

NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD
Local Health Department Section

Request for Deferment

Manual: NCLHDA Policies & Procedures	<u>Applicable Signatures/Title</u>
Section: Local Health Department	Administrator:
Distributed to/Date: Policies & Procedures Manual	Board Chair:
	NCIPH Director:
	Effective Date: December 19, 2008
	Supercedes:

Policy: It shall be the policy of the NCLHDA Board to allow a local health department to request a deferment of a scheduled visit.

Purpose: The NCLHDA Board recognizes that there will, on occasion, be circumstances beyond the control of the local health department. These circumstances may merit the consideration of rescheduling a site visit that has been approved by the Board (the fiscal year during which the county will receive a site visit) or the rescheduling of dates already selected for the on-site assessment.

Definitions:

Defer – to reschedule a site visit that has already been approved by the Board. This may refer to the fiscal year cycle or the dates of the three-day on-site assessment.

Applicable Law, Rules and References:

Under § 130A-34.1 (f) it is stated that “The Board shall implement accreditation over a period of eight years, beginning January 1, 2006. The Board shall establish a schedule specifying when each local health department shall apply for initial accreditation and ensuring that all local health departments have applied for initial accreditation by December 1, 2014.”

The NCLHDA Board is given the authority to determine and schedule when a local health department shall apply. (*Note: as of the approval of this policy, all local health departments had applied for initial accreditation.*) Specific site visit dates are set by the Accreditation Administrator.

Responsible Person(s):

The Accreditation Administrator receives the request for deferment and notifies the Board Chair and the Appeals Committee Chair.

The Appeals Committee hears the request and brings a recommendation to the Board.

The NCLHDA Board determines whether the deferment will be granted or denied.

Procedures:

For a request for deferment to be accepted, it must:

- Be in writing and signed by the local health director and the Board of Health Chair
 - State the reason(s) the deferment is requested, providing as much detail as possible.
 - Propose a new date for scheduled cycle or site visit
1. Request is submitted to Accreditation Administrator.
 2. Notification to the AA can be by email or fax, but must be followed by the original signed request. Supporting documentation may be attached to the request.
 3. Request are to be mailed to:
NC Local Health Department Accreditation
North Carolina Institute for Public Health
Campus Box # 8165
Chapel Hill, NC 27599-8165
 4. The Accreditation Administrator accepts the request.
 5. The Local Health Department is first offered the opportunity to reschedule within current fiscal year.
 - a. If the Local Health Department wishes to reschedule within current fiscal year, request for deferment is withdrawn.
 - b. If the Local Health Department does not wish to remain within the current fiscal year, continue to step 6.
 6. The Accreditation Administrator notifies the Board Chair that a request for deferment has been received and forwards the request to chair of the Appeals Committee.
 7. The Appeals Committee meets to consider the request for deferment.
 - a. The Committee develops its recommendation based on:
 - i. Any extenuating circumstances beyond the control of the LHD
 1. Extenuating circumstances will be reviewed on a case-by-case basis
 2. Extenuating circumstances does not include routine operations, such as personnel changes or budget cuts
 8. The Appeals Committee makes a recommendation to the NCLHDA Board.
 9. The decision is made by full Accreditation Board.
 10. A Local Health Department is allowed one request for deferment within the initial accreditation cycle.