PHAB

Advancing public health performance

Public Health Accreditation Board

Acronyms and Glossary of Terms

VERSION 1.0
APPLICATION PERIOD 2011-JULY 2014
APPROVED SEPTEMBER 2011

Terms

AAR	After Action Report
AC	Accreditation Coordinator
ADA	Americans with Disabilities Act
AIDS	Acquired Immune Deficiency Syndrome
APEX-EH	Assessment Protocol for Excellence in Environmental Health
APEX/PH	Assessment Protocol for Excellence in Public Health
CEO	Chief Executive Officer
CHR	Community Health Representative
CHS	Contract Health Services
CLAS	Culturally and Linguistically Appropriate Services
CLCPA	Cultural and Linguistic Competence Policy Assessment
CLIA	Clinical Laboratory Improvement Amendments
EMS	Emergency Medical Services
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
FAQ	Frequently Asked Questions
H1N1	Influenza A Virus Subtype H1N1
HAN	Health Alert Network
HD	Health Department
HIE	Health Information Exchange
HIPAA	Health Insurance Privacy and Accountability Act
HIV	Human Immunodeficiency Virus
ICS	Incident Command System
ISDEAA	Indian Self-Determination and Educational Assistance Act
IRB	Institutional Review Board
IT	Information Technology
JIC	Joint Information Center
MAPP	Mobilizing for Action through Planning and Partnerships
MCH	Maternal and Child Health
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NPHII	National Public Health Improvement Initiative

NPHPSP	National Public Health Performance Standards Program
PACE-EH	Protocol for Assessing Community Excellence in Environmental Health
PPE	Personal Protective Equipment
PPHR	Project Public Health Ready
PSA	Personal Service Agreement
QI	Quality Improvement
RHIO	Regional Health Information Organization
SARS	Severe Acute Respiratory Syndrome
SOI	Statement of Intent
STD	Sexually Transmitted Disease
TA	Technical Assistance
TTY	Teletypewriter
USC	United States Code
WIC	Women, Infants and Children Program

Organizations

APHA	American Public Health Association
ASTHO	Association of State and Territorial Health Officials
BIA	Bureau of Indian Affairs
CDC	Centers for Disease Control and Prevention
DHHS	US Department of Health and Human Services
EPA	Environmental Protection Agency
FDA	Food and Drug Administration
IHS	Indian Health Service
NACCHO	National Association of County and City Health Officials
NALBOH	National Association of Local Boards of Health
NIHB	National Indian Health Board
NNPHI	National Network of Public Health Institutes
OSHA	Occupational Safety and Health Administration
PHAB	Public Health Accreditation Board
PHF	Public Health Foundation
RWJF	Robert Wood Johnson Foundation

A

Access
Access is the potential for or actual entry of a population into the health system. Entry is dependent upon the wants, resources, and needs that individuals bring to the care-seeking process. The ability to obtain wanted or needed services may be influenced by many factors, including travel, distance, waiting time, available financial resources, and availability of a regular source of care. Access also refers to the extent to which a public health service is readily available to the community's individuals in need. Accessibility also refers to the capacity of the agency to provide service in such a way as to reflect and honor the social and cultural characteristics of the community and focuses on agency efforts to reduce barriers to service utilization. (Turnock, BJ. *Public Health: What It Is and How It Works.* Jones and Bartlett. 2009).

Accreditation
Accreditation for public health departments is defined as:
1. The development and acceptance of a set of national public health department accreditation standards;
2. The development and acceptance of a standardized process to measure health department performance against those standards;
3. The periodic issuance of recognition for health departments that meet a specified set of national accreditation standards; and
4. The periodic review, refining, and updating of the national public health department accreditation standards and the process for measuring and awarding accreditation recognition.

(Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA. May 2011).

Accreditation Committee
The Accreditation Committee is the official body of the Public Health Accreditation Board who is responsible for reviewing and determining the accreditation status of health departments pursuant to Board-adopted policies and procedures. (Public Health Accreditation Board. *Accreditation Decision Policy and Procedures Manual.* Alexandria, VA. December 2010).

Accreditation Coordinator (AC)
The Accreditation Coordinator is the person responsible for coordinating the application and accreditation process within the health department. The Accreditation Coordinator is the primary point of communication with the Public Health Accreditation Board staff during the accreditation process. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Accreditation Decision
The accreditation decision is the final status determination of the Public Health Accreditation Board's Accreditation Committee after review of the health department's site visit report. Accreditation decisions are based on the site visit report including the site visit team's scores and descriptive information. Accreditation decision categories are either accredited or not accredited. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Advisory Board
Advisory boards of health report to a health officer and city, county, or township commissioners or trustees (the title varies). Advisory boards make recommendations and offer guidance on programs, policies, and budgets for public health operations. These recommendations are acted upon by those having the legal authority to govern. (Public Health Accreditation Board and National Association of Local Boards of Health. *Governance Engagement in National Voluntary Public Health Accreditation.* May 2010).

After Action Report (AAR)
An After Action Report (AAR) is a narrative report that provides a description and analysis of performance during an emergency operation or exercise, identifying issues that need to be addressed, as well as recommendations for corrective actions. The Homeland Security Exercise and Evaluation Program (HSEEP) lists the following four sections as the required contents for the body of an AAR:

- Section 1: Exercise Overview (includes identifying information, such as the exercise name, date, duration);
- Section 2: Exercise Design Summary (includes the overarching exercise purpose and goals; capabilities, activities, and tasks identified for demonstration; exercise objectives; summary of designed initiating event(s) / key scenario events; and planned simulations);
- Section 3: Analysis of Capabilities; and
- Section 4: Conclusion.

(Adapted from: US Department of Homeland Security. *Exercise and Evaluation Program (HSEEP); Volume 1: Overview and Doctrine.* Washington, DC: Department of Homeland Security; Revised May 2004).

Alignment
Alignment is the consistency of plans, processes, information, resource decisions, actions, results and analysis to support key organization-wide goals. (Baldrige National Quality Program, 2005).

