



## The Three Steps To Accreditation

At FOCUS Accreditation, our job is to ensure your organization can provide the best possible services to your clients. To do this, we've created a three step process for accreditation. These steps include:

### 1 INITIAL DISCOVERY AND REVIEW

**Introduction and Orientation** – We begin with an one on one webinar to introduce you to the process and to learn about the goals and values important to your organization. We then follow up with an in-person orientation session at your home location to discuss quality management, accreditation standards and the validation process.

**FOCUS Evidence Guide** – Once your organization is registered, you'll receive an evidence guide, identifying ways you can demonstrate that you are meeting standards, and the types of evidence our validators will look for during the onsite validation process.

**GAP Analysis** – Completing the GAP Analysis is the first step you'll take to determine your current state in relation to meeting FOCUS standards. It identifies where you'll need to focus in order to earn accreditation and will help you create a workplan for your preparatory process.

Start the path to being a higher quality organization. Contact Us to start the accreditation process.

### 2 EVALUATION AND LEARNING

**Peer Validator Cohort Membership** – A member of your organization may be eligible to receive peer validator training, giving them insight into how other organizations meet the FOCUS standards and demonstrate organizational excellence. FOCUS will work with you throughout the evaluation and learning process to help you prepare for the final onsite validation.

**Readiness Assessment** – We'll review your documents and conduct an interview with you to ensure you've invested your resources well. A checklist of materials will be provided to you five months in advance of your tentative onsite validation to guide you through what materials are required to be sent to FOCUS.

**Toll Free Phone and Email Support** – Throughout the process, FOCUS provides toll-free telephone support and quick response emails to clarify information, offer suggestions and guide you to helpful resources.

**Online Community of Practice Webinars** – Your organization will have the opportunity to join FOCUS-led webinars with guests speakers that will help your organization understand and meet the accreditation standards. In addition, guest speakers will speak on varying topics such as leadership, risk management, legislation, organizational trends, etc.

**FOCUS on Quality Network** – An ongoing listserve for FOCUS registered organizations to share resources and provide support to one another.

### 3 RESULTS

**Final Onsite Validation** – When you're ready, we'll schedule a final onsite validation. This involves an initial orientation meeting and comprehensive data collection, including interviews with a large selection of key stakeholders and site visits. Finally, we'll provide a wrap-up meeting and submit a written report of our findings.

Within 45 days of completing the final onsite validation, the Accreditation Committee will make the accreditation decision and the FOCUS Executive Director will inform your organization of the outcome.

**FOCUS PR Media Kit and Widespread Recognition of Success** – Once you're successful, we'll send you a comprehensive media kit to share your success. It includes a press release template, FOCUS letter of accreditation to funding bodies, community partners, etc. as requested by the organization; accreditation logos, accreditation certificate, and inclusion on FOCUS' website list of accredited organizations.