

Accreditation Preparation

Session 1

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Agenda

- Accreditation Requirement
- Timeline Update
- Accreditation Planning & Preparation
- Gap Analyses
- Q&A

Accreditation Requirement

Draft Regulations (1/7/15)

COMAR 10.63.01

Community Behavioral Health Programs
Program – Application and Licensure
Processes and Program Descriptions
(includes requirements other than those
pertaining to accreditation)

Three Categories



Timeline - Update

All dates proposed or approximate:

Dec 1, 2016 Accreditation deadline

Nov 2016 Program receives accreditation

Time in case improvement plan required

Aug 2016 Survey decision

Jul 2016 Accrediting organization survey

Any new policies, procedures, etc. in place 6 months < survey

Jan 2016 Program accreditation-ready

Accrediting Process (general)

- Agency contacts accrediting organization & buys standards.
- Agency prepares to meet accreditation standards.
- Agency applies for accreditation & submits documents & fee.
- Agency contracts for survey & pays fee.
- Agency has on-site survey.
- Agency receives accreditation decision.
- Agency submits improvement plan (if needed).
- Agency receives accreditation decision.
- Agency has ongoing contact with accrediting organization.

Accreditation Planning Steps

- 1. Determine which agency's programs need to be accredited.**
- 2. Research approved accrediting organizations.**
- 3. Confirm which accreditations needed for agency's programs.**
- 4. Confirm which sections of accreditation standards apply to agency's programs.**
- 5. Establish accreditation team.**
- 6. Develop accreditation budget.**
- 7. Develop accreditation plan.**

Accreditation Preparation

1. Plan

- Steps
- Timelines
- Milestones
- Responsibilities

2. Process

- Review/compare current documents & operations with accreditation standards (gap analysis)
- Develop/revise any needed documents, etc.
- Train staff
- Implement changes

Planning & Preparing for Accreditation

- Requires resources.
- Needs commitment.
- Agency-specific project.
- Team approach within agency.
- Structured approach.

Accreditation Review

Accrediting organization seeks to confirm agency's compliance with accreditation standards by reviewing agency's evidence of compliance.

Evidence is often written policies & procedures but includes other documents as well as interviews and observations.

Accreditation Preparation

1. **Conduct gap analysis.**
2. Develop any needed “new evidence”.
3. Revise any existing “evidence” requiring update/change.
4. Develop training plan for staff to prepare for any new/revised policies, procedures, etc.
5. Implement any new policies, procedures, etc. (6 months prior to survey).
6. Prepare for survey (conduct mock survey).

Gap Analysis

1. Identify “repositories” of existing evidence:
 - For each section of accreditation standards (financial, HR, etc.) identify source document(s) with relevant policies, procedures, plans, etc.
2. Compare existing evidence to standard & its requirements:
 - For each accreditation standard, note source document for “possible evidence”.
 - For each accreditation standard requirement, note if “evidence” is satisfactory or if “evidence” needs to be revised or developed.

Session 1: Gap Analysis

- Financial Management
- Human Resources

Sessions 2 & 3

Which sections of accreditation standards
to be reviewed?

Session 2:

Session 3:

Session 4:

Questions