Accreditation Timeline

This graphic a general visual representation of the steps to accreditation. The timeframes represented are approximate. Please read the full list of steps to accreditation at www.carf.org/StepsToAccreditation.

Designate a resource specialist to provide guidance and technical assistance

CARF International will

Your organization should

Contact CARF • Determine desired time frame for on-site survey

- Choose programs and services seeking accreditation
- Obtain standards manual and survey preparation workbook

• Conduct self-evaluation

• Implement new policies,

if neccessary

procedures, and practices,

• Gather evidence of conformance

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Elements of Accreditation

On-Site Survey

The survey process is rooted in peer review and networking. The on-site survey team of professional peers provides an impartial, external review of your organization's conformance to the accreditation standards. They may provide confirmation of what you are doing well and offer consultation for ongoing quality improvement.

Survey Report

After the survey, CARF prepares a report highlighting strengths and areas for improvement based on your organization's level of conformance to the standards.

Term of Accreditation

The accreditation award is based on your organization's conformance to the standards. The CARF accreditation term may be for one or three years.

Quality Improvement Plan

Equipped with the survey report information, your organization prepares a quality improvement plan to address the areas for improvement. CARF reviews the plan for completeness and is available to assist you in developing the plan.

Annual Reporting

An accredited provider conducts an annual review of its practices to ensure ongoing conformance with the standards, including new or revised standards. The leadership of your organization sends CARF a signed commitment, called an Annual Conformance to Quality Report, stating that it is using the current CARF standards to guide the organization. Maintaining accreditation is a commitment to continuous quality improvement.

- Invoice survey fees

- Select survey team
- Send written notice of specific dates for survey

On-site survey

- Notify organization of accreditation decision
- Maintain contact with organization during tenure of accreditation

- Request survey application from CARF
- Ensure all standards have been implemented and are in use

Submit completed survey application and pay survey application fee to CARF

Two month time frame for on-site survey

- Submit Quality Improvement Plan
 - Maintain contact with CARF

