



### **The materials that must be submitted 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.).

### **In addition to the above, those health departments preparing for Re-Accreditation must also include:**

- ✓ BOH Roster (with appointment dates)
- ✓ Workforce Development Plan
- ✓ Diversity Plan
- ✓ Quality/Performance Improvement Plan
- ✓ Budget Summary (actual expenses, revenue, and local allocation) for previous 4 years
- ✓ Any corrective action plans as required by program monitoring