



ACCREDITATION A-Z

Sarah Hachmeister, Accreditation and Technical Assistance Coordinator
Sara Rust-Martin, Legal and Policy Director

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The How-To Guide For Accreditation Webinar Series

- **January 9: Accreditation A-Z**
- January 16: Defining and Documenting Core Services
- January 23: The Nuts and Bolts of Self-Studies
- January 30: All About Policies and Procedures

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Learning Objectives

- As a result of today's webinar, participants will be better able to:
 - Explain the **purpose** of KCSDV Accreditation
 - Describe the **process** of KCSDV Accreditation

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Accreditation More Broadly



**the fact of being officially
recognized, accepted, or
approved of** (dictionary.Cambridge.org)



**official recognition, or
something that meets official
standards** (yourdictionary.com)

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Accreditation is used
in multiple fields

- Education
- Healthcare
- Business
- Non-profit
- Etc.

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What is KCSDV Accreditation?

A system by which the delivery and efficacy of sexual assault and domestic violence services are **assessed and monitored** to ensure the **best possible outcomes for survivors, victims, clients, and communities in Kansas**

Accreditation reviews determine if **core services** are being provided in a **meaningful way** and have organizational support to assure consistent practices

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Terms to Know

- **Core Services:**
 - 12 Sexual Violence Core Services
 - 13 Domestic Violence Core Services
- **Standards:**
 - Governance- requirements of the Board of Directors
 - Administration- requirements related to agency finances and personnel
- **Guiding Principles:**
 - 9 foundational principles intended to inform the implementation of the core services and standards

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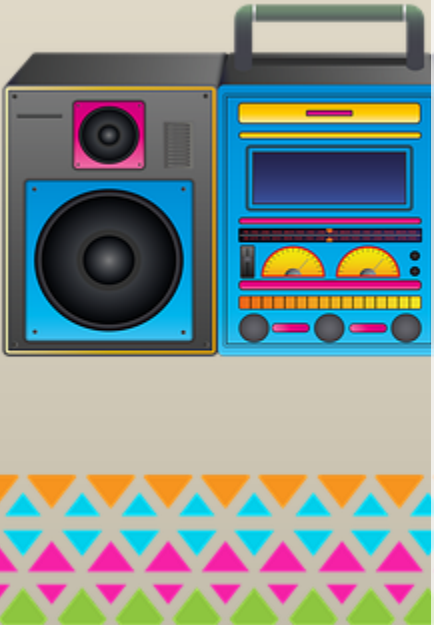
Guiding Principles

- Competent
- Safe & Confidential
- Respect, Dignity, and Compassion
- Trauma-Informed and Survivor-Centered
- Informed by Survivors
- Culturally Relevant
- Free & Voluntary
- Universally Accessible
- Available to All

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A BRIEF HISTORY OF ACCREDITATION

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Early 1980s

- Statewide Accreditation Committee was formed
- The committee's charge was to develop a set of basic operating and services standards that
 - Ensured continuity of services
 - Increased program accountability
 - Provided guidelines for developing programs

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1985

- Kansas became one of the first states to complete a peer-review program accreditation process.



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Building a Better Future for Survivors:

Sexual & Domestic Violence Services in Kansas

July 2010

Revised 2013

2010

- The new Accreditation program, “Building a Better Future for Survivors: Sexual and Domestic Violence Services in Kansas” was launched.
- KCSDV was also able to add a funded Accreditation Coordinator position that year.

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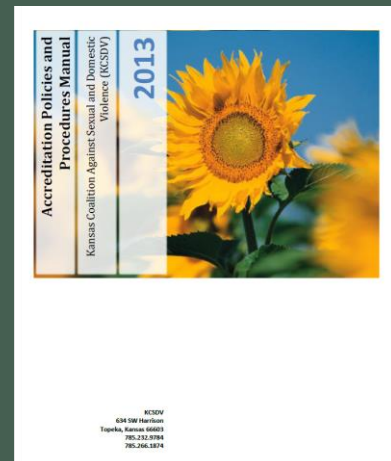
Acknowledgments

- The core services were developed over a two-year period by the KCSDV Advocacy Committee- a committee of executive directors and program supervisors from sexual and domestic violence programs across Kansas.
- The accreditation standards were developed by Ronald Downey, Ph.D., and Irene Ward, Ph.D., in consultation with the KCSDV Accreditation Committee.
- Standards were voted on and approved by the Program Council.

