

The submission of the application for PHAB accreditation is formal notification to PHAB of a health department's official commitment to initiate the public health department accreditation process. The application is an agreement that the applicant will abide by the current and future rules of PHAB's accreditation process to achieve and maintain accreditation status for the accreditation period. The accreditation process formally begins once a health department submits a completed application form.

Registration

Before a health department can submit an application for accreditation, it must register on e-PHAB, PHAB's electronic information system. Registration identifies the health department as a potential applicant for public health department accreditation. It is non-binding and does not commit a health department to submit an application.

On the registration form, the health department will submit the name of the person designated as the health department's Accreditation Coordinator. Registration also requires the health department to type in the PINs that were received by the health department director and the Accreditation Coordinator upon completion of the Online Orientation. When the registration has been submitted and accepted by PHAB as complete, the health department will have access to the online application form.

Application

The application must be completed and submitted to PHAB within six months of receipt of access to the online application. If the health department does not submit the application within six months, the account will expire and the health department must register again in order to pursue public health department accreditation.



The application will ask for the following information:

Some information will be pre-populated, filled in by e-PHAB from the health department's registration:

- Official name of the health department
- Health department mailing address and website
- Health department director name and contact information
- Accreditation Coordinator name and contact information
- Health Department Type (Tribal, state, local, or territorial)
- Population

Other parts of the application will need to be completed:

- Type of application (initial accreditation or reaccreditation)
- ASTHO/NACCHO ID number (optional)
- Fee calculation (based on size of population served)
- Description of the jurisdiction served by the health department (urban, rural, suburban, and/or frontier)
- Indication if the area served by the health department includes a federally recognized Tribal health department
- Annual health department budget total amount
- Number of health department employees
- Number of health department FTEs
- Governing entity description
- Appointing authority description
- Listing of public health programs that are provided directly by the health department, provided by non-governmental organizations through formal partnerships/contracts, and/or are the responsibility of another government agency
- Listing of additional health department facilities
- Description of health department unique characteristics

Required Supporting Materials

In addition to completing the above information, the application requires the following uploads:

- Letter of support from the health department's appointing authority
- Health department organizational chart
- Memorandum of Understanding (multi-jurisdictional applicants only)

Health Department Director's Formal Legal Agreement

The application includes a statement of principles by which the health department will abide, including an agreement to follow the guidelines of the PHAB accreditation program and a declaration of the accuracy of all information submitted.

This statement includes the health department director's assurance that the health department has an adopted, current (dated within the previous five years) community health assessment, community health improvement plan, and department strategic plan.

This statement includes the health department director's assurance that the health department has in place or has substantially completed an emergency operations plan, a workforce development plan, and a quality improvement plan. Additionally, the health department director will provide assurance that the health department has a performance management policy/system in place and has in place or is near completion of an organizational branding strategy.

The health department director must commit to being available to attend any or all sessions of the health department's site visit.