting the application. DPH had about 90% of its documentation collected when its application was submitted.

A Kick-Off brought all DPH team members together (about 60 staff members for the 12 Domains) and provided them with an orientation and training for the documentation collection phase.

Having a Kick-Off rather than just a staff meeting helped set the tone for the accreditation process. By making it a special event, we demonstrated how important their roles were and that accreditation was a critical agency initiative.

Be sure to set expectations for your staff about their role in accreditation or on teams. The Accreditation Coordinator will need to continue providing as much support as possible and developing tools/guidelines for staff will be very helpful. The [Accreditation Toolkit for Local Health Departments](#) has several tools your local health department might be able to adopt to manage documentation.

**Next Meeting:** Wednesday July 27, 1-2pm