All Hazards Plan
An all hazards plan is an action plan for the jurisdiction developed to mitigate, respond to, and recover from a natural disaster, terrorist event, or other emergency that threatens people, property, business, or the community. The plan identifies persons, equipment, and resources for activation in an emergency and includes steps to coordinate and guide the response and recovery efforts of the jurisdiction. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Annually
For the purposes of PHAB accreditation, annually is defined as occurring within the previous 14 months. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Appointing Authority
The appointing authority is the person with the power to hire the director of the health department. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Assessment

Assessment is defined as:

1. Collecting, analyzing, and using data to educate and mobilize communities, develop priorities, garner resources, and plan actions to improve public health.
2. One of the three core functions of public health, involving the systematic collection and analysis of data in order to provide a basis for decision-making. This may include collecting statistics on community health status, health needs, community assets and/or other public health issues. The process of regularly and systematically collecting, assembling, analyzing, and making available information on the health needs of the community, including statistics on health status, community health needs, and epidemiologic and other studies of health problems.

(*Assessment in Action: Improving Community Health Assessment Practice,* Clegg and Associates, 2003); Institute of Medicine. *The Future of Public Health.* Washington, DC: National Academy Press, 1988); Novick LF, Mays GP. *Public Health Administration: Principles for Population-Based Management.* Gaithersburg, MD: Aspen Publishers; 2001).

Assurance

As one of the core functions of public health, assurance refers to the process of determining that "services necessary to achieve agreed upon goals are provided, either by encouraging actions by other entities (public or private sector), by requiring such action through regulation, or by providing services directly." (Institute of Medicine, *The Future of Public Health.* Washington, DC: National Academy Press; 1988).

At-Risk Populations

Certain factors will increase a person's risk of negative outcomes on health, safety, and well-being; they may experience significant barriers, and therefore need help maintaining medical care, food, and shelter. Factors that increase the risk of harm, for example, during an influenza pandemic include:

- Economic disadvantage (e.g., having too little money to stockpile supplies, or to stay home from work for even a short time);
- Absence of a support network (e.g., some children; homeless; travelers; and the socially, culturally, or geographically isolated);
- Requiring additional support to be independent in daily activities because of a physical, mental, or developmental disability; substance abuse or dependence; vision or hearing impairment; or certain other medical or physical conditions; or,
- Difficulty reading, speaking, or understanding English.

These factors are typical of at-risk population characteristics. (ASTHO: At-Risk Populations and Pandemic Influenza: Planning Guidance for State, Territorial, Tribal, and Local Health Departments Executive Summary, August 2008).

Audit

An audit is a formal examination of an organization's or individual's accounts or financial situation. (www.merriam-webster.com/dictionary/audit).

B

Benchmarks

Benchmarks are points of reference or a standard against which measurements can be compared. In the context of indicators and public health, a benchmark is an accurate data point, which used as a reference for future comparisons (similar to a baseline). Sometimes it also refers to as "best practices" in a particular field. Communities compare themselves against these standards. Many groups use benchmark as a synonym for indicator or target. (Norris T, Atkinson A, et al. *The Community Indicators Handbook: Measuring Progress toward Healthy and Sustainable Communities.* San Francisco, CA: Redefining Progress; 1997).

Best Practices

The best clinical or administrative practice or approach at the moment, given the situation, the consumer or community needs and desires, the evidence about what works for a particular situation and the resources available. Organizations often also use the term promising practices which may be defined as clinical or administrative practices for which there is considerable practice-based evidence or expert consensus which indicates promise in improving outcomes, but for which are not yet proven by strong scientific evidence. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Biennially

For the purposes of PHAB accreditation, biennially is defined as occurring within each 24-month period. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Board of Health

A board of health is a legally designated governing entity whose members are appointed or elected to provide advisory functions and/or governing oversight of public health activities, including assessment, assurance, and policy development, for the protection and promotion of health in their community. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

C

Capacity
Capacity consists of the resources and relationships necessary to carry out the core functions and essential services of public health; these include human resources, information resources, fiscal and physical resources, and appropriate relationships among the system components. (Turnock, BJ, *Public Health: What It Is and How It Works,* Jones and Bartlett, 2009).

Centralized State
A centralized health department is defined, for the purposes of PHAB accreditation, as a state public health organizational structure that operates all or most of the local health departments. Centralized health departments have a central office that provides administrative, policy, managerial direction, and support. The local health departments in centralized states are organizationally a part of the state health department. Employees are state employees, except for those in independent local public health departments, usually in one or more major city or county in the state. Where the state or territorial health department operates local and/or regional health department(s), a single local or regional applicant or a number of individual applicants may choose to apply together. Compliance with local-level standards must be demonstrated for each local and/or regional unit. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Cluster Evaluation/Analysis
A cluster evaluation or analysis is a set of statistical methods used to group variables or observations into strongly inter-related subgroups. In epidemiology, it may be used to analyze a closely grouped series of events or cases of disease or other health-related phenomenon with well-defined distribution patterns in relation to time or place or both. (www.lib.uchicago.edu/e/su/med/healthstat/statglossary.htm).

Coalition
A coalition is an organized group of people in a community working toward a common goal. The coalition can have individual, group, institutional, community, and/or public policy goals. (www.edc.org/hec/instruments/glossary).

Collaboration
Collaboration is a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals. The relationship includes a commitment to mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards. (*Collaboration: What Makes It Work*, Amherst G. Wilder Foundation, 1998).

Collaborative Leadership
Collaborative leadership is a type of leadership that engages others by designing constructive processes for working together, convenes appropriate stakeholders, and facilitates and sustains their interaction. In collaborative leadership, leaders promote and safeguard the collaborative process through shared leadership, rather than taking unilateral action. Collaborative leaders perform their work in coalitions, alliances and partnerships. (Adapted from: Chrislip D and Larson C. *Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference.* San Francisco, CA: Jossey-Bass Publishers; 1994).

Communicable Disease Data
Communicable disease data includes information about diseases that are usually transmitted through person-to-person contact or shared use of contaminated instruments or materials. Many of these diseases can be prevented through the use of protected measures, such as high level of vaccine coverage of vulnerable populations. (Gostin and Hodges, *The Model State Emergency Health Powers Act.* 2001).

Communication
Communication is defined as a process by which information is exchanged between individuals through a common system of symbols, signs, or behavior. (www.merriam-webster.com/dictionary/communication).

Communications Strategies
Communications strategies are statements or plans that describe a situation, audience, behavioral change objectives, strategic approach, key message points, media of communication, management and evaluation. Health departments may develop communications strategies to address a variety of situation for health communications, emergency response, or health education. (Adapted from O'Sullivan, GA; Yonkler, JA; Morgan, W; and Merritt, AP. *A Field Guide to Designing a Communications Strategy.* Johns Hopkins Bloomberg School of Public Health Center for Communications Programs. Baltimore, MD. March 2003).

