

1. GETTING STARTED	
ACTION	TIMELINE
<p>The organization completes Registration (declaring intent to participate in Accreditation Program).</p> <p>HPCO confirms receipt of registration via email which contains information on next steps (i.e. how to access SharePoint Portal).</p>	<p>Registrations can be completed at any time. It is recommended that organizations complete the registration form a minimum of 10 months before the Accreditation decision is required.</p> <p>Visit <u>www.hpcoco.ca/accreditation</u> to complete a registration form.</p>
<p>HPCO sends Application Fee invoice and the organization submits Application Fee to HPCO</p>	<p>Invoice sent 60 days prior to application deadline.</p> <p>The organization submits payment prior to application deadline.</p>
<p>The organization completes the Standards Review. The Standards Review is a mandatory screening process that helps HPCO assess the organization's preparedness to have its program(s) reviewed.</p>	<p>Within 4 months preceding the application deadline.</p> <p>It is estimated that the organization should allow a minimum of 4-6 weeks prior to application deadline for completion of this document.</p>

2. APPLICATION		
ACTION	Fall/Winter stream	Spring/Summer stream
<p>The organization submits a formal Application to participate in the Accreditation Program. The online application includes:</p> <ol style="list-style-type: none"> 1) Indication that accreditation essentials are in place 2) Declaration of intent to participate in an Accreditation Review (Board approved) 3) Completed Standards Review document 4) Confirmation that Application Fee has been submitted <p>HPCO confirms receipt of application and application fee via email within five business days of application deadline.</p>	<p>Application deadline: October 1</p>	<p>Application deadline: April 1</p>
<p>HPCO staff reviews the application and determines if organization is eligible to participate in the Accreditation Program. This process includes a 1:1 telephone meeting to discuss the application.</p> <p>HPCO notifies the organization if they are approved to proceed and provides information regarding next steps (this includes access to online submission site).</p>	<p>November 1</p>	<p>May 1</p>

3. SUBMISSION OF EVIDENCE		
ACTION	Fall/Winter stream	Spring/Summer stream
HPCO sends Review Fee invoice.	January 1	July 1
The organization submits Review Fee to HPCO.	Prior to submission deadline.	
The organization collects evidence that demonstrates compliance with Standards. Documents are uploaded to online submission site.	November 1 – March 1	May 1 – September 1
The organization advises HPCO that submission is complete (all required document have been uploaded to online submission site). HPCO confirms receipt of Evidence Submission via email, including notification of on-site review where applicable.	Submission deadline: March 1	Submission deadline: September 1

4. REVIEW PERIOD		
ACTION	Fall/Winter stream	Spring/Summer stream
For Visiting Hospice, an Accreditation Review meeting takes place by telephone between Organization representatives and HPCO review team.	March/April	Sept/Oct
Site Visits take place in selected organizations. <i>Date to be mutually determined between HPCO Accreditation Review team and organization's Accreditation Lead.</i>	By April 15	By October 15
HPCO delivers Accreditation Report via email. If applicable, a QIP template and License Agreement for use of accreditation seal are also provided. Additionally, a feedback survey link is provided.	June 1	December 1
HPCO provides: <ul style="list-style-type: none"> - An electronic seal of the Accreditation logo - A printed copy of the signed Agreement - A plaque 	Following completion of License Agreement and feedback survey.	

5. QIP
6. ONGOING COMPLIANCE

ACTION	Fall/Winter stream	Spring/Summer stream
Organization submits completed QIP to HPCO	August 1	February 1
HPCO provides feedback on the QIP along with information about next steps.	October 1	April 1
HPCO provides information about the Ongoing Compliance requirements. This includes: <ol style="list-style-type: none"> 1. Access to Ongoing Compliance SharePoint site 2. Instructions for Interim Compliance Report 	December 1	June 1
HPCO sends invoice for Annual Maintenance Fee	April 1 of Year Two and April 1 of Year Three	October 1 of Year Two and October 1 of Year Three
The organization submits Annual Maintenance Fee to HPCO and HPCO confirms receipt of payment.	June 1 of Year Two and June 1 of Year Three	Dec 1 of Year Two and Dec 1 of Year Three
The organization submits "Interim Compliance Report" using online Ongoing Compliance SharePoint site and HPCO confirms receipt of report. (the deadline is approximately 15 to 18 months following the initial Accreditation Report)	Between September 1 – December 1	Between March 1 – June 1
HPCO provides feedback re: Interim Compliance Report and, if applicable, information about follow up.	March 1 of Year 2	September 1 of Year 2

7. RENEWAL

The accreditation seal expires on December 1 or June 1. To continue using that seal, you must participate in another accreditation review during the same seasonal cohort, three years following the initial cohort.

ACTION	Fall/Winter stream	Spring/Summer stream
Registration	N/A	N/A
Application	N/A	N/A
Collection of Evidence	Begins Dec 1 (or sooner)	Begins June 1 (or sooner)
Submission of Evidence & Payment of Review Fee	March 1	September 1
Accreditation Report <i>Issued three years following initial Accreditation Report</i>	June 1	Dec 1