



# First PHAB Annual Report Talking Points for Managers



Go to the DPH Work Web Accreditation and Sustainability Tab for more information.

## Timeline - Annual Report Sustainability Phase

Annual reports are submitted in two sections. Section I must be reviewed and approved by PHAB before Section II can be submitted. The submission of both sections is required for a health department to maintain accreditation.

Section I is due **September 30, 2019** and Section II is due **October 30, 2019**. We will follow a similar schedule for the second, third and fourth year annual reports. There will be minimal talk about reaccreditation until January 2022. The annual reports help us sustain our efforts and prepare for reaccreditation.

## Annual Reports are Different (from accreditation documentation)

Annual reports are narratives; NOT examples of evidence. Section I contains three questions and Section II contains nineteen questions; of which four questions are optional. There is no word limit when answering each question. The advice given is to use our best judgement and provide enough information for each narrative. We have identified several leads to coordinate certain questions. You can find the detail [here](#).

## DPH Staff Involvement Opportunities

DPH staff can get involved in the Annual Report Sustainability Phase in several ways:

1. Provide their expertise, if contacted by a *Keeping Us Better* QUICK team, regarding a slightly or not demonstrated measure. (1—2 hours total)
2. Share their experience about: collaborative working relationships, emerging public health areas, and/or public health innovation by completing an internal DPH survey <https://www.surveymoz.com/s3/5015819/Keeping-Us-Better-Annual-Report> by June 20, 2019. (5—30 minutes) We will use this information to construct some narratives.
3. Review initial draft narratives and provide constructive feedback to improve our narratives. (5—10 hours total during June 20—August 20)

## Managers Involvement

- ⇒ Direct staff to the DPH Work Web to learn more about Annual Report Sustainability Phase.
- ⇒ Strongly encourage staff to complete the DPH survey. Their feedback will help us provide robust answers for the annual report about: collaborative working relationships, emerging public health areas and public health innovations.
- ⇒ Help staff understand that DPH has moved from making a great health department better to Keeping Us Better by maintaining our standards with continual improvement.

May 2019

*Keeping Us Better* sustainability phase