Community
Community is a group of people who have common characteristics; communities can be defined by location, race, ethnicity, age, occupation, interest in particular problems or outcomes, or other similar common bonds. Ideally, there would be available assets and resources, as well as collective discussion, decision-making and action. (Turnock, BJ. *Public Health: What It Is and How It Works.* Jones and Bartlett, 2009).

Community Guide
The *Community Guide* (shorthand for *The Guide to Community Preventive Services*) is a resource to help in the selection of interventions to improve health and prevent disease in states, communities, community organizations, businesses, healthcare organizations, or schools. The *Community Guide* is also a resource for researchers and research funders to identify important gaps in what is known and to determine how to allocate scarce research funds. (Task Force on Community Preventive Services. *The Guide to Community Preventive Services.* Oxford University Press, 2005).

Community Health
Community health is a discipline of public health that is the study and improvement of the health-related characteristics of the relationships between people and their physical and social environments. The term "community" in community health tends to focus on geographic areas rather than people with shared characteristics. From a community health perspective, health is not simply a state free from disease but is the capacity of people to be resilient and manage life's challenges and changes. Community health focuses on a broad range of factors that impact health, such as the environment (including the built environment), social structure, resource distribution (including, for example, access to healthful foods), social capital (social cohesion) , and socio-economic status. A key approach or methodology of community health is the creation and empowerment of community partnerships to take action that will improve the health of the community. Community health partnerships include representation from a wide variety of sectors of the community, for example, recreation, the faith community, law enforcement, city planners and policy makers, businesses, human and social services, as well as public health and health care providers. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Community Health Assessment

Community health assessment is a systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The ultimate goal of a community health assessment is to develop strategies to address the community's health needs and identified issues. A variety of tools and processed may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation. (Turnock, B. *Public Health: What It Is and How It Works.* Jones and Bartlett, 2009).

This definition of community health assessment also refers to a Tribal, state, or territorial community health assessment.

Community Health Improvement Plan

A community health improvement plan is a long-term, systematic effort to address public health problems on the basis of the results of community health assessment activities and the community health improvement process. This plan is used by health and other governmental education and human service agencies, in collaboration with community partners, to set priorities and coordinate and target resources. A community health improvement plan is critical for developing policies and defining actions to target efforts that promote health. It should define the vision for the health of the community through a collaborative process and should address the gamut of strengths, weaknesses, challenges, and opportunities that exist in the community to improve the health status of that community (Adapted from: United States Department of Health and Human Services, *Healthy People 2010.* Washington, DC; Centers for Disease Control and Prevention, National Public Health Performance Standards Program, www.cdc.gov/nphpsp/FAQ.pdf).

This definition of community health improvement plan also refers to a Tribal, state or territorial community health improvement plan.

Community Health Improvement Process

Community health improvement is not limited to issues clarified within traditional public health or health services categories, but may include environmental, business, economic, housing, land use, and other community issues indirectly affecting the public's health. A community health improvement process involves an ongoing collaborative, community-wide effort to identify, analyze, and address health problems; assess applicable data; develop measurable health objectives and indicators; inventory community assets and resources; identify community perceptions; develop and implement coordinated strategies; identify accountable entities; and cultivate community ownership of the process. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Community Health Needs Assessment – Internal Revenue Service

A community health needs assessment (CHNA) is required under the Internal Revenue Code (IRS) by the *Patient Protection and Affordable Care Act* (ACA). The IRS requires hospital organizations to document compliance with CHNA requirements for each of their facilities in a written report that includes:

- A description of the community served
- A description of the process and methods used to conduct the assessment
- A description of methods used to include input from people representing the broad interests of the community served
- A prioritized description of all community health needs identified in the CHNA, as well as a description of the process and criteria used in prioritizing such needs
- A description of existing health care facilities and other resources in the community available to meet the needs identified in the CHNA.

(www.ir**s**.gov/pub/ir**s**-drop/n-10-39.pdf).

Community Mobilization

Community mobilization is the act of engaging all sectors of a community in a community-wide prevention effort (Center for Substance Abuse Prevention's Western Center for the Application of Prevention Technologies. (http://casat.unr.edu/bestpractices).

Competencies

Core competencies are fundamental knowledge, abilities, or expertise associated in a specific subject area or skill set. (Nash, Reifsnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness.* Jones and Bartlett. MA, 2011).

Compliance

Compliance is defined as conformity in fulfilling official requirements. (www.merriam-webster.com/dictionary/compliance).

Consultation

Consultation is a process, act or conference through which advice is given, information is shared, and views are exchanged. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Continuing

For the purposes of PHAB accreditation, continuing is defined as activities that have existed for some time, are currently in existence, and will remain in the future. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Core Public Health Competencies

Core public health competencies encompass the individual skills desirable for the delivery of Essential Public Health Services. They transcend the boundaries of the specific disciplines within public health and help to unify the profession. The competencies are divided into the following eight domains: Analytic Assessment Skills, Basic Public Health Sciences Skills, Cultural Competency Skills, Communication Skills, Community Dimensions of Practice Skills, Financial Planning and Management Skills, Leadership and Systems Thinking Skills, Policy Development/Program Planning Skills. Intended levels of mastery, and therefore learning objectives for public health workers within each competency, will differ depending upon their backgrounds and job duties. (www.trainingfinder.org/competencies).

Core legal public health competencies encompass a set of law-specific skills and knowledge desirable for the practice of public health. These competencies are intended to serve as guides to workforce development efforts for public health leaders [policy makers] who have specialized roles related to public health law, as well as for front-line staff who need a basic understanding of the role of law in protecting the public's health. (www.publichealthlaw.net).

County Health Rankings

The County Health Rankings is a project administered by the University of Wisconsin Population Health Institute and funded by the Robert Wood Johnson Foundation as an effort to provide a basis for community level discussions about selected health status indicators. The website provides rankings for selected indicators for counties in each state in the country. They are not designed to be a complete community health assessment; rather, they are provided for discussion starters in a community health improvement process. (www.countyhealthrankings.org).

Cultural Competence

Cultural competence is a set of skills that result in an individual understanding and appreciating cultural differences and similarities within, among, and between groups and individuals. This competence requires that the draw on the community-based values, traditions, and customs to work with knowledgeable persons of and from the community developing targeted interventions and communications. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Current

For the purposes of PHAB accreditation, current is defined as occurring within the previous 24 months. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Customer/Client

Customer/client is the person or group that receives or consumes services and has the ability to choose among different products or services. (www.merriam-webster.com/dictionary/customer).

