



Spectrum Accreditation Project 2006

Bulletin #7
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Happy New Year!

Spectrum's **Accreditation Project** is well underway and will be a focus for the whole organization as we prepare for a complete survey of our services in April 2006.

Annual strategic planning survey

Thank you to everyone who completed Spectrum's annual strategic planning survey. We are reviewing your feedback and will publish a non-identifying summary of the survey results in our upcoming Annual Report in March. The feedback we get from individuals, families, employees, funders and community partners helps to inform our decision-making, and also fulfills an important CARF standard.

New monitoring and reporting requirements

A priority throughout our accreditation preparations has been to maintain a least-bureaucratic approach to service, keeping the paperwork to a minimum. Families and employees alike have expressed concern that accreditation will bring with it increased administrative demands that will take precious staff time away from direct service. This concern has been front and centre as we've revised Spectrum's monitoring and reporting systems to meet CARF standards.

We've spent the last six months reworking the documentation systems at all levels of the organization. Instead of creating whole new systems, we've worked to incorporate the CARF standards into our existing systems as much as possible. In a few instances, we've had to create a new form or checklist, but in most cases we've been able to edit our existing forms, thereby avoiding unnecessary duplication and maintaining systems that are familiar to people.

Spectrum's new monitoring and reporting systems have been designed to ensure our ongoing compliance with the CARF standards. A successful site survey isn't the end of the accreditation process, rather it's the first step in an ongoing cycle that we'll be expected to maintain.

Our program managers are now completing a series of checklists and reports that are due at the end of January. These reports reflect both the CARF standards and the policies contained in Spectrum's new policy and procedures manuals. Reporting on last year's activities is the first step in the reporting cycle. Next we summarize these reports, analyze the results, and use that information to help set goals for next year. This ongoing cycle of goal-setting, evaluating progress and setting new goals is central to the CARF accreditation process.

As always, we welcome any questions you may have.