How to Complete and Submit the CET Self-Study Guide

A crucial component of the CET Site Survey

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What is the Self-Study Guide?

- The Self-Study Guide (SSG) is an information gathering tool

- It benefits service providers
  - by helping them organize their material
  - by listing the documentation that will be required
  - by explaining our methods for gathering information

This presentation will be easier to follow if you have a copy of the Self-Study Guide in front of you
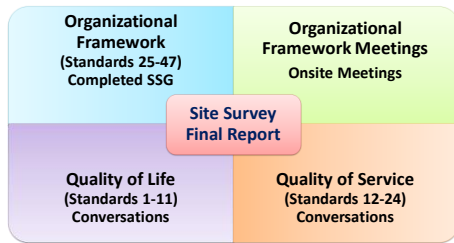
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Purpose

- The purpose of the SSG is to

  - inform surveyors about your services and organizational framework before they arrive onsite

  - lessen the onsite time needed to complete the Creating Excellence Together (CET) survey

ABOUT US

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How Information is Gathered

Organizational Framework (Standards 25-47) Completed SSG	Organizational Framework Meetings Onsite Meetings
	Site Survey Final Report	
Quality of Life (Standards 1-11) Conversations	Quality of Service (Standards 12-24) Conversations

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Category Tags

- Every indicator under Standards 25 to 47 is followed by a category tag

See page 1 of your SSG

  - Each tag indicates what type of evidence is needed
  - "Onsite Reviews" can refer to files, documents, conversations or observations

Policy   Onsite Review   Attach-ment   Over-view   Funding Designate Form

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Policy

- Write the applicable policy name and/or number under the **Policy # and/or page #** tag

- Include your full hard copy or digital policy manual when you submit the SSG to ACDS

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Onsite Review

- The Onsite tag can refer to
  - **Conversations or Observations**
  - **Documentation/File reviews or Documentation reviews**
- Check the box next to the tag to show that you have the requested information
- Surveyors will verify the information onsite during the site survey

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Attach-ment

- Write the name of the form or document in the blank field under the tag
  - For example
    - **A29.5 – release of information forms**
      General Release of Information, Release of Medical Information
- Mark the blank **Attachment** with the corresponding tag (e.g., A29.5) and submit it with the SSG

ACDS ACCREDITATION

Over-view

- Under each tag, write a short **Overview** of your organization's practice as it relates to the indicator
  - For example
    - **O26.6 – description of process**
      The Handbook for Individuals includes information about …
- If you have a written document that describes the process, write the reference tag on it (e.g., O26.6) and submit it with the SSG

Funding Designate Form

- A **Funding Designate Form** is used when ACDS requires information from the funder
- You do not need to provide ACDS with any of this information

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How to Fill Out the Guide

- The SSG is designed to let you tab through the document and either
  - type your responses into the blank fields or
  - click the check boxes as appropriate
- The surveyors will need less time onsite
  - when you respond to every question
  - when you don't leave any spots blank
  - when you indicate when something doesn't apply

- Additional Onsite Documentation Required **See pages 2-4 of your SSG**
  - This is a checklist of the documents you will have available for the onsite review
  - For example
    - ☐ Documents that support the formal dispute process (Std. 27)
    - ☐ Documentation of the process in relation to the dispute resolution policy including corrective action and results (Std. 27)

ACDS ACCREDITATION

- Attachments to include with the submission of the SSG
  - This is a checklist of attachments included in the package submitted to ACDS
  - For example
    - ☐ Policy and procedures manual(s) (all standards)
    - ☐ Copies of formats of staff and individuals files (numerous standards)

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- Description of the Organization
  - Provides the survey team with your organization's history
  - Gives context to the paperwork they are reviewing
  - Ensures greater accuracy than leaving it for an onsite conversation
  - Site surveys
    - are a snapshot in time
    - only review the past three years

Year 3

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- The Service Provider's Self-Study Guide Feedback Form
  - For example
    1. Which indicators did not apply to your organization/ services and why?
    2. Which indicators did you find hard to interpret?
    3. How did you eventually interpret these indicators?

Submitting your SSG

See page 2 of your SSG

- Submissions can be in electronic or hard copy format
- Define any unique programs or organization-specific terms somewhere in the documentation

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Submitting Documentation

- Documentation to be submitted with the SSG include
  - Documentation related to the SSG
  - Policy and Procedure Manuals
  - Itinerary
  - Participant Profiles
  - Copy of CET Application
  - Copy of Record of Individuals Receiving Service
  - Copy of Service Areas

Submit one copy for each surveyor

Consents can be left onsite and made available when the surveyors arrive

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Any Questions?

This is a presentation of the

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