Customer/Client Satisfaction

Customer or client satisfaction is the degree of satisfaction provided by a person or group receiving a service, as defined by that person or group. (www.businessdictionary.com/definition/customer-satisfaction.html).

D

Determinants of Health
Factors which influence the health status of an individual and/or a population are called determinants of health. They may be categorized in several groups such as the genetic or biological causes and predisposition of disease, mortality, or disability; the behavioral aspects of disease and illness (choices, lifestyle, etc.); the cultural, political, economic, and social aspects of disease and illness; the environmental aspects of disease and illness; the policy aspects of disease and illness; and the individual and response to all of the above. (Institute of Medicine. *The Future of the Public's Health in the 21st Century.* National Academies Press. Washington, DC. 2003).

Diverse Workforce
A diverse workforce results when agencies recruit and retain an inclusive workforce -- one that looks like the America it serves -- and when individual differences are respected, appreciated, and valued, diversity becomes an organizational strength that contributes to achieving results. Diversity offers a variety of views, approaches, and actions for an agency to use in strategic planning, problem solving, and decision making. It also enables an agency to better serve the taxpayer by reflecting the customers and communities it serves. (*Building and Maintaining a Diverse and High Quality Workforce,* U.S. Office of Personnel Management, Updated February 19, 2001).

Domain
A domain is a sphere of knowledge identified by a name; a field of action, thought, or influence. (www.merriam-webster.com/dictionary/domain).

For the purposes of PHAB accreditation, Domains are groups of standards that pertain to a broad group of public health services. There are 12 domains; the first ten domains address the ten Essential Public Health Services. Domain 11 addresses management and administration, and Domain 12 addresses governance. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

E

Eligible Applicant
For the purposes of PHAB accreditation, the governmental entity that has the primary statutory or legal responsibility for public health in a Tribe, state, territory, or at the local level is eligible to apply for accreditation. To be eligible, such entities must operate in a manner consistent with applicable federal, Tribal state, territorial, and local statutes. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA. May 2011).

Emergency Operations Plan (EOP)
An emergency operations plan is a document that assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; describes how people and property will be protected in emergencies and disasters; identifies personnel, equipment, facilities, supplies, and other resources available--within the jurisdiction or by agreement with other jurisdictions--for use during response and recovery operations; and identifies steps to address mitigation concerns during response and recovery activities. (www.fema.gov/pdf/plan).

Enforcement
Enforcement means to carry out effectively. (www.merriam-webster.com/dictionary/enforcement).

Environmental Public Health
Environmental public health is the art and science of protecting humans against environmental factors that can adversely affect health or the ecological balances essential to long-term health and environmental quality. Such factors include air, food, and water contaminants; radiation; toxic chemicals; disease vectors; safety hazards; and habitat alterations. According to the World Health Organization a quarter of all preventable illnesses are directly caused by environmental factors. Environmental public health includes all aspects of human health and quality of life that are determined by physical, chemical, biological, social and psychosocial factors in the environment. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report.* 2010-2011).

Environmental Public Health Consultation
Environmental public health consultation is advice and guidance provided by an environmental public health professional in response to a specific request for information on a potential hazard or condition that may adversely affect human health or the environment. Consultations are informative and educational and not associated with regulatory or enforcement actions. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report.* 2010-2011).

Environmental Public Health Event
Environmental public health events are occurrences that may impact public health or the environment. Examples include natural events such as earthquakes, floods, wildfires, heat waves and drought; technological incidents such as explosions or the release of chemicals from manufacturing facilities, oil tanker spills and train derailments; deliberate release of biological, chemical or radio-nuclear material by terrorists; and disease outbreaks caused by an infection transmitted through person-to-person contact, animal-to-person contact, or from contamination of food and water or other media. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report.* 2010-2011).

Environmental Public Health Expertise
Environmental public health expertise is the special knowledge, skills and abilities of an environmental public health practitioner that allow them to anticipate, recognize, and respond to environmental public health challenges. Human resources are organized into department, programs, and agencies to provide expertise on drinking water, food protection, vector control, community environmental health assessment and other areas of environmental public health. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report.* 2010-2011).

Environmental Public Health Functions
As an integral part of the public health system, environmental public health helps to assure the conditions in which people can be healthy. The core functions of environmental public health include the assessment of information on the health and environmental conditions of communities, the development of comprehensive environmental public health policy*,* and assurance that environmental public health services are available in all communities. These three core functions of environmental public health are defined further, expanded and operationalized in the ten essential services of environmental public health and the Environmental Public Health Performance Standards. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report.* 2010-2011).

Environmental Public Health Hazards
Environmental public health hazards are situations or materials that pose a threat to human health and safety in the built or natural environment, as well as to the health and safety of other animals and plants, and to the proper functioning of an ecosystem, habitat, or other natural resource. Chemical, biological, radiological, or physical agents in the environment that have the capacity to produce adverse health effects or ecological damage are considered hazards. Risk is the probability or likelihood that an adverse outcome will occur in a person, population or environment exposed to a particular concentration or dose of the agent. Risk is a function of exposure and dose. A hazard is the source of a risk. The likelihood of harm from an exposure distinguishes risk from hazard. Risk is created by a hazard. A toxic chemical that is a hazard to human health does not constitute a risk unless humans are exposed to it. Environmental public health programs prevent risks to human health and the environment by identifying and controlling hazards and preventing exposure to potentially harmful agents or conditions. (Public Health Accreditation Board. *Environmental Public Health Think Tank Report.* 2010-2011).

Environmental Risk
Environmental risk is the likelihood of eating, drinking, breathing, or contacting some unhealthy factor in the environment and the severity of the illness that may result; the probability of loss or injury; a hazard or peril. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

e-PHAB
e-PHAB is the information system developed by the Public Health Accreditation Board to support national public health department accreditation. (www.phaboard.org).

Epidemiologic Investigations
Epidemiologic investigations are the examination and analysis of data leading to epidemiologic conclusions. They are usually concerned with identifying or measuring the effects of risk factors or exposures. The common types of analytic study are case-control studies, cohort studies, and cross-sectional studies. (www.nlm.nih.gov).

Epidemiology
Epidemiology is the study of the distribution and determinant of health and disease in populations. (Koepsell and Weiss. *Epidemiologic Methods.* Oxford Press. New York. 2003).

