



# North Carolina LOCAL HEALTH DEPARTMENT ACCREDITATION

## Materials and Resources

**WEBSITE:** <https://nciph.sph.unc.edu/accred>

**Accreditation Process Handbook**  
A Local Health Department Tool for Accreditation Review and Site Visit Preparation  
Revised May 2016

Revisions Approved by NCLHDA Board May 20, 2016

Revised in May 2016 and now focused specifically on preparation for accreditation by NC local health departments-expanded to include detailed information on what is required during a site visit.

**Health Department Self-Assessment Instrument (HDSA I)**

Updates effective June 1, 2015

Approved by NCLHDA Board May 15, 2015

For use by local health departments seeking re-accreditation status

Available as Word document as tool for evidence submission. LHDs provide written narrative within each Activity about evidence with links to evidence folders.

**Health Department Self-Assessment Instrument (HDSA I)**

**Interpretation Document**

APPROVED  
This document has been adopted by the NCLHDA Board. The Board will continue to accept comments by local health departments, staff, visitors and consultants.

Version 5.0  
Effective February 18, 2016

Source for updated Activity requirements and interpretation details; used to assess evidence and LHDs should utilize regularly to assure applicable evidence is being gathered & prepared.

Page or Section	Change	HDSA I Interpretation Document Change
1.1	Introduction	Added a new section for the purpose of the document.
1.2	Scope	Added a new section for the scope of the document.
1.3	Purpose	Added a new section for the purpose of the document.
1.4	Authority	Added a new section for the authority of the document.
1.5	Definitions	Added a new section for the definitions of the document.
1.6	References	Added a new section for the references of the document.
1.7	History	Added a new section for the history of the document.
1.8	Revision History	Added a new section for the revision history of the document.

Corresponds to evidence requirements in HDSA I- includes more details on what is being looked for during facility tours.

**Summary of Changes to HDSA I Interpretation Document, HDSA I Activities that Require Visual Observations, and Accreditation Scoring Requirements**  
Effective date: 02-15-16

Note: Items in the "New" column are the new requirements. Items in the "Revised" column are revised items and are indicated in red in the table below.

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Revised whenever changes are made to assessment documents. Lists changes made since last update Activity by Activity. Corresponds to changes marked in red in updated documents.

**Accreditation Update**  
February 2016  
ASSURING THE HEALTH OF NORTH CAROLINA THROUGH LOCAL HEALTH DEPARTMENT ACCREDITATION

63 Health Departments Accredited as of December 31, 2015

Official Notifications  
Official Notification #19 Due: March 3, 2016

Newsletters posted on website and sent via email to LHDs at least twice per year. Includes updates on program staff, improvement projects, upcoming cycle participants, and a Tips and Pitfalls section.

- Site Visit Preparation Materials**
- List of Materials to Submit to the Accreditation Administrator (PDF)
  - HDSA I Cover Page for Submission (In Word format, to download and submit electronically)
  - HDSA I Summary Checklist Form for Submission (In Word format, to download and submit electronically)
  - Re-Accreditation Site Visit Schedule Template
  - Staff Bio Template (Word document)  
All health department staff which are to be interviewed during the accreditation site visit should complete a staff bio using the template provided.
  - Budget Summary Template (Word doc)
  - Entrance Conference Agenda
  - Severe Weather Guidelines for Site Visits
- Section on the *Materials for Health Departments* page that includes updated templates and information for site visit preparation.