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2013

- Guiding Principles were revised.
- Formalized Accreditation Policies and Procedures were adopted.



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QUESTION FOR THE AUDIENCE:

Why is Accreditation important?

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Why is Accreditation important?

- Gives credibility to services
- Ensures that survivors receive a baseline of services statewide
- Quality assurance
- Offers programs an opportunity to reflect on strengths and areas for growth
- Required by many funders

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Eligibility for KCSDV Accreditation

- Be a qualified nonprofit entity with status as a 501(c) (3) organization in good standing per the Secretary of State's office in the state of incorporation.
- Provide comprehensive sexual and/or domestic violence services in Kansas.
- Be a Member Program/Organization of KCSDV in good standing.

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Accreditation Fees



Annual Fee for All Programs:
\$250



Site Visit Fee: \$500

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The Accreditation Committee

KCSDV's Accreditation has always been a peer-review process.

The Accreditation Committee is comprised of five program Executive Directors.

One member of the Committee serves as a site reviewer at each site visit.

The Committee is responsible for making Accreditation status determinations.

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The Accreditation Process

Full accreditation includes:

- completion of the self-study for sexual assault and/or domestic violence core services
- a review of that self-study by KCSDV staff
- a 2-day site visit by KCSDV staff and a member of the accreditation committee
- a final determination made by the KCSDV accreditation committee.



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The Five-Year Cycle

- Each program completes the full Accreditation process once every five years.
- This includes the submission of a Full Self-Study, due to KCSDV by April 15th.
- Self-studies are reviewed by the KCSDV Accreditation Coordinator and a report is sent to the program.
- *For more information on self-studies, please attend the upcoming webinar on January 23rd.*

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SITE VISITS

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Prior to the Site Visit

- The Accreditation Coordinator will send you an email prior to the visit, requesting additional information:
 - List of current staff, including night/weekend and PRN staff
 - An Organizational chart is also helpful
 - Time and location for the Board Meeting
 - Listing of community partners for interviews
 - Agency address and parking information
- If you have any questions prior to the visit, please do not hesitate to reach out to the Accreditation Coordinator!

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Site Visits: The Basics

- Self-study reports are returned to the program 30 business days before the site visit. The report identifies any items that are missing from the self-study and any questions or concerns to be addressed at the site visit.
- Site visits are a minimum of two days.
- The site review team consists of one member of the Accreditation Committee and the KCSDV Accreditation Coordinator.
- Site visits include seven main components.

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- Site reviewers meet with the ED at the beginning and end of the site visit.
- This is an opportunity to review the Self-Study summary report and gather additional information.
- The ED may choose to have others present, such as the Board President or assistant directors.

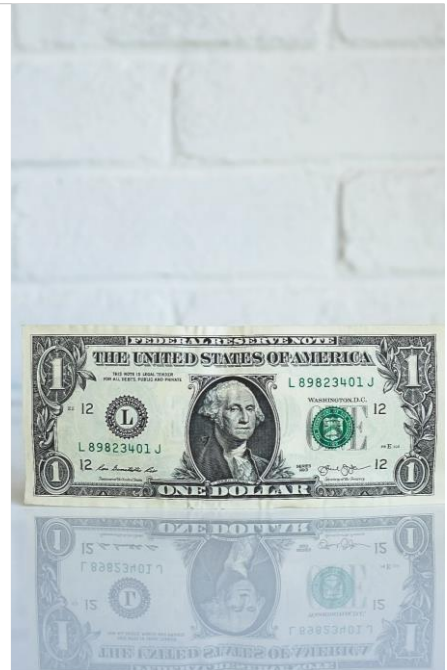
1. Meetings with the Executive Director

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2. Meeting regarding agency finances

- Should include the staff responsible for the agency's finances
- This is not an in-depth audit of the agency's financial records
- Site reviewers will ask about how responsibilities are divided, how financial records are kept, agency budgeting, adherence to funder requirements, etc.

