

Readiness Checklist

for Joint Commission Behavioral Health Care Accreditation

How ready are you for Joint Commission accreditation?

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 Accreditation information packet?	630-792-5771 or www.jointcommission.org/BHCS
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you called The Joint Commission with any questions?	
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you calculated an estimate of accreditation fees?	Peggy Lavin at 630-792-5411/ plavin@jointcommission.org
<input type="checkbox"/>	<input type="checkbox"/>	4. Have you obtained a copy of the Behavioral Health Care Accreditation Requirements?	630-792-5771 or www.jointcommission.org/BHCS
<input type="checkbox"/>	<input type="checkbox"/>	5. 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 Applicability Process to determine which standards apply to you? • Reviewed the Standards that apply? • Have you determined if the Life Safety Code applies to you? 	Peggy Lavin at 630-792-5411/ plavin@jointcommission.org
<input type="checkbox"/>	<input type="checkbox"/>	6. If you found any areas above 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?	
<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?	630-792-5771 or email BHC@jointcommission.org
<input type="checkbox"/>	<input type="checkbox"/>	9. Have you logged in and accessed the application on your organization's extranet site? <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? 	630-792-5771 Your organization's extranet site Your organization's extranet site
<input type="checkbox"/>	<input type="checkbox"/>	10. Have you submitted the accreditation application and deposit?	630-792-5771

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▶ Step 2: Preparing for Survey

Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	1. Have you selected someone in your organization to be your “accreditation champion”?	
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you contacted the Behavioral Health Care Standards experts for help with interpreting any standards that are unclear?	BHC Standards Experts at 630-792-5900
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you joined or reviewed any of our complimentary Webinars?	www.jointcommission.org/BHCS
<input type="checkbox"/>	<input type="checkbox"/>	4. Have you signed up for our monthly email “Accreditation Tips & Topics”?	email BHC@jointcommission.org
<input type="checkbox"/>	<input type="checkbox"/>	5. Have you reviewed the Survey Activity Guide on your organization’s extranet site?	Your organization’s extranet site

▶ Step 3: The On-Site Survey

Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	1. Have you reviewed your preliminary accreditation summary report from the surveyor(s)?	Contact your Account Executive

▶ Step 4: Post-Survey Activities

Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	1. Have you reviewed your final accreditation summary report on your extranet site?	Your organization’s extranet site
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you completed and submitted your corrected action(s) to the Joint Commission within 45-60 days?	Contact your Account Executive
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you publicized your achievement with the “Gold Seal of Approval”?	www.jointcommission.org/BHC
<input type="checkbox"/>	<input type="checkbox"/>	4. Are you maintaining your compliance?	“Perspectives” newsletter, www.jointcommission.org/BHCA
<input type="checkbox"/>	<input type="checkbox"/>	5. Are you updating your Account Executive to any significant changes in your organization?	Contact your Account Executive