NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS
Leading the Way to Healthier Communities

ACCREDITATION WORKGROUP

May 20, 2026, 2:00-3:00

Meeting Notes

Agenda Item	Discussion
Authentication of Accreditation Documentation Discussion:	The group discussed how to authenticate accreditation documentation, particularly PowerPoint presentations and other materials that do not include an author or date. Guidance was provided that local health departments may edit documents they own to add missing author and date information before submission. For documents created by external organizations, supporting documentation (e.g., meeting minutes, sign-in sheets, emails, or other records demonstrating the health department's involvement) may be submitted to establish the connection between the document and the health department's work. Additional clarification was provided regarding documentation submission requirements: • Documents do not need to be renumbered. • References on cover sheets should use the combined PDF page numbers rather than the original document page numbers. • Each accreditation example should be submitted as a single merged PDF containing the cover sheet and all supporting documentation. **Action Items:** • Local health departments will use supporting documentation, when necessary, to authenticate externally developed materials. • Staff were encouraged to review the documentation training webinar for additional guidance.
PHAB Measure 5.1.2 Documentation	A participant requested examples of documentation that meets PHAB Measure 5.1.2 regarding review of current or proposed policies shared with policy makers. The discussion centered on challenges demonstrating the health department's specific contributions, consideration of evidence-based practices, equity impacts, and stakeholder input when using existing meeting documentation.

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	NYSACHO indicated it may have additional supporting materials, including meeting transcripts, legislative reports, and other documentation that could strengthen local health department submissions. Participants also shared examples of documentation they have successfully used, including: • Communications with Boards of Health or Boards of Supervisors regarding point-of-sale tobacco policies. • School wellness committee caffeine policy reviews. • Legislative review (LRR) processes. **Action Items:** • Jefferson County will share its PHAB Measure 5.1.2 examples and the specific PHAB guidance language. • Participants were encouraged to share additional successful documentation examples with the workgroup.
Upcoming PHAB Standards & Measures Webinar	Participants were reminded of the upcoming webinar covering the updated PHAB Standards and Measures. NYSACHO offered to resend the registration information to anyone who had not yet received it. **Action Items:** • Participants should register for the webinar if they have not already done so. • NYSACHO will provide the registration link upon request.
Reaccreditation Site Visit Process	Participants discussed expectations for upcoming reaccreditation site visits. It was shared that the process is similar to initial accreditation, with a structured schedule provided in advance. During site visits, reviewers may reopen measures to request specific additional documentation if discussions reveal evidence that was not previously submitted. These requests are targeted and are not intended as an opportunity to search for entirely new examples. Health departments have two business days following the site visit to submit any requested documentation. **Action Items:**

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	• Health departments preparing for site visits should be prepared to provide additional documentation if specific measures are reopened. • Participants were encouraged to contact their accreditation liaison with questions prior to their site visit.
Next Meeting	• The next Accreditation Workgroup meeting is scheduled for **June 17**. • Participants were asked to submit agenda items in advance and copy Abby Hahn.

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