

Great achievements come one step at a time.

*Your 10-step guide to achieving
Joint Commission Behavioral Health Care accreditation.*

Step 1 – Understand the Accreditation Process

If you have not yet received an information packet from us to review, download the information by visiting: www.jointcommission.org/BHCStartupKit, or call us at 630-792-5866 to request a print copy. You may also wish to visit www.jointcommission.org/BHC to:

- Register for a free teleconference or listen to a previous one
- View our travel and meetings schedule
- Print our accreditation pricing worksheets, and more.

If you need further information about how the accreditation process might work for your particular organization or how to determine your cost, consult with our Accreditation team by calling 630-792-5411.

Step 2 – Review the accreditation requirements.

Call us at 630-792-5866 for access to the Behavioral Health Care standards manual and help in determining which standards and elements of performance, as well as National Safety Goals, will apply to your organization.

Step 3 – Conduct a self-assessment.

Determine which areas you are already in compliance with, and identify those areas where enhancements are needed. Establish a timeline to accomplish those changes by the time of your on-site accreditation survey. If you need any help interpreting the standards, call the Behavioral Health experts at our standards help desk at 630-792-5900.

Step 4 – Implement action plans to make any needed changes.

Put the new policies and procedures you'll need into place prior to your on-site survey. Many organizations find that identifying an internal champion to lead this process can be very helpful.

Step 5 – Apply for accreditation.

To apply, request a login name and password for your online application by emailing echoi@jointcommission.org or by calling 630-792-5866. We will then set up what's called an "extranet site," which will be your organization's private and secure page on the Joint Commission web site. Once you receive your login name and password, visit this site and complete your application, noting your preferred survey date(s), which can be up to 12 months from the time you apply. Submit your completed application when you are ready, and pay the deposit by check or credit card.

Great achievements come one step at a time.

*Your 10-step guide to achieving
Joint Commission Behavioral Health Care accreditation.*

Step 6 – Prepare for your on-site survey.

On your organization's extranet site, you'll find a Survey Activity Guide that provides an extensive surveyor agenda, so you'll know what the surveyor will be doing minute by minute when they arrive. We will also assign a Joint Commission Account Representative to your organization. This person is your personal Joint Commission resource who can assist you throughout the accreditation process as you move closer to your survey date.

Step 7 – Experience your first Joint Commission survey.

On your scheduled date(s), you'll meet your trained and certified Joint Commission Surveyor and undergo the comprehensive on-site survey. Your accreditation report will be made available to you following the survey.

Step 8 – If needed, complete any requirements for improvement.

If there are any items where further improvements are requested, make the changes and report back to your Account Representative within the requested time period, which is usually 45-60 days.

Step 9 – Publicize your achievement.

When you've attained your "Gold Seal of Approval™" – let the world know! Visit www.jointcommission.org/AccreditationPrograms/PublicityKit for tips on promoting your new status and gold seal artwork to use. Your firm will now be listed at our searchable health care organization site www.qualitycheck.org as a Joint Commission-accredited Behavioral Health organization. Don't forget to report your new status to your liability insurer to see if you qualify for reduced rates. We post a list of insurers who recognize Joint Commission accreditation at http://www.jointcommission.org/BusinessCommunity/liability_insurers.htm.

Step 10 – Stay in compliance.

Maintain the same high level of quality and safety continuously to make your next survey in 3 years (which will be unannounced) go just as smoothly. Remember to update us to any major changes to your organization on your extranet site and check it periodically for new information.