

The checklist below covers the steps organizations should take in the course of becoming accredited. By noting the parts of the process you have yet to complete, we hope you'll have a clearer understanding of your path towards accreditation.

STEP 1: PRE-SURVEY ACTIVITIES

Yes	No		Resources
<input type="checkbox"/>	<input type="checkbox"/>	1. Have you requested and reviewed the Behavioral Health Care Guide to Accreditation?	
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you joined or reviewed any of our free webinars?	
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you called The Joint Commission with any questions?	
<input type="checkbox"/>	<input type="checkbox"/>	4. Have you calculated an estimate of accreditation fees?	
<input type="checkbox"/>	<input type="checkbox"/>	5. Have you obtained free trial access to the Behavioral Health Care Accreditation Requirements? 6. Have you determined your organization's level of compliance with those requirements, including: <ul style="list-style-type: none"> • Reviewed Accreditation Participation Requirements? • Reviewed National Safety Goals? • Reviewed Sentinel Event Requirements? • Reviewed the Standards that apply to you? • Have you determined if the Life Safety Code applies to you? 	
<input type="checkbox"/>	<input type="checkbox"/>	7. Have you decided on a month in which you'd like your initial on-site survey to occur?	
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you received a login ID and password to access our online application?	
<input type="checkbox"/>	<input type="checkbox"/>	9. Have you logged in and accessed the application on your organization's Joint Commission Connect page? <ul style="list-style-type: none"> • Do you know your Joint Commission HCO (Health Care Organization) number? • Do you know who your Joint Commission Account Executive is? 	
<input type="checkbox"/>	<input type="checkbox"/>	10. Have you submitted the accreditation application and deposit?	

STEP 2: PREPARING FOR SURVEY

		1. Do you have any questions about the standards?	Standards Interpretation at http://ow.ly/Cwgs30mon2r
		2. If you found any areas where you were not in compliance with accreditation requirements, have you put into place methods to become compliant by the time of your on-site survey? <ul style="list-style-type: none"> • Reviewed Accreditation Participation Requirements? • Reviewed National Safety Goals? • Reviewed the Standards that apply to you? • Reviewed the Life Safety Code requirements? 	Focused Standards Assessment tool (under ICM tab) on Joint Commission Connect
		3. Have you reviewed the Survey Activity Guide on your organization's Joint Commission Connect page?	Joint Commission Connect
		4. Are you monitoring your Joint Commission Connect page for notification of your survey date or invoices due?	Joint Commission Connect

STEP 3: THE ON-SITE SURVEY

		1. Have you reviewed your preliminary accreditation summary report from the surveyor(s)?	Contact your Account Executive

STEP 4: POST-SURVEY ACTIVITIES

		1. Have you reviewed your final accreditation summary report on your extranet site?	Joint Commission Connect
		2. Have you completed and submitted your corrected action(s) to the Joint Commission within 60 days?	Contact your Account Executive
		3. Have you publicized your achievement with the "Gold Seal of Approval" PR Kit?	www.jointcommission.org/BHCS
		4. Are you maintaining your compliance?	"Perspectives" newsletter, www.jointcommission.org/BHCS
		5. Are you updating your Account Executive to any significant changes in your organization?	Contact your Account Executive

Ready to move forward? We'll be happy to assist you in taking the next steps of the process. Visit jointcommission.org/BHCS for more information or talk to a member of our accreditation team at 630-792-5771.