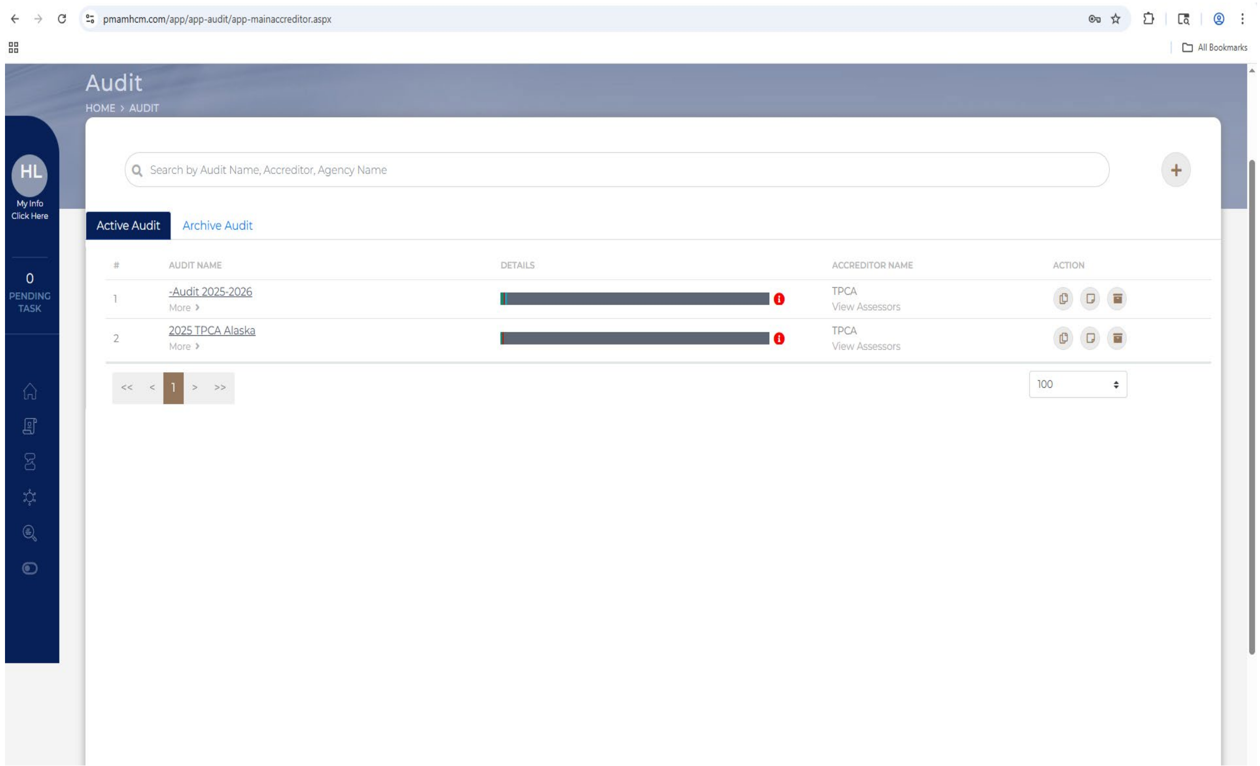
PM AM Lite

For Accreditation Submission and Management

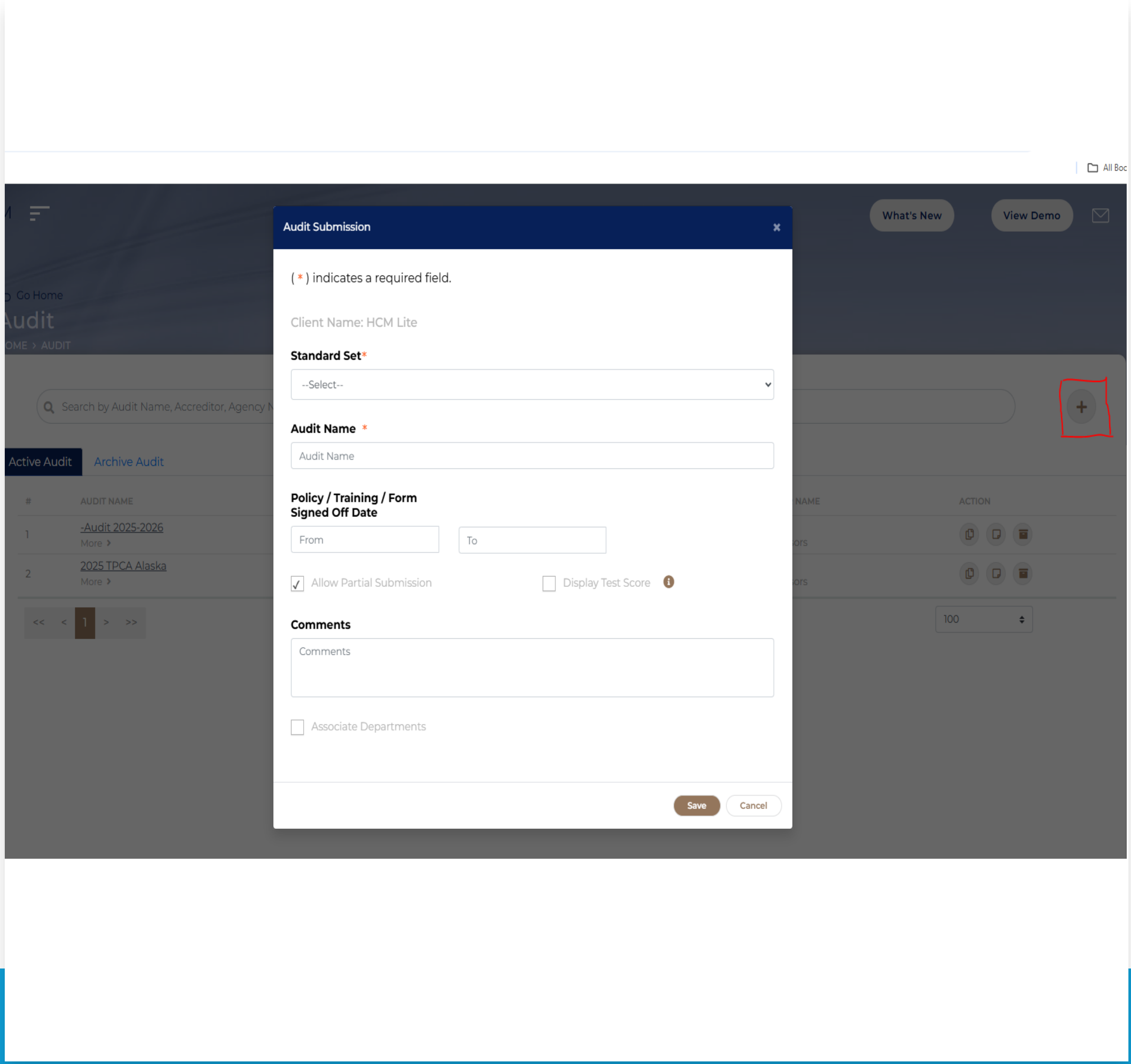
Logging in, Home Screen

- You will use www.pmamhcm.com as your web-based log in site. Once on PMAM HCM, you will enter in your username/password credentials and arrive at this screen (right).
- From this page, you can view your active audits and archived audits.
- You will also be able to create a new audit file for future submission by clicking the + button at the top right.
- Other features you have access to will be shown in the icons along the left-hand side. Those include things like the Standard Master, the Q&A section, and Resource Center for Accreditation