Essential Public Health Services
The ten services identified in *Public Health in America* developed by representatives from federal agencies and national organizations to describe what public health seeks to accomplish and how it will carry out its basic responsibilities. The list of ten services defines the practice of public health. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Evidence-based Practice
Evidenced-based practice involves making decisions on the basis of the best available scientific evidence, using data and information systems systematically, applying program-planning frameworks, engaging the community in decision making, conducting sound evaluation, and disseminating what is learned. (Brownson, Fielding and Maylahn. *Evidence-based Public Health: A Fundamental Concept for Public Health Practice.* Annual Review of Public Health).

G

Governing Board
Governing boards of health serve in more complex roles as they are responsible for establishing local ordinances and regulations, approving health agency budgets and expenditures, setting fees for services, issuing permits and licenses, and hiring and firing the chief executive officer (i.e., health officer). (Public Health Accreditation Board and National Association of Local Boards of Health. *Governance Engagement in National Voluntary Public Health Accreditation.* May 2010).

Governing Entity
A governing entity if the individual, board, council, commission or other body with legal authority over the public health functions of a jurisdiction of local government; or region, or district or reservation as established by state, territorial, or tribal constitution or statute, or by local charter, bylaw, or ordinance as authorized by state, territorial, tribal, constitution or statute. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Guide to Clinical Preventive Services
The *Guide to Clinical Preventive Services* contains the US Preventive Services Task Force (USPSTF) recommendations on the use of screening, counseling, and other preventive services that are typically delivered in primary care settings. The USPSTF, an independent panel of experts supported by the Agency for Healthcare Research and Quality (AHRQ), makes recommendations based on systematic reviews of the evidence related to the benefits and potential harms of clinical preventive services. (www.ahrq.gov/clinic/pocketgd.htm).

H

Health
Health is a dynamic state of complete physical, mental, spiritual and social well-being and not merely the absence of disease or infirmity. (World Health Organization, 1998).

Health Care Provider
A health care provider is a person, agency, department, unit, subcontractor, or other entity that delivers a health-related service, whether for payment or as an employee of a governmental or other entity. Examples include hospitals, clinics, free clinics, community health centers, private practitioners, the local health department, etc. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Health Care Service
A health care service is a business entity that provides inpatient or outpatient testing or treatment of human disease or dysfunction; dispensing of drugs or medical devices for treating human disease or dysfunction; or provision of procedures performed on a person for diagnosing or treating a disease (McGraw-Hill Concise Dictionary of Modern Medicine, 2002).

Health Communication
Health communication is informing, influencing, and motivating individual, institutional, and public audiences about important health or public health issues. Health communication includes disease prevention, health promotion, health care policy, and the business of health care, as well as enhancement of the quality of life and health of individuals within a community. Health communication deals with how information is perceived, combined, and used to make decisions. (Riegelman. *Public Health 101.* Jones and Bartlett, 2010).

Health Disparities
Health disparities refer to differences in population health status that are avoidable and can be changed. These differences can result from environmental**,** social and/or economic conditions, as well as public policy. These and other factors adversely affect population health. (NACCHO. *Operational Definition of a Functional Local Health Department.* November 2005).

Health Education
Health education is any combination of learning opportunities designed to facilitate voluntary adaptations of behavior (in individuals, groups, or communities) conducive to good health. Health education encourages positive health behavior. Health education consists of any planned combination of learning experiences designed to predispose, enable, and reinforce voluntary behavior conducive to health in individuals, groups or communities. An educational process by which the public health system conveys information to the community regarding community health status, health care needs, positive health behaviors and health care policy issues. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Health Information
Health information is information regarding medical, clinical or health-related subjects that individuals may use to make appropriate health decisions. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Health Information Exchange (HIE)
A health information exchange is a system to facilitate electronic access to patient-level health information across organizations within a region, community, or health care system. A health information exchange allows clinical information to be shared among disparate health care information systems while maintain the meaning of the information being exchanged, using nationally recognized standards. (Nash, Reifsnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness.* Jones and Bartlett. MA, 2011).

Health Needs
Health needs in public health are those demands required by a population or community to improve their health status. (www.nlm.nih.gov).

Health Professional Shortage Areas
Health professional shortage areas are geographical areas that have been federally designated as having a shortage of primary medical care, dental or mental health providers and may be urban or rural areas, population groups or medical or other public facilities. These areas may also be referred to as medically under-served areas. (www.bhpr.hrsa.gov/shortage).

Health Promotion
Health promotion is a set of intervention strategies that seek to eliminate or reduce exposures to harmful factors by modifying human behaviors. Any combination of health education and related organizational, political, and economic interventions designed to facilitate behavioral and environmental adaptations that will improve or protect health. This process enables individuals and communities to control and improve their own health. Health promotion approaches provide opportunities for people to identify problems, develop solutions, and work in partnerships that build on existing skills and strengths. Health promotion consists of planned combinations of educational, political, regulatory, and organizational supports for actions and conditions of living conducive to the health of individuals, groups, or communities. Health promotion activities are any combination of education and organizational, economic, and environmental supports aimed at the stimulation of healthy behavior in individuals, groups, or communities. (Turnock. *Public Health: What It Is and How It Works (4th Ed).* Jones and Bartlett. MA. 2009).

Health Status
The degree to which a person or defined group can fulfill usually expected roles and functions physically, mentally, emotionally, and socially. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice.* Delmare CENGAGE Learning. 2009).

Healthy People 2020
Healthy People 2020 is a document that provides science-based, 10-year national objectives for improving the health of all Americans. For three decades, Healthy People has established benchmarks and monitored progress over time in order encourage collaborations across sectors; guide individuals toward making informed health decisions and measure the impact of prevention activities. (www.healthypeople.gov/2020).

Human Resources System
A human resources system is a comprehensive approach to the recruitment, hiring, orientation and training of employees, as well as the activities associated with managing employee benefits, retention, payroll, employment policies and procedures, and retention of employees. (www.businessdictionary.com/definition/human-resources.html).

I

Infectious Disease
An infectious disease is a disease caused by a living organism. An infectious disease may, or may not, be transmissible from person to person, animal to person, or insect to person. (Gostin. *The Model State Emergency Health Powers Act.* 2001).

Information Systems
An information system is a combination of hardware, software, infrastructure, and trained personnel organized to facilitate planning, control, coordination, and decision-making in an organization. (www.businessdictionary.com/definition/information-system.html).

Infrastructure
Infrastructure denotes the systems, competencies, relationships, and resources that enable performance of public health's core functions and essential services in every community. Categories include human, organizational, informational, and fiscal resources. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Internal Audit
Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. (www.theiia.org/internal audit*).*

L

Laws

Laws are the legal powers and duties of the state to assure the conditions for people to be healthy, and the limitations on the power of the state to constrain the autonomy, privacy, liberty, proprietary, or other legally protected interests of individuals for the protection and promotion of community health. (Gostin. *Public Health Law, Power, Duty, Restraint.* University of CA Press. 2000).

Local Health Department

A local health department is defined, for the purposes of PHAB accreditation, as the governmental body serving a jurisdiction or group of jurisdictions geographically smaller than a state and recognized as having the primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by the state's constitution, statute, or regulations or established by local ordinance or through formal local cooperative agreement or mutual aid. The entity may be a locally governed health department, a local entity of a centralized state health department, or a city, city-county, county, district, or regional health department. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0*. Alexandria, VA. May 2011).

M

Mandated Public Health Services
Mandated public health services are required by statute, rule/regulation, ordinance or other similar legally binding process. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA. May 2011).

Media Advocacy
Media advocacy is a set of processes by which individuals or groups use the media to bring about social and/or organizational change on behalf of a particular health goal, program, interest, or population. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Mitigation
Mitigation refers to measures taken to reduce the harmful effects of a disaster or emergency by attempting to limit the impact on human health and economic infrastructure. (Turnock. *Public Health: What It Is and How It Works (4th Ed).* Jones and Bartlett. MA. 2009).

Multi-jurisdictional Application
Multi-jurisdictional application is a category of accreditation application for health department accreditation. In a multi-jurisdictional application, the partnering health departments, which could be two or more health departments, will apply for accreditation as a single entity. The relationship must be that of the health departments working together to deliver services and/or perform functions over the combined jurisdiction. The business and working relationship of multi-jurisdictional applicants must be well established and well defined. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

N

National Prevention Strategy
The National Prevention Strategy includes actions that public and private partners can take to help Americans stay healthy and fit and improve our nation's prosperity. The strategy outlines four strategic directions are fundamental to improving the nation's health. Those four strategic directions include building healthy and safe community environments, expanding quality preventive services, empowering people to make healthy choices, and eliminating health disparities. (www.healthcare.gov/center/councils/nphpphc/strategy).

National Public Health Improvement Initiative (NPHII)
This initiative, managed by the Office for State, Tribal, Local and Territorial Support (OSTLTS) at CDC, is intended to strengthen public health infrastructure and systematically increase performance management capacity so that public health goals are effectively and efficiently met. NPHII is part of the Prevention and Public Health Fund of the Affordable Care Act of 2010. (www.cdc.gov/ostlts/nphii).

National Public Health Performance Standards Program (NPHPSP)
The National Public Health Performance Standards Program is a collaborative effort to enhance the Nation's public health systems. The stated mission and goals of the NPHPSP are to improve the quality of public health practice and the performance of public health systems by providing performance standards for public health systems and encouraging their widespread use; encouraging and leveraging national, state, and local partnerships to build a stronger foundation for public health preparedness; promoting continuous quality improvement of public health systems; and, strengthening the science base for public health practice improvement. (www.cdc.gov/nphpsp/overview).

Non-infectious/Non-communicable Disease
Non-infectious/non-communicable diseases are conditions which affect the health status of populations, but which are not transmitted from one individual to another by micro-organisms. Non-communicable diseases represent the major causes of death and disability in most developed countries. (Riegelman, R. *Public Health 101.* Jones and Bartlett. MA. 2010).

Notifiable Conditions/Reportable Conditions
Notifiable or reportable conditions are the legal requirements for disease reporting that form the foundation for disease surveillance and require health care providers, health care facilities, laboratories, veterinarians, service establishments, child day care facilities, and schools to notify public health authorities of suspected or confirmed cases of selected diseases or conditions. (www.doh.wa.gov/notify).

O

Operations
Operations refers to the performance of a practical work or of something involving the practical application of principles or processes. (www.merriam-webster.com/dictionary/operations).

Orientation
Orientation is a process of providing training and information about a new job, new situation, or new position to employees. (www.merriam-webster/dictionary/orientation).

Outbreak
An outbreak is the occurrence of more cases of disease than would normally be expected in a specific place or group of people over a given period of time. (www.cdc.gov/EXCITE/classroom/intro_epi.htm).

P

Partnership
A partnership is a relationship among individuals and groups that is characterized by mutual cooperation and responsibilities. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice.* Delmare CENGAGE Learning. 2009).

Performance Management System
A fully functioning performance management system that is completely integrated into health department daily practice at all levels includes: 1) setting organizational objectives across all levels of the department, 2) identifying indicators to measure progress toward achieving objectives on a regular basis, 3) identifying responsibility for monitoring progress and reporting, and 4) identifying areas where achieving objectives requires focused quality improvement processes. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Periodic
Periodic is defined as occurring or recurring at regular intervals.
(www.merriam-webster.com/dictionary/periodic).

Policy/Policy Development
Policy is a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions or a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental entity. Policy development is the means by which problem identification, technical knowledge of possible solutions, and societal values converge to set a course of action. As such, policy development is an outgrowth of the assessment and monitoring activities described with respect to all other essential public health services. Policy development is a process that enables informed decisions to be made concerning issues related to the public's health. (www.merriam-webster.com/disctionary/policy; Institute of Medicine. *The Future of Public Health.* National Academies Press. Washington, DC. 1988).

Policy-making Board
Policy-making boards of health have legal authority to establish policies, goals, and priorities that guide local health agencies. (Public Health Accreditation Board and National Association of Local Boards of Health. *Governance Engagement in National Voluntary Public Health Accreditation.* May 2010).

Population Health
Population health is a cohesive, integrated and comprehensive approach to health considering the distribution of health outcomes within a population, the health determinants that influence the distribution of care, and the policies and interventions that impact and are impacted by the determinants. (Nash, Reifsnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness.* Jones and Bartlett. MA, 2011).

Practice-based Evidence
For Tribal health departments, for the purposes of PHAB accreditation, practice-based evidence is the incorporation of evidence grounded in cultural values, beliefs, and traditional practices. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Prevention

Primary prevention consists of strategies that seek to prevent the occurrence of disease or injury, generally through reducing exposure or risk factor levels. These strategies can reduce or eliminate causative risk factors (risk reduction). Secondary prevention consists of strategies that seek to identify and control disease processes in their early stages before signs and symptoms develop (screening and treatment). Tertiary prevention consists of strategies that prevent disability by restoring individuals to their optimal level of functioning after a disease or injury is established. (Turnock. *Public Health: What It Is and How It Works (4th Ed).* Jones and Bartlett. MA. 2009).

Primary Care

Primary care is basic or general health care focused on the point at which a patient ideally first seeks assistance from the health care system. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice.* Delmare CENGAGE Learning. 2009).

Primary Data

Primary data are data observed or collected from original sources, ranging from more scientifically rigorous approaches such as randomized controlled trials to less rigorous approaches such as case studies. (www.nlm.nih.gov).

Procedure/Protocol

A procedure or protocol is a written description of the way in which a particular action or set of actions should be accomplished. (www.merriam-webster.com/dictionary/procedure).

Programs, Processes, and Interventions

Programs, processes, and interventions are the terms used to describe functions or services or activities carried out through the daily work of public health departments. (Public Health Accreditation Board. Unpublished definition. 2010-2011).

Public Health

The mission of public health is to fulfill society's desire to create conditions so that people can be healthy. Public health includes the activities that society undertakes to assure the conditions in which people can be healthy. These include organized community efforts to prevent, identify and counter threats to the health of the public. Public health is:

- the science and the art of preventing disease, prolonging life, and promoting physical health and mental health and efficiency through organized community efforts toward a sanitary environment;
- the control of community infections; the education of the individual in principles of personal hygiene;
- the organization of medical and nursing service for the early diagnosis and treatment of disease; and
- the development of the social machinery to ensure to every individual in the community a standard of living adequate for the maintenance of health.

PHAB's public health department accreditation standards address the array of public health functions set forth in the ten Essential Public Health Services. Public health department accreditation standards address a range of core public health programs and activities including, for example, environmental public health, health education, health promotion, community health, chronic disease prevention and control, communicable disease, injury prevention, maternal and child health, public health emergency preparedness, access to clinical services, public health laboratory services, management/administration, and governance. While some public health departments provide mental health, substance abuse, primary care, human, and social services (including domestic violence), these activities are not considered core

public health services under the ten Essential Public Health Services framework used for accreditation purposes. PHAB's scope of accreditation authority does not extend to these areas.

(Turnock. *Public Health: What It Is and How It Works (4th Ed).* Jones and Bartlett. MA. 2009; Winslow. *Man and Epidemics.* Princeton Press. NJ. 1952.; Institute of Medicine. *The Future of Public Health.* National Academies Press. Washington, DC. 1988; Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Public Health Accreditation Board (PHAB)
PHAB is the national accrediting organization for public health departments. A nonprofit organization, PHAB is dedicated to advancing the continuous quality improvement of Tribal, state, local, and territorial public health departments. PHAB is working to promote and protect the health of the public by advancing the quality and performance of all public health departments in the United States through national public health department accreditation. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Public Health Emergency
A public health emergency is an occurrence or imminent threat of an illness or health condition, caused by bioterrorism, epidemic or pandemic disease, or novel and highly infectious agent or biological toxin, that poses a substantial risk of a significant number of human fatalities or incidents of permanent of long term disability. Such or health condition includes, but is not limited to, an illness or health condition resulting from a natural disaster. (Gostin. *The Model State Emergency Health Powers Act.* 2001).

Public Health Laws
Public health laws are defined, for purposes of PHAB accreditation, includes ALL types of statutes, regulations, rules, executive orders, ordinances, case law, and codes that are applicable to the jurisdiction of the health department. For state health departments, not all ordinances are applicable, and therefore ordinances may not need to be addressed by state health departments. Similarly, some statutes are not applicable to local health departments, and therefore some statutes may not need to be addressed by local health departments. For Tribal health departments, applicable "laws" will depend on several factors, including governance framework and interaction with external governmental entities (federal, state, and local). (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Public Health Program
A public health program, for accreditation purposes, is defined as a set of activities and interventions aimed at improving the health of a particular segment of the population or of the population as a whole. Examples of public health programs include, but are not limited to environmental public health, maternal-child health, chronic disease, and emergency preparedness. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA. May 2011).

Public Health Surveillance
Public health surveillance is the continuous, systematic collection, analysis, and interpretation of health-related data needed for the planning, implementation, and evaluation of public health practice. (World Health Organization. *Health Topics: Public Health Surveillance.* www.who.int/topics/public_health_surveillance).

Public Health System

The public health system is the constellation of governmental and nongovernmental organizations that contribute to the performance of essential public health services for a defined community or population. (Scutchfield, FD, and CW Keck. *Principles of Public Health Practice.* Delmare CENGAGE Learning. 2009).

Public Health Workforce

The public health workforce, for purpose of accreditation, is defined as those individuals who are employed either full-time or part-time by the governmental public health department for the purpose of supporting the provision of the services described in the PHAB Standards and Measures. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Q

Quality Improvement (QI)
Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community. (Riley, Moran, Corso, Beitsch, Bialek, and Cofsky. *Defining Quality Improvement in Public Health.* Journal of Public Health Management and Practice. January/February 2010).

R

Regular
For the purposes of PHAB accreditation, regular is defined as within a pre-established schedule determined by the health department. (Public Health Accreditation Board. *Standards and Measures Version 1.0.* Alexandria, VA, May 2011).

Regulation
A regulation is a rule or order issued by an executive authority or regulatory agency of government and having the force of law. (www.merriam-webster.com/dictionary/regulation).

Reliable
Reliable is defined as being dependable or giving the same result on successive trials. (www.merriam-webster.com/dictionary/reliable).

Research
Research is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge. (United States Department of Health and Human Services. *Healthy People 2020.* Washington, DC).

Risk Assessment
Risk assessment is a process used to formally assess the potential harm due to a hazard taking into account factors such as likelihood, timing, and duration of exposure. (Riegelman, R. *Public Health 101.* Jones and Bartlett. MA. 2010).

S

Secondary Data
Secondary data are those data which have been collected in the past, collected by other parties, or result from combining data or information from existing sources. (www.nlm.nih.gov/nichs).

Site Review Team
The site review team is the group of two or three public health peers who have been chosen by the Public Health Accreditation Board to perform the review of the documentation for accreditation and conduct the physical site visit to the applicant health department, and provide a report to the Accreditation Committee. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Site Visit
A site visit, for accreditation purpose, is a two to three day physical visit to the health department accreditation applicant by the peer review team. The purpose of the site visit is to validate the findings presented in the documentation that was submitted to PHAB, and to ask for additional documentation, at their discretion, to supplement what they received prior to the site visit. Health department facilities are also be reviewed during the site visit. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Social Marketing
Social marketing represents a unique system for understanding who people are, what they desire and then organizing the creation, delivery, and communication of products, services, and messages to meet their desires while at the same time meeting the needs of society and solve serious social problems. (Smith and Stroud. *Social Marketing Behavior: A Practical Resource for Social Change Professionals.* Academy of Educational Development. Washington, DC, 2008).

State Health Department
For the purposes of PHAB accreditation, a state health department is defined as the governing entity with primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by state constitution, statutes or regulations, or established by Executive Order. State health departments may be part of an umbrella organization, super public health agency, or super agency that oversees public health functions as well as other government functions. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Strategic Plan
A strategic plan results from a deliberate decision-making process and defines where an organization is going. The plan sets the direction for the organization and, through a common understanding of the mission, vision, goals, and objectives, provides a template for all employees and stakeholders to make decisions that move the organization forward. (Swayne, Duncan, and Ginter. *Strategic Management of Health Care Organizations.* Jossey Bass. New Jersey. 2008).

Super Health Agency
A super health agency is an agency that oversees public health and primary care, as well as the state Medicaid program. (National Governors Association. *Transforming State Health Agencies to Meet Current and Future Challenges.* 1996)

Super Public Health Agency

A super public health agency is an agency that oversees public health, primary care, substance abuse, and mental health programs. (National Governors Association. *Transforming State Health Agencies to Meet Current and Future Challenges*. 1996)

Surge Capacity

Surge capacity refers to the ability to expand care or service capabilities in response to unanticipated or prolonged demand. (*Health Care at the Crossroads: Strategies for Creating and Sustaining Community-Wide Emergency Preparedness Strategies.* The Joint Commission. Washington, DC. 2003).

Surveillance Site

A surveillance site is an organization or entity that reports public health surveillance data. (World Health Organization. *Health Topics: Public Health Surveillance.* www.who.int/topics/public_health_surveillance).

T

Technical Assistance (TA)
Technical assistance is an array of supports including advice, recommendations, information, demonstrations, and materials provided to assist the workforce or organizations in improving public health services. (National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

Territorial Health Department
For the purposes of PHAB accreditation, a territorial health department is defined as the governing entity with primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by territorial constitution, statutes or regulations, or established by Executive Order. Territorial health departments may be a part of an umbrella organization, super public health agency, or super agency that oversees public health functions as well as other government functions. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

Training
Training for the public health workforce includes the provision of information through a variety of formal, regular, planned means for the purpose of supporting the public health workforce in maintaining the skills, competencies, and knowledge needed to successfully perform their duties. (Institute of Medicine. *Who Will Keep the Public Healthy?* National Academies Press. Washington, DC, 2003).

Trend Analysis
Trend analysis is a study design which focuses on overall patterns of change in an indicator over time, comparing one time period with another time period for that indicator. Trend analysis is not used to determine causation; rather associations can be drawn. Trend analysis is commonly used in program evaluation, for policy analysis, and for etiologic analysis (Nash, Reifsnyder, Fabius, and Pracilio. *Population Health: Creating a Culture of Wellness.* Jones and Bartlett. MA, 2011).

Tribal Epidemiology Centers
Tribal Epidemiology Centers are Indian Health Service, division funded organizations who serve American Indian/Alaska Native Tribal and urban communities by managing public health information systems, investigating diseases of concern, managing disease prevention and control programs, responding to public health emergencies, and coordinating these activities with other public health authorities. (www.ihs.gov/Epi/index.cfm?module=epi_tec_main).

Tribal Health Department
A Tribal health department is defined, for the purposes of PHAB accreditation, as a federally recognized Tribal government[1], Tribal organization or inter-Tribal consortium, as defined in the Indian Self-Determination and Education Assistance Act, as amended. Such departments have jurisdictional authority to provide public health services, as evidenced by constitution, resolution, ordinance, executive order or other legal means, intended to promote and protect the Tribe's overall health, wellness and safety; prevent disease; and respond to issues and events. Federally recognized Tribal governments may carry out the above public health functions in a cooperative manner through formal agreement, formal partnership or formal collaboration. (Public Health Accreditation Board. *Guide to National Public Health Department Accreditation Version 1.0.* Alexandria, VA, May 2011).

[1] *As evidenced by inclusion on the list of recognized Tribes mandated under 25 U.S.C. § 479a-1. Publication of List of Recognized Tribes.*

U

Umbrella Agency
An umbrella agency us an agency that oversees public health and primary care, substance abuse and mental health, the Medicaid program, and other human services programs. (National Governors Association. *Transforming State Health Agencies to Meet Current and Future Challenges.* 1996)

Urgent
Urgent is to call for immediate attention. (www.merriam-webster.com/dictionary/urgent).

V

Valid

Valid is well-grounded or justifiable; being at once relevant and meaningful. (www.merriam-webster.com/dictionary/valid).

Values

Values describe how work is done and what beliefs are held in common as a basis for that work. They are fundamental principles that organizations stand for. (Swayne, Duncan, and Ginter. *Strategic Management of Health Care Organizations.* Jossey Bass. New Jersey.2008).

Vision

Vision is a compelling and inspiring image of a desired and possible future that a community seeks to achieve. A vision statement expresses goals that are worth striving for and appeals to ideals and values that are shared among stakeholders (Bezold, C. *On Futures Thinking for Health and Health Care: Trends, Scenarios, Visions, and Strategies.* Institute for Alternative Futures and the National Civic League. Alexandria, VA. 1995; National Public Health Performance Standards Program, *Acronyms, Glossary, and Reference Terms*, CDC, 2007. www.cdc.gov/nphpsp/PDF/Glossary.pdf).

W

Wellness
Wellness is the quality or state of being in good health especially as an actively sought goal. (www.merriam-webster.com/dictionary/wellness).

Workforce Assessment
Workforce assessment in public health is the process of determining the personnel, training, skills, and competencies needed to implement initiatives contributing to the provision of the Ten Essential Public Health Services. This assessment includes the use of performance measures for identified competencies, identification of needed professional personnel, and formulation of plans to address workforce gaps. It also includes the planning, implementation and evaluation of life-long learning to equip public health workers to develop new skills as needed. (Institute of Medicine. *Who Will Keep the Public Healthy?* National Academies Press. Washington, DC. 2003).

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Acknowledgement

PHAB

PUBLIC HEALTH ACCREDITATION BOARD
1600 Duke Street, Suite 440
Alexandria, VA 22314
T: 703.778.4549
F: 703.778.4556
www.phaboard.org