Materials that must be submitted electronically with the completed HDSAI when it is sent to the Accreditation Administrator’s office includes:

- A completed HDSAI
- A completed, signed HDSAI Cover Page
- A completed HDSAI Summary Checklist
- The agency’s Mission Statement
- A full copy of the agency’s current Strategic Plan
- The agency’s organizational chart
- A roster of the agency’s Management Team, with names, position titles and dates of appointment to the Management Team for each team member.
- A roster of the agency’s entire staff, with names and position titles (alphabetized by last name)
- A full copy of the most recent comprehensive Community Health Assessment (CHA)
- A full copy of the most recent update of the CHA (State of the County’s Health [SOTCH] report or equivalent)
- A two-page double-spaced narrative related to information about what makes your local health department and the population you serve unique. Please include any special characteristics of the health department and the community (e.g. district structure, administrative/operations information, unique relationship with county government, presence or loss of major industry, seasonal population surges, socioeconomic status of community, predominance of a particular demographic group, etc.).
- Board of Health Roster (with appointment dates)
- Staff Development Plan (correlates to Activity 24.2: The local health department shall have a staff development plan that includes identifying and addressing the training and continuing education needs of the staff.)
- Diversity Plan (correlates to Activity 26.2: The local health department shall develop and implement a plan consistent with the health department’s non-discrimination policy to recruit and retain a management team and staff that reflects the population of the service area.)
- Quality/Performance Improvement Policy/Procedure (correlates to Activity 27.3: The local health department shall employ a quality assurance and improvement process to assess the effectiveness of services and improve health outcomes.)
- Budget Summary (actual expenses, revenue, and local allocation) for previous 4 years
- Any corrective action plans as required by program monitoring (correlates to Activities 1.1 (CHA), 1.2 (SOTCH), 7.4 (PHP&R), 17.1 (EH), & 22.2 (DPH))

Beginning in fiscal year 2014 – 2015, all evidence is required to be submitted electronically. Within the evidence portion of each activity in the HDSAI Word document, the LHD would list the document name, then create a hyperlink for each item provided as documentation. The evidence items should contain highlighted areas relevant to the particular activity, be in pdf format, and put into electronic folders for each activity.