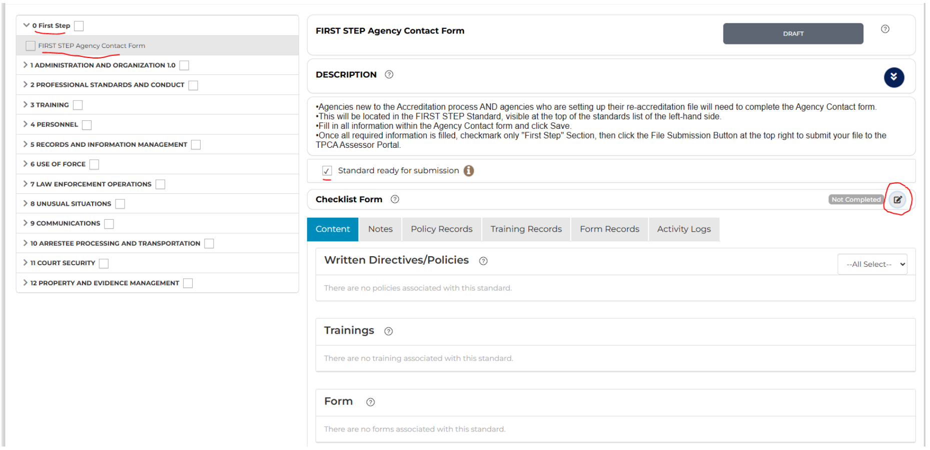
Adding a New Accreditation File

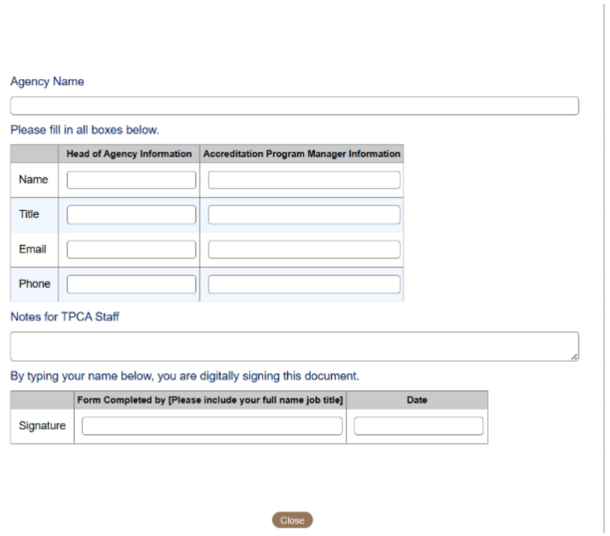
- When clicking the + button on the top right of your screen, this screen will pop up.
- You will select your standard set, where the TPCA standards will show once you click on the down arrow.
- AUDIT FILE NAME: Please include your Agency name and your due date year (Ex: "Acme PD – 2027 Accreditation File")
- You will then type in the name of your audit, the sign off date range, can check off for partial submissions, and add any comments you would like.
- The last step is clicking save, which creates your new audit file.



