

COA Timeline for Accreditation and Maintenance

1 Application and Agreements

Step 1: Application and Agreements

COA reviews your program or organization's completed Accreditation Application and confirms its eligibility to pursue Child and Youth Development Accreditation. After completing the review, COA sends your program or organization an Accreditation Agreement, which describes your program or organization's rights and responsibilities as a COA partner in excellence.

2 Intake and Assessment

Step 2: Intake and Assessment

COA reviews the program or organization's demographic and service delivery information then schedules an intake phone call to orient you to the process and for COA to fully understand the context of your program or organization – its mission, clients, challenges and successes. During this phase of the process your program or organization is matched with the appropriate Accreditation Coordinator who serves as the primary contact for the duration of the process. Your COA Accreditation Coordinator answers any questions about implementing the standards and recommends tools, technical assistance, and trainings.

3 Self Study

Step 3: Self-Study

The Self-Study is a collection of narrative documents that the program or organization submits to COA electronically as evidence of the program or organization's implementation of the standards. Throughout the development of the Self-Study, your program or organization receives guidance from its Accreditation Coordinator to ensure that the program or organization is progressing and sufficiently implementing the standards.

4 Site Visit

Step 4: Site Visit

After the submission of the Self-Study, a team of volunteer reviewers, called Endorsers, conducts an onsite review of your program or organization, called a Site Visit. The Endorser Team will reach out to the program or organization directly to coordinate the schedule of events that will take place during the review. Onsite, the team will conduct activities intended to verify and clarify the information contained in the Self-Study and to confirm the implementation of the applicable standards. These activities include, but are not limited to, case record reviews, onsite document reviews, and staff, board member, and client interviews. At the conclusion of the Site Visit the Endorsers will determine the level of implementation for each standard and send this information to COA.

Note: Indiana AEYC is unable to pay for the travel, lodging, and per diem costs of the Site Visit.

5 Ratings Report & Pre-Commission Review

Step 5: Ratings Report & Pre-Commission Review

Following the Site Visit, you will receive a report that summarizes the Endorser Team's findings called the Pre-Commission Review (PCR) Report. The PCR Report contains recommendations demonstrating implementation of those standards that have not been sufficiently implemented at the time of the Site Visit and that require full implementation in order to achieve accreditation. The PCR Report provides your program or organization with another opportunity to demonstrate implementation of the standards.

7 Maintaining Accreditation

Step 6: Accreditation Decision

After your program or organization submits its response to the PCR Report, that response, along with the Endorser Team's original findings are reviewed by our Accreditation Commission. COA's Accreditation Commission is a group comprised of volunteers with expertise in the field of child and youth development. The Commission will look at the evidence and will either render a favorable accreditation decision or request additional information.

Following your program or organization's accreditation by the Commission, your program or organization receives a Final Accreditation Report (FAR). This report provides a complete set of ratings for all assigned standards, and may include a list of your program or organization's strengths and opportunities for improvement, which are intended to be used as a guide in strengthening non-critical areas. The FAR also contains the program or organization's official accreditation notification letter, which includes the program or organization's accreditation expiration date and the services for which the organization is accredited.

Step 7: Maintaining Accreditation

- Maintenance of Accreditation Report – Year 1
- Maintenance of Accreditation Report – Year 2
- Maintenance of Accreditation Report – Year 3

COA's Child and Youth Development Accreditation is valid for four years from the date of achievement. COA requires accredited programs or organizations to maintain continuous implementation of/performance with COA's standards throughout their accreditation cycle.

Maintenance of accreditation responsibilities include:

- Completion of an annual MOA Report and payment of an MOA fee
- Self-reporting of critical incidents and significant changes
- Cooperation with Final Accreditation Report requirements
- Accreditation cycle monitoring processes
- Third-party complaint participation, as required by COA