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3. Meeting with the Board of Directors

- Typically takes place the evening of the first day, but alternative arrangements can be made.
- Site reviewers will explain the Accreditation process and then ask some questions of the Board.
- Questions for the Board typically cover how they supervise the ED, new member recruitment and training, financial oversight, Board strengths and areas for growth, strategic planning, how the guiding principles are incorporated into the Board's work, etc.
- It is helpful for you to prepare the Board for the meeting by giving them an idea of what to expect.

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4. Review of Client Files

- Site reviewers will request to see where client files are stored and ask for information on how they are maintained securely.
- The agency will also pull 10 client files at random and redact any personally identifying information before turning them over to the review team.
- If the agency maintains different types of files (such as counseling files), a variety should be pulled.



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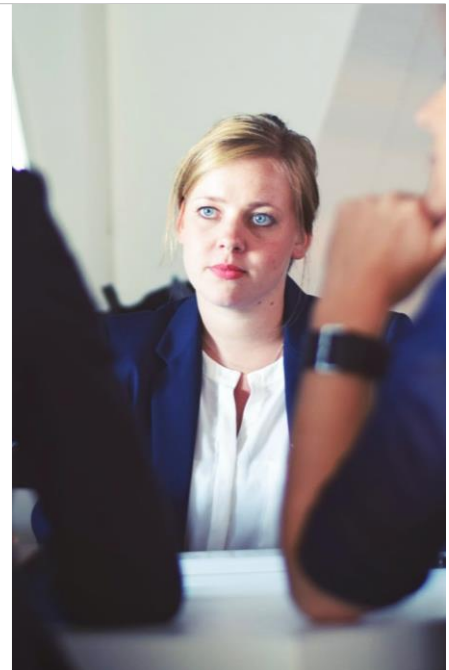
5. Meetings with Community Partners

- Community partner meetings can be scheduled as in-person or phone interviews.
- You will recruit 3-5 community partners for interviews.
- Partners should come from different types of agencies. For instance, please do not invite three different law enforcement officers.
- Examples of community partners: law enforcement, healthcare, corrections, prosecutor's offices, social services organizations, campuses, culturally-specific programs, etc.
- Community partners will be asked about your collaborative relationship and how your agency is viewed in the community.

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6. Staff Interviews

- The bulk of the site visit is used to conduct staff interviews.
- Interviews are scheduled for 15-30 minutes, depending on the size of the agency.
- The main goal of the staff interviews is to get a better sense of how the core services are provided, and how the guiding principles are reflected in the agency's practice.
- **Please assure staff that there is no reason to be nervous.**



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7. Tours

Site reviewers will also take a tour of the administrative office and the shelter (if applicable.)

Shelter tours should be scheduled at a time to cause the least disruption to shelter residents.

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A Few Notes About Site Visits

- It is impossible to review everything about an agency in two days. Having a thorough self-study is very important, so that site reviewers have a good idea of what information gaps need to be filled in.
- Site reviewers require a confidential space to hold meetings that contains an outlet.

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After the Site Visit

- The Accreditation Coordinator will send the agency a Final Findings Report, within 30 business days.
- This report lists out any items missing from the self-study that were not provided, and any agency policies or practices that do not meet the Accreditation standards.
- The agency has 30 business days to respond to the report, if they so choose. The response is an opportunity to dispute the findings, and/or discuss plans to remedy any items.
- The Accreditation Committee primarily considers the Final Findings Report, the agency's response, and the feedback provided from site reviewers in making the Accreditation Status determination.