First Step, Entering Agency information

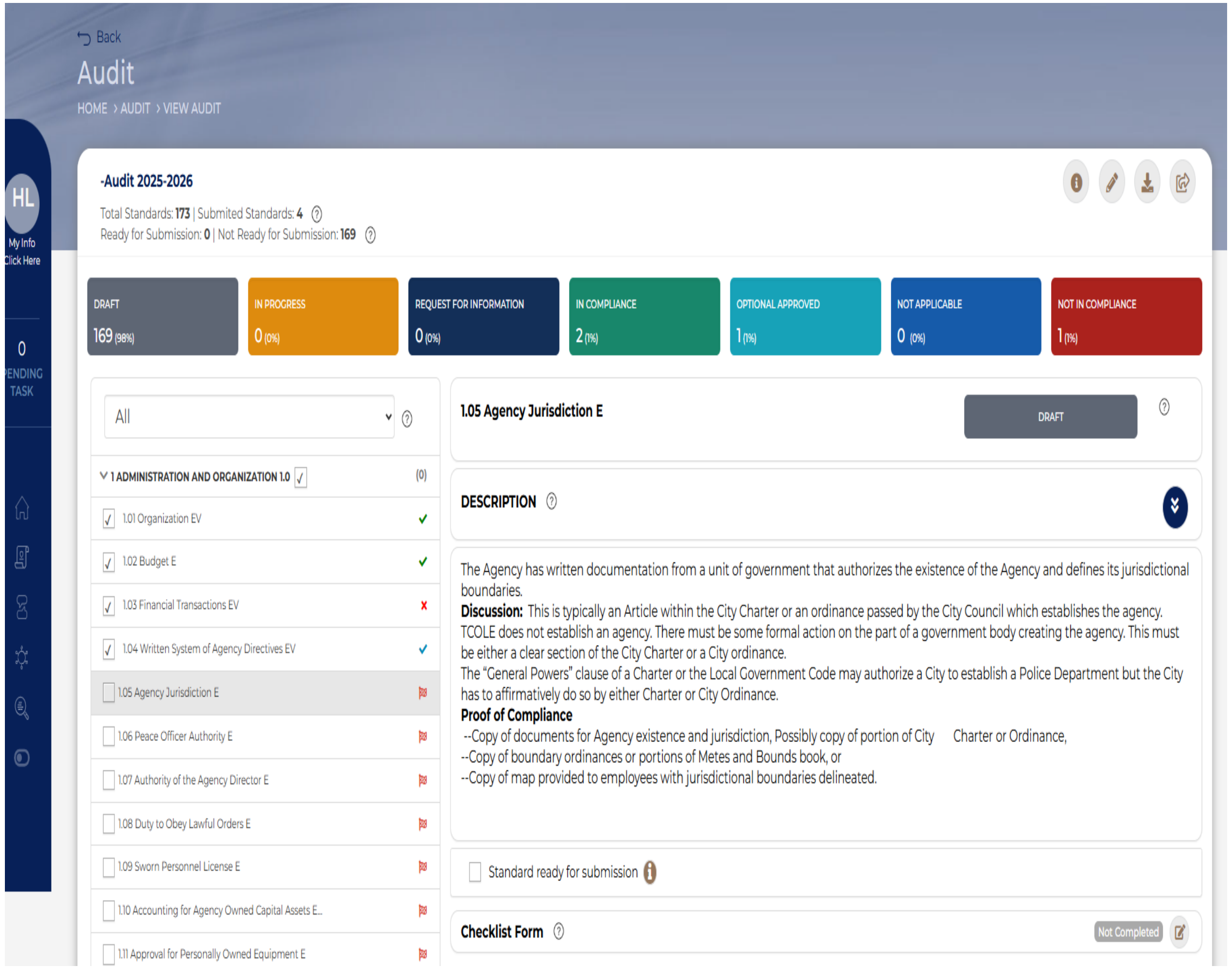
- Agencies new to the Accreditation process AND agencies who are setting up their re-accreditation file will need to complete the Agency Contact form.
- This will be located in the FIRST STEP Standard, visible at the top of the standards list of the left-hand side.
- Fill in all information within the Agency Contact form and click Save.
- Once all required information is filled, checkmark only "First Step" Section, then click the File Submission Button at the top right to submit your file to the TPCA Assessor Portal.





