

20 Best Tips for Your ACA Standards Visit

1. Attend a Standards Course

Make sure the person attending the course is the person who sets up the visit, takes the visitors on tour and is present (on site) during the scoring.

2. **READ your Accreditation Process Guide!** By this we mean, read through all of the applicability boxes, the interpretations, etc. to verify which standards you will need to score! When you have questions, call your section standards chair or e-mail a member of the ACA National Standards team!

3. Get organized - Start early

Make a timeline for completing preparations and follow-up for all areas of your operation

February – SF, TR

March – HW, OM

April – HR, PD

May – PA, PC, PH, PT

Don't always start at the front of the book!

4. Determine a system for organizing your written documentation

The Standards Organizer

A system of your own

Devise a system that works for YOU! Folders/notebooks, etc

5. Make sure written documentation is in one place on the day of the visit and accessible to the visitors

6. Make sure your camp fees are paid

If this will be your first time for accreditation visit make sure your application and fees are in to the national office by March 1.

7. Prepare, prepare, prepare

Determine need for written documentation

Include other staff

Follow your timeline

8. Involve other key personnel in camp

The onsite director, waterfront director, health care administrator, head or assistant cook, activity heads, etc.

Divide and conquer

9. Check your facility

Beds 30" apart, with bunk rails

Smoke detectors

Water temperature in sinks and showers

Signage as required in standards

First Aid Kits and Safety equipment at waterfront, in vehicles, etc.

Refrigeration charts – Kitchen, Health Center, and other areas such as staff lounge, etc.

Dishwasher charts

Health Center ready – does the Health Care Administrator have a copy of the Standards?

- Has broken equipment been removed from activity areas
- Annual fire inspection - Are fire extinguishers tagged and current?
- Flammable and poison materials labeled

10. **Become familiar with the Standards Resource CD-Rom** (sample in Communicamp)
Share the contents of the CD
11. **ANSWER THE QUESTIONS!**
Read and re-read the standard and the interpretation – make sure things are pertinent
12. **Document, Document, Document!**
If you don't document it, it doesn't happen.
13. **Annual Statement of Compliance (SOC)**
Do you have a signed statement of compliance on file with ACA for the current year?
14. **Learn your own local and state regulations and laws**
Licensing
Background checks
Nurse practitioners or state accepted health care providers qualifications
Others
15. **In setting up your visit –Introduce your visitors to your camp population – you don't want to take your Visitors by surprise!**
Let visitor know if there are any special rules or circumstances that they need to know before arriving – Cultural, food/dietary (peanuts), footwear or clothing, access codes, where to meet
16. **Use the resources available**
Human – networking
Web – ACA website
Books – ACA bookstore
17. **Communicate with your local ACA office and Visitor when you have questions**
Know who your Section Standards Chair(s) is/are
Write down the contact information for your lead visitor
18. **Learn what the most missed standards are**
Ask your Section Standards Chair(s)
19. **For the Day of the visit - Prepare a quiet, comfortable spot for the scoring**
Have your standards organized, materials that you give to your counselors, staff files with certifications, documentation of training, etc. Bread and water is always appreciated
20. **Go through your collection of materials to be sure that everything needed is present**
21. **Prepare your staff for the visit - Visit with your counselors**
Empower them, encourage ownership in doing their best during the accreditation visit
Remind them to relax and remember their training back in June.
22. **Smile, relax, and perhaps add some humor to the day of the visit.**
23. **Celebrate when the day is over!**

DOWNLOAD the most recent UPDATES to the *Accreditation Process Guide*
<http://www.acacamps.org/accreditation/hyes.php>