



# STEPS TO ACCREDITATION

## 1. INITIAL DISCOVERY AND REVIEW

**Introduction and Orientation** – Upon request, we will spend time with your organization when you are researching accrediting bodies, at an Initial FOCUS Information Session. This session will allow you to ask questions based on your research and FOCUS will provide you with a presentation on our Quality Improvement and Accreditation Program. Once you agree to working with FOCUS, we begin our partnership with you, with an one-on-one webinar to introduce you to the accreditation process and to learn about the goals and values important to your organization. We then follow up with an orientation session to discuss quality management, accreditation standards, validation process and the practical application of the FOCUS Standards.

**Current FOCUS Standards** – Once registered, you will receive a full copy version of our most recent standards. These are the standards that will become your road map for the next three years.

**Evidence Guide** – Once your organization is registered, you'll also receive an Evidence Guide which identifies ways to demonstrate that you are meeting standards and outlines the types of evidence our validators will look for during the validation process.

**Assessment Tool** – Completing the Assessment Tool 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.

## 2. EVALUATION AND LEARNING

**Readiness Assessment** – We review your material submission in detail and work with you to ensure you have all the materials that are required for a comprehensive validation. We will then conduct a readiness assessment interview with you to ensure you've well-invested your resources before we conduct an evaluation to your organization.

**Online Community of Practice Webinars** – Your organization will have the opportunity to join FOCUS-led webinars that will help your organization understand and meet the accreditation standards, as well as topics to encourage best practices in the human services sector. In addition, guest speakers will speak about varying topics such as leadership, risk management, legislation, organizational trends, etc.

**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.

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



### 3. RESULTS

**Final Validation** – When you're ready, we'll schedule your virtual/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 business days of completing the final 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 in achieving an accreditation status, we'll send you a comprehensive media kit to share your success. The media kit includes a press release template, FOCUS letter of accreditation to funding bodies, community partners, etc. as requested by the organization; accreditation logos, accreditation certificate, inclusion on FOCUS' website list of accredited organizations, as well as notification on our social media sites.

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