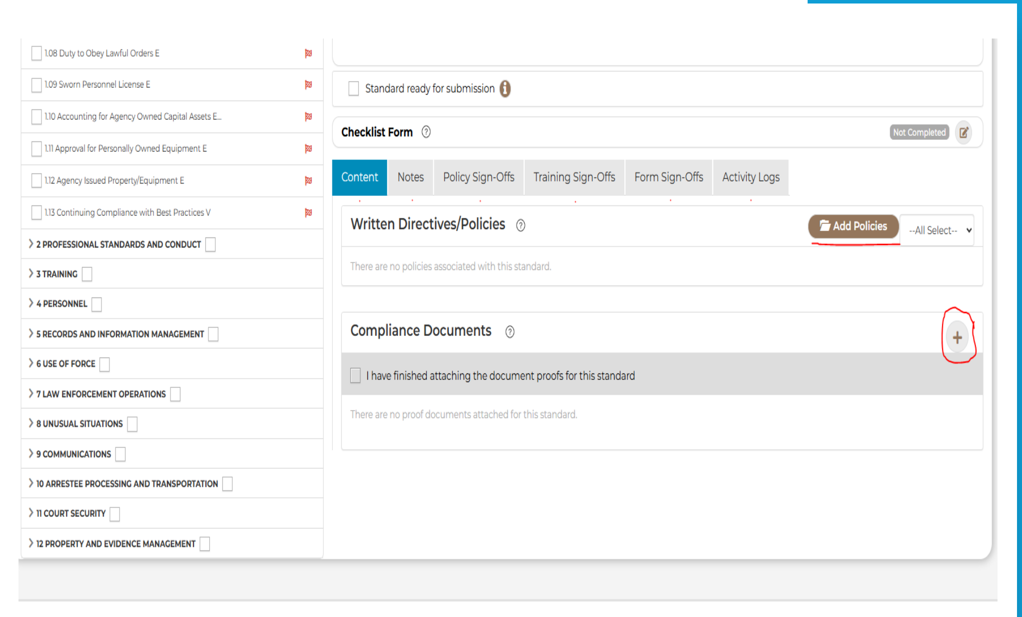
Inside the Audit File, Part 1

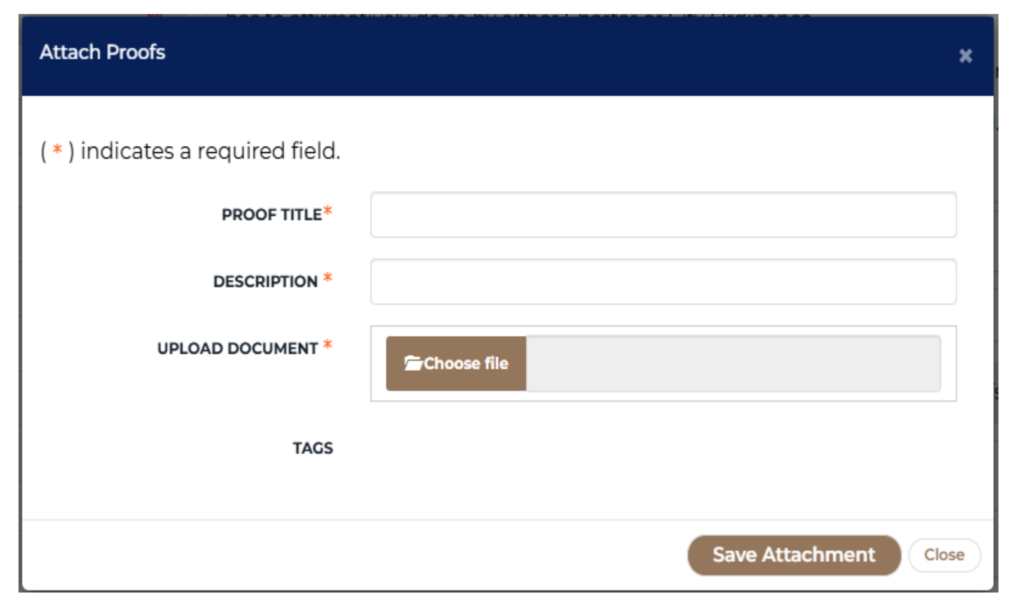
- Once you open your new or current audit file you will be able to see a few things.
- First, pay attention to the progress bar at the top. As standards are moved into different categories by an assessor, your file will be updated in real time.
- Next, we can see all the individual standards on the left-hand side. Each are clickable, and will pull up its description, proof of compliance, checklist forms, Content Section, and your Compliance Document upload section.
- Also in the top right-hand corner is the Info icon, Edit File Icon, Download into a Zip File Icon, and your Electronic Submission Icon.



Inside the Audit File, Part 2

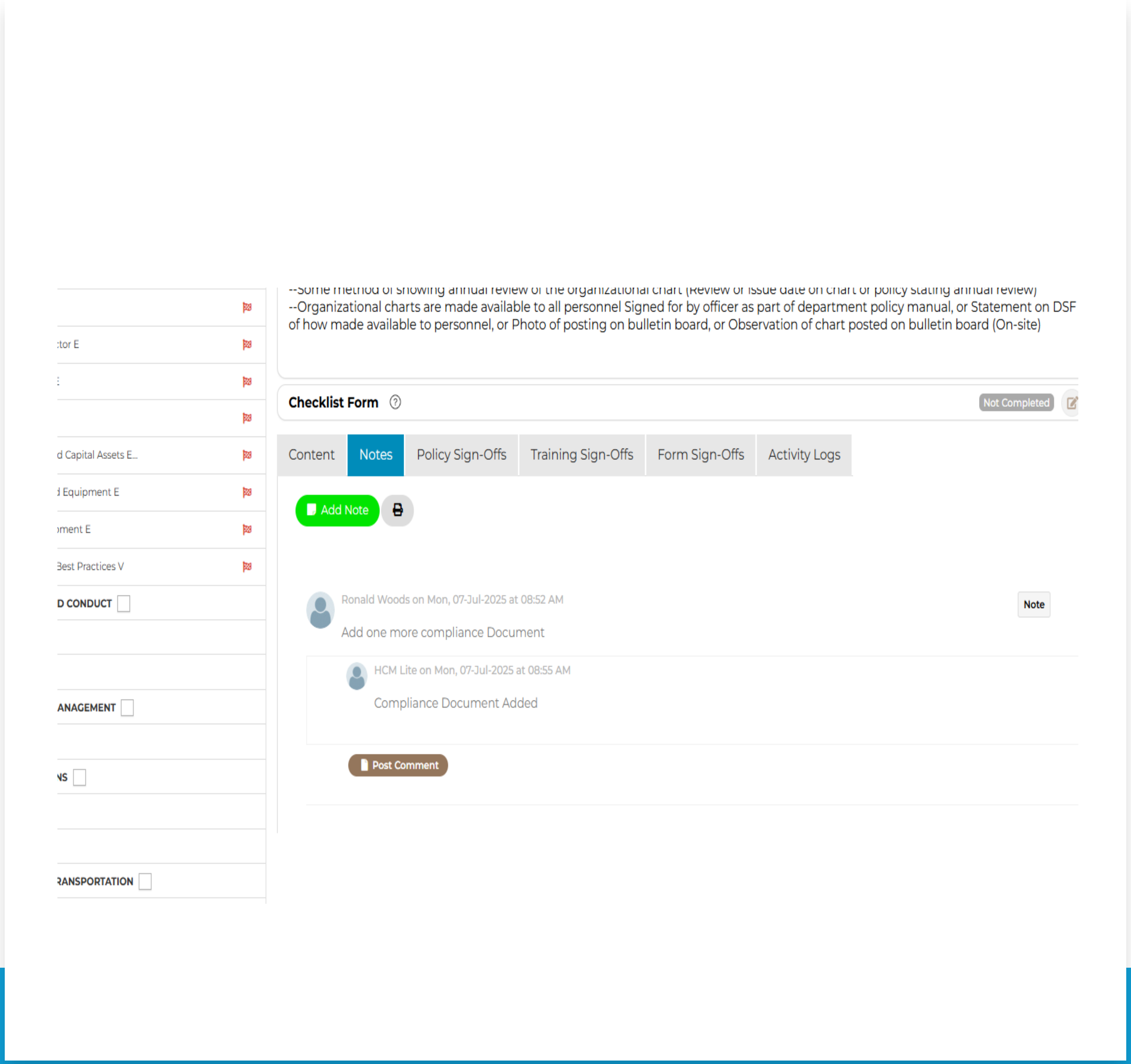
- Continuing with the Audit File, you will be able to, in the content section, add your policies, sign-offs, and any compliance documentation files straight from your computer.
- Checklist forms are now digitized. You can click into checklist forms and execute these forms in the audit file as you go through each standard.
- To add your compliance documents, go to the compliance documents section, click the + icon, and fill out the Proof Title, Description, and upload the documents necessary. Once completed, Click "Save Attachment" Button.





