Policy: The North Carolina Local Health Department Accreditation (NCLHDA) Board will establish the process for submitting an application for both initial and re-accreditation site visits.

Purpose: Since the NC accreditation process is mandatory, there is no direct application to submit for accreditation. Statutory language directs the process by stating that all health departments must be scheduled for initial accreditation by December 2014. Application for re-accreditation is on a timeline defined by statute. In preparing for a site visit, there is required documentation. This policy defines the materials needed to be ready for a site visit.

Applicable Law, Rules and References: § 130A-34.1(f) & (h); 10A NCAC 48A .0205

Responsible Person(s): The NCLHDA Board is responsible for oversight of the process. NCLHDA staff will conduct the activities required by this policy.

Procedures:

Initial Accreditation Application Process

1. NCLHDA Board approves the site visit schedule for the fiscal year.
2. At the start of the fiscal year, the Local Health Department (LHD) reports the name of the individual serving as the Agency Accreditation Coordinator to the Accreditation Administrator as soon as this is known.
3. NCLHDA sends a Letter of Notification to the Health Director 90 days prior to the due date of the Health Department Self-Assessment Instrument (HDSAI) and other required materials (most recent version).
4. The materials should be submitted electronically if possible, though hard copy and fax will be accepted.
5. The following materials must be sent to the NCLHDA offices on or before the due date:
   a) HDSAI with documentation/explanations listed within each activity
   b) Completed Summary Checklist
   c) Signed/Completed HDSAI Cover Sheet
   d) Mission Statement
6. The LHD will be notified that the materials have been received and accepted.

7. The Letter of Notification will specify the date of the site visit.

Re-Accreditation Application Process

1. At the start of the fiscal year, the Local Health Departments (LHD) scheduled for the year report the name of the individual serving as the Agency Accreditation Coordinator to the Accreditation Administrator as soon as this is known.

2. NCLHDA sends a Letter of Notification to the Health Director 90 days prior to the due date of the Health Department Self-Assessment Instrument (HDSAI) and other required materials (most recent version).
   a. A local health department shall submit the HDSAI no later than six months before the expiration date of its accreditation.

3. The materials should be submitted electronically if possible, though hard copy and fax will be accepted.

4. The following materials must be sent to the NCLHDA offices on or before the due date:
   a. HDSAI, including
      i. A completed, signed HDSAI Cover Page
      ii. A completed HDSAI Summary Checklist
   b. Materials list – most recent and complete copy of the following:
      i. Mission Statement
      ii. Strategic Plan
      iii. Organizational Chart
      iv. Management Team, with names, position titles and appointment dates
      v. Board of Health, with names, positions and appointment dates
      vi. Full staff listing, with names and position titles – include part-time, temporary and contracted positions
      vii. Community Health Assessment
      viii. State of the County’s Health [SOTCH] report
      ix. Two-page double-spaced narrative of material that describes the department and emphasizes how the LHD meets their mission to the community
      x. Plans – Workforce Development, Diversity, Quality/Performance Improvement
      xi. Budget Summary (actual expenses, revenue and local allocation) for previous four years
      xii. Any identified corrective action plans
5. The LHD will be notified that the materials have been received and accepted.
6. The Letter of Notification will specify the date of the site visit.

Unaccredited Status LHD

1. If a LHD has been given unaccredited status, it will follow the preceding protocol based on previous status:
   a. If the LHD had not been previously accredited, it will follow the Initial Accreditation Application Process
   b. If the LHD had been previously accredited, it will follow the Initial Accreditation Application Process

2. Any conditions of the Board must be met and evidence submitted with the other required materials.

Reference Plans and Policies: