

# 2017 North Carolina Local Health Department Accreditation Workshop

Preparing evidence for submission  
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## SESSION OVERVIEW



- FOLDER SETUP
- SCANNING
- DOCUMENT PREP
- HYPERLINKING
- FINISHED PRODUCT

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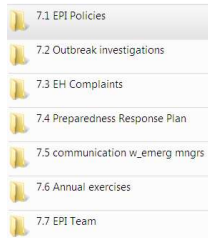
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## FOLDER SETUP

- Create accreditation folder on shared/network drive
- Place a copy of the HDSAI Interpretive Document into the folder
- Create an evidence folder
  - Inside create a folder for each activity and label
    - Add extra folder within for secondary/extra evidence
- Security Settings



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# SCANNING

- ❖ Scanners
  - ❖ Fujitsu fi 7160 color \$950
  - ❖ Brother ADS 2000 B&W \$325
- ❖ Policies and Documents
- ❖ Destination Folder



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# DOCUMENT PREPARATION

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*Video*  
**DOCUMENT  
PREPARATION**

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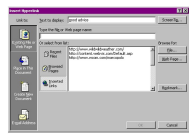

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# THE ART OF HYPERLINKING


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*Video*  
**Hyperlinking a Document**

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## Other tips on hyperlinking

- When to hyperlink
  - Don't hyperlink too early
- Don't hyperlink folders to your HDSAI
- Save your HDSAI frequently
- Test regularly




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**YOU DID IT**  
congratulation

**THE  
FINISHED  
PRODUCT**



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