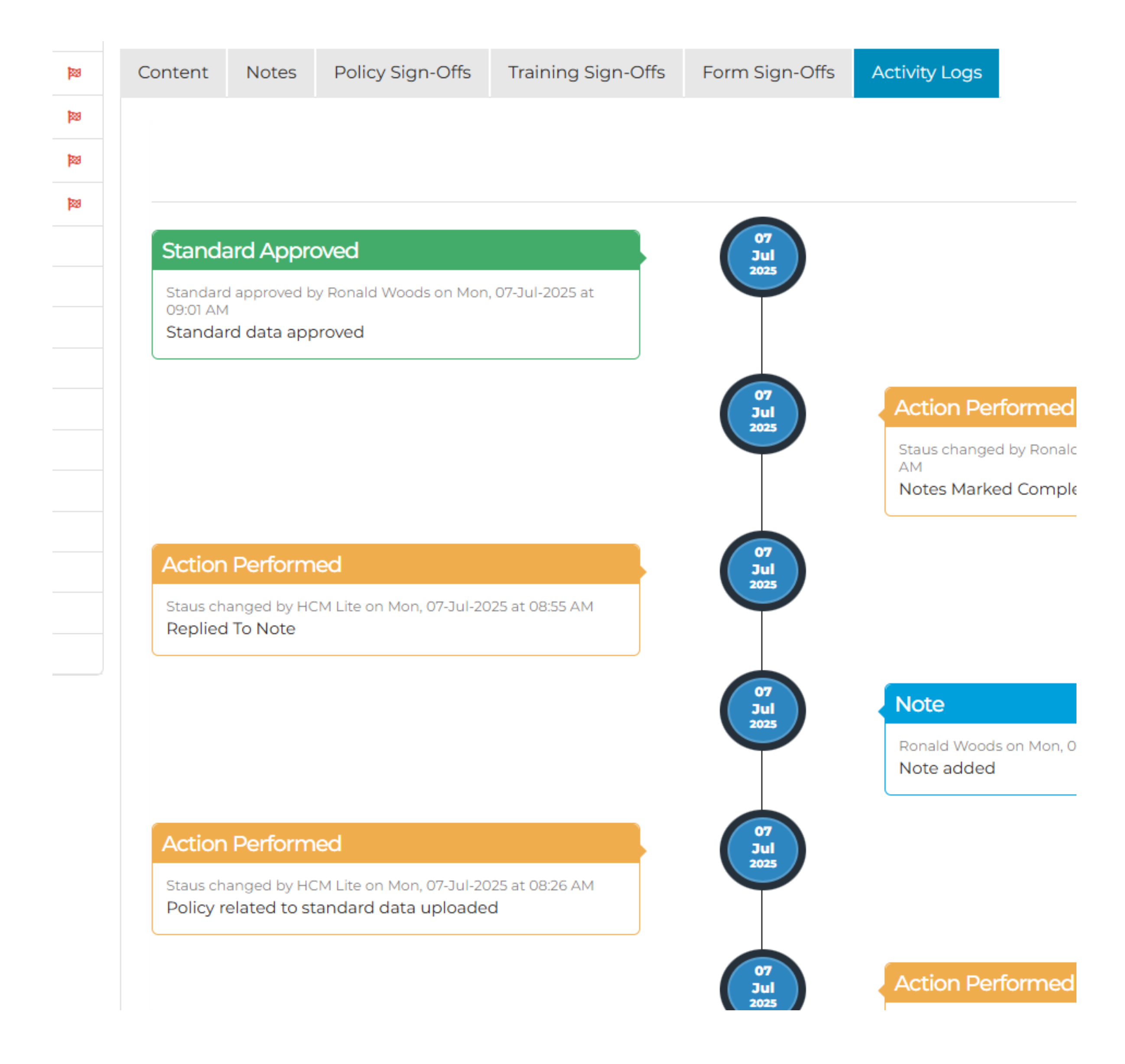
Notes Tab

- The notes tab within your audit module is available in each individual standard.
- This will allow you to post public notes between you, anyone in your agency, and any potential assessors. It will also allow you to post private notes to specific people you would like to select.
- This is also where notes from assessors are posted, such as Requests For Information.



