



Accreditation Timeline

Calgary Homeless Foundation

September 13, 2011

Accreditation Timeline Descriptions

Each of the steps in the Accreditation Process is important for you and your organization, helping you to meet your goals of excellence. Please look below for the extended descriptions of each of the steps. For an at-a-glance look at the process, please see the attached diagram.

1. Accreditation Application	6 to 9 months before the On-Site, we receive the Accreditation Application. This document can be found online at the CHF and CAC websites or emailed to you. A copy of the standards can also be found online at the CHF and CAC websites or can also be emailed directly to you.
1a. Mail Outs	Within 2 weeks of receiving your Application we will mail you out a copy of the signed Accreditation Application and a letter stating the approximate dates for your accreditation.
2. CORE Support Visit	Ongoing support with your CORE Support person is available to you. This will provide you with information about expectations, how to complete your pre-site documents, a review of other documents as well as any other questions you may have.
3. Self-Study Period	During this time we encourage the organizations in the process to read through the Standards and take the time to prepare your programs for the upcoming accreditation. We will also provide you with the Self-Study tool.
3a. Help We Can Provide	CAC can provide a variety of resources to help with your accreditation, including training. To find out more information about the resources available to you, please contact Carla Babiuk at cbabiuk@cacohs.com .
4. Team Creation	3 and a half months before the On-Site, we create the team that will be performing your On-Site. At this point we will be emailing a memo to both the organization as well as the team members with information as well as the final dates for the Pre-Site and On-Site.
4a. How We Choose The Teams	Accreditation Teams are created with the programs they are accrediting in mind. We always try to match the best individuals to your programs, choosing members with experience in similar programs as well as experience with accreditation.
5. Pre-Site Preparation	3 months before the On-Site you send out the Pre-Site materials, including the Policy and Procedures Manual, Checklists, and Narrative to the team members.
6. Pre-Site Meeting	2 months before the On-Site, the Pre-Site meeting takes place. The CORE Support and team discuss the findings of the Pre-Site Materials that you have submitted. You may choose to participate, and a report of the findings will be provided to you.
7. On-Site	The CORE Support and team members meet at your programs to conduct the On-Site. This consists of interviews, file reviews as well as a site review. The On-Site review will take a minimum of 2 days and a report will be given to you at the end of the review.
8. Response Sent	Within 30 days of the On-Site having been completed, you will send your Response to CAC in preparation of the Accreditation Panel Meeting.
9. Accreditation Panel Discussion	The Accreditation Panel will meet to discuss the findings of the Review within 60 days of the On-Site. The Accreditation Panel will take into consideration the Report as well as the Response in order to make their decision.
10. Decision	The programs that have been reviewed can receive a 3 year accreditation, a deferral for up to 4 months or a denial upon the first review of the Accreditation Panel. After a deferral, the programs may receive 3 years or a denial. If denied, the program has the opportunity to appeal the decision through the appeals process or reapply for accreditation.