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The Rule of 30

The Self-Study Report is due to program **30 business days** before the site visit

The Final Findings Report is due to the program **30 business days** after the site visit

The program has **30 business days** to issue a response to the Final Findings Report

The Accreditation Committee has **30 business days** upon receiving the program's response to convene and issue a status determination

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- Full Accreditation
- Provisional Accreditation
- Denial of Accreditation

Accreditation Status Determinations

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Full Accreditation

- The program will receive two letters informing them that they have been granted full status. One is a shortened version that can be provided to funders.
- The Board President also receives a copy of these letters.
- The Accreditation Certificate is mailed only to the program.

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Maintaining Accreditation Status

If the program is granted full status, it is good for 5 years. However, the Accreditation Committee may require additional action in order to maintain status.

A maintenance self-study will be submitted the following April. The maintenance self-study should include any information that was unresolved.

*Extension only provided for "emergencies"

The program will complete a maintenance self-study **every year** that it does not complete a full self-study.

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- Provided to programs who do not meet every requirement for all standards AND have the capacity and a plan for addressing or resolving any findings successfully within the year following a site visit.
- Not subject to appeal
- Generally involves an interim review process
 - Program may be asked to submit progress reports and/or undergo a focused site visit
- After undergoing the interim review process, the program may request a reconsideration of status from the Accreditation Committee. The request should be submitted in writing to the KCSDV Executive Director via certified mail.

Provisional Accreditation

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Denial of Accreditation

- The Accreditation Committee may deny Accreditation status due to any of the following:
 - The program does not meet the eligibility requirements for KCSDV Accreditation
 - The program submits self-study information that misrepresents the factual situation or that is prepared dishonestly
 - The program fails to disclose information during the accreditation process that is or would have been germane to a status decision
 - The program fails to demonstrate sufficient implementation of KCSDV Accreditation Standards
 - The program holds itself out as accredited before formal notification by KCSDV
- KCSDV reserves the right to not accredit an organization due to its failure to demonstrate continuing performance with a single standard that raises a concern about:
 - Participant health and safety; or
 - Violation of the Guiding Principles

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The Appeals Process



- If accreditation is denied, the program may request reconsideration of the decision
- Request should be made in writing and submitted to the KCSDV Executive Director
- If the program does not agree with the status decision or the decision reached after the request for reconsideration, the program may appeal the decision to the Accreditation Appeals Panel.

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A QUICK REVIEW

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What is KCSDV Accreditation?

A system by which the delivery and efficacy of sexual assault and domestic violence services are **assessed and monitored** to ensure the **best possible outcomes for survivors, victims, clients, and communities in Kansas**

Accreditation reviews determine if _____ **services** are being provided in a _____ **way** and have organizational support to assure consistent practices

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Pop Quiz

On what date are self-studies and Accreditation fees due?

If granted full Accreditation, how long does that status last?

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To Recap:

- Program pays Accreditation fees and submits self-study by April 15th.
- Accreditation Coordinator reviews the self-study and prepares a report. This is sent to the program at least 30 business days before the site visit.
- Site visits occur between July and December.
- Following the site visit, the Accreditation Coordinator prepares a Final Findings report in collaboration with the other site reviewer.
- Upon receipt of the Final Findings Report, the program has 30 business days to submit a response for the Accreditation Committee's consideration.
- The Accreditation Committee will make a decision regarding program status within 30 business days of receiving the program's response.
- Full status is intended to be good for five years.

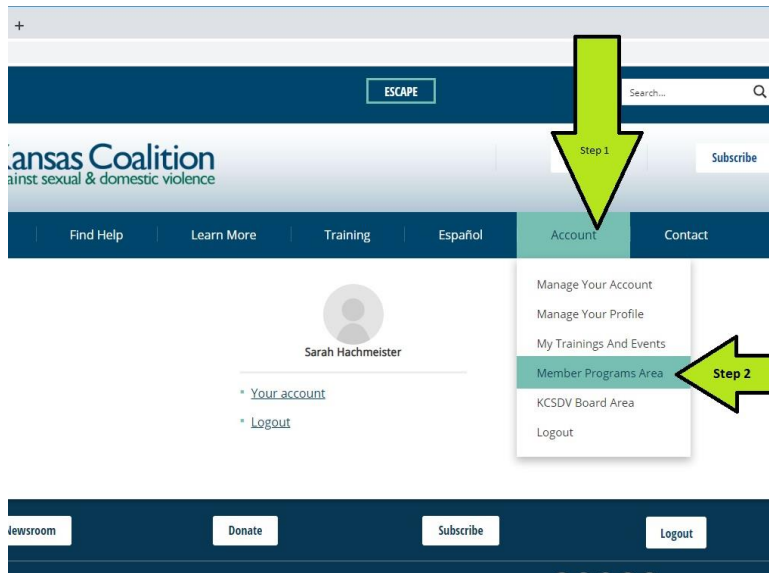
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For more information:

- Visit the Accreditation page on the KCSDV website. www.kcsdv.org
- Begin by logging in or creating an account.

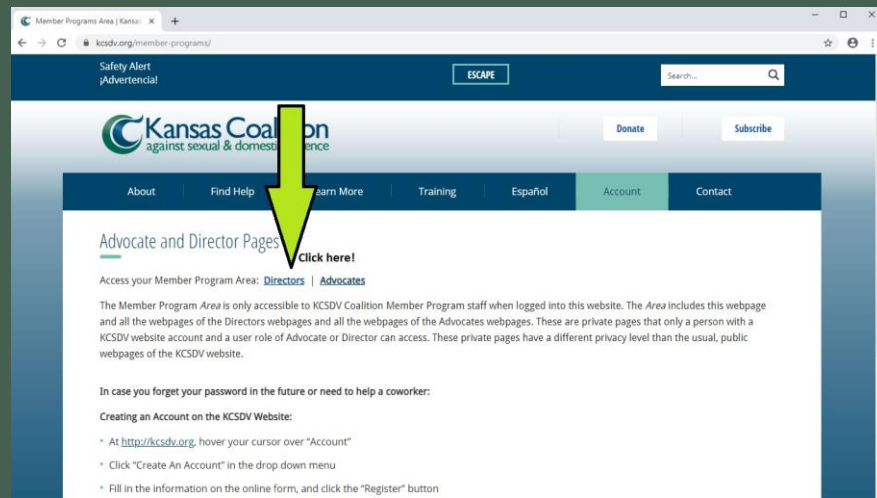
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Next, click
"Account" and
select "Member
Programs Area".

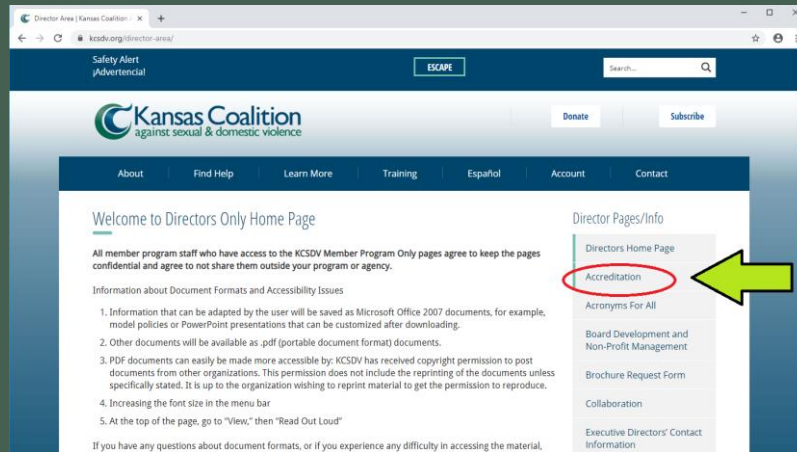
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Then click on "Directors".

