



Spectrum Accreditation Project 2005

Bulletin #5
September 2005

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.

Mock Survey date set

Spectrum has made arrangements to have Michael McCoy, Executive Director of Richmond Family Services, come to our office on Friday, October 21st, to do our mock survey. The purpose of the mock survey is to assess our readiness to apply for a full site survey six to eight months from now. We are required to have a mock survey completed by a certified surveyor in order for our funders to cover the cost of the final site survey.

Mr. McCoy has many years of experience with accreditation, both as a service provider and as a CARF surveyor. He has conducted many mock surveys and will be available to us as a resource over the coming months as we prepare for our site survey next spring. For the mock survey, he will spend one day reading through our policy manuals, talking with our executive team and possibly visiting one or two program sites.

Managers training

We have been holding a series of training days with our program managers' team to share information about accreditation and ensure that our policies and procedures are being implemented consistently across the organization. A priority over the summer has been training the managers on Spectrum's online staff scheduling program ("ComVida"). This system allows employee timesheets to be completed online from any of our program sites, which greatly improves the efficiency of our payroll systems. It also allows program managers to schedule staff, access employee information such as availability of relief staff, and maintain employee data in one consistent format, from any remote site. Many thanks to Lisa Warren, Anne Maria Fulop and Millie Beckel, and to all of the managers for their commitment to this important training.

We have two more managers training sessions scheduled for September, as we prepare for Spectrum's mock survey next month.

Policies and Procedures

Over the past six months, we've been working on revising many of our existing policies to bring them into conformance with CARF standards. Our goal is to have a revised set of policy manuals drafted for our mock survey in October. Spectrum's policy committee will review the changes and give their input, then Spectrum's Board will give their final approval before the manuals get distributed to each of our programs and homes.