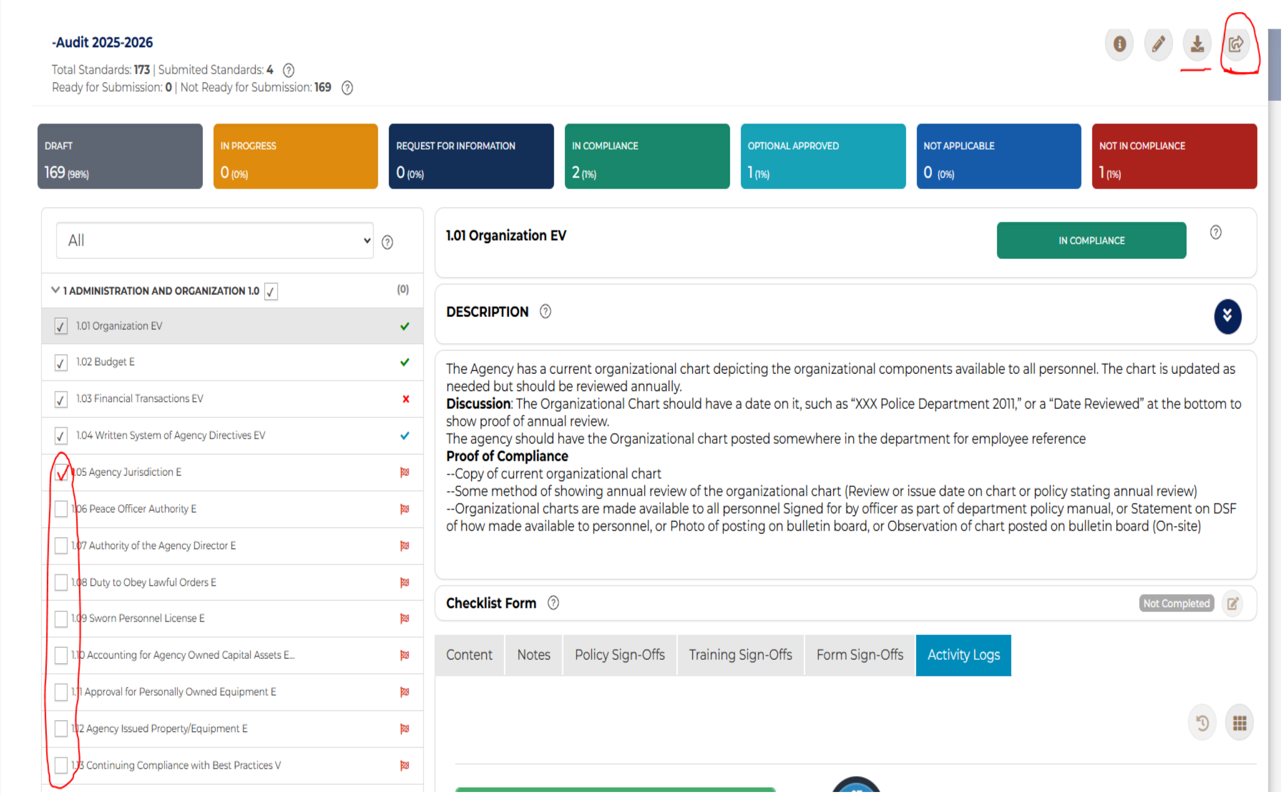
Activity Log

- The Activity Log is the very last tab in the main content section.
- This is where you can go to view any activity performed by either someone with your agency or on the assessor team.
- These activities are date and time stamped, as well as notating the name of the individual performing that task.
- They are color coded and separated by activity type, such as Action Performed, Note, Request For Information, Standard Approved, Standard Optionally Approved, etc.



Downloading or Partially/Fully Submitting Your File

- In this image, you will see how to download your full audit file into a zip drive with a click of a button. You will also see how you can partially or fully submit your Audit File to the TPCA Accreditor Portal, which is directly integrated with your agency portal.
- In the top right, the button circled is the Electronic Submission button. On the left-hand side you will see boxes you can click to check mark. You can partially submit by checking off only the standards you want to submit, or you can check all and submit all. Once you check them off, click the electronic submission button, and you are good to go!



Short Video Guide

[Click Here]