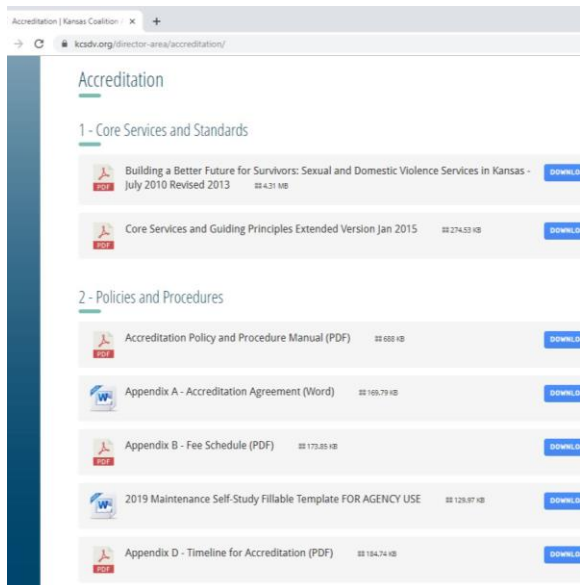


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On the right-hand sidebar, select “Accreditation”.

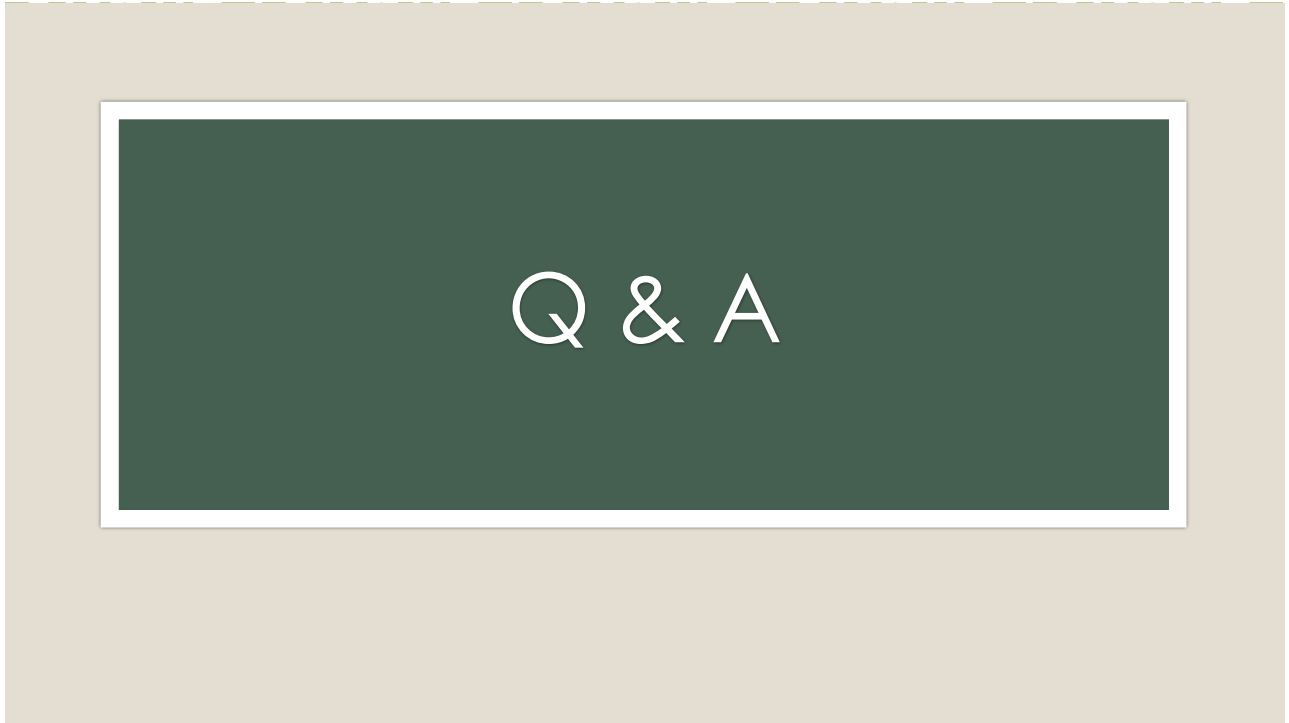


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Questions?

Sarah Hachmeister
Accreditation and Technical
Assistance Coordinator
785-232-9784 ext. 327
shachmeister@kcsdv.org

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