

# **DESCRIPTION OF THE ACCREDITATION PROCESS**

## **Accreditation Options**

Accreditation is open to JPAs that are members of CAJPA. The CAJPA Accreditation Program offers two options for California JPAs:

1. Accreditation - The accreditation review is a goal, which all JPAs should achieve. The process entails a detailed examination of the JPA's legal and operational documents, risk management, loss control and claims programs and statutory compliance.
2. Pre-Accreditation Review - This option allows the potential accreditation applicant to submit to a preliminary review by the Accreditation Manager/Consultant. This preliminary review does not include a site visit. The results of this review are provided directly to the JPA and are not submitted to the Accreditation Committee for action. Any deficiencies are detailed and the necessary corrective action is recommended in order to bring the JPA into compliance with the Accreditation Standards.

If the JPA elects to proceed with the full accreditation process within three months after completion of the Pre-Accreditation Review, 100% of the fee paid for the pre-accreditation review is applied to the full Accreditation Study.

## **Application Process**

The application process for Accreditation with Excellence and Full Accreditation are detailed below. The process is shown in a flow chart on Exhibit 1.

**JPA Requests Information on Accreditation Program** - The JPA may request information regarding the Accreditation Program from the CAJPA Administrative Office. The mailing address for the CAJPA Administrative Office is P.O. Box 255431,

Sacramento, CA 95865-5431. The phone number is (916) 485-5875 and the fax is (916) 487-7105. You may also request information by e-mail to [jmcdonald@cajpa.org](mailto:jmcdonald@cajpa.org).

**The CAJPA Office Provides JPA with Information** - Upon request the CAJPA Office will mail information to the requesting JPA about accreditation and the options available.

**JPA Requests Accreditation Review and Provides CAJPA with a Signed Application and Payment of the Full Accreditation Fee** - The JPA requesting accreditation must return the signed application (contained in Appendix A) and accompany such signed application with payment of the full accreditation fee.

**JPA Submits Documents as Requested by the Accreditation Consultant** - As soon as possible after submission of the application and fee, the JPA should submit as many of the requested documents as possible to the Accreditation Manager/Consultant. The list of required documents is contained in Appendix C of this manual. If it is not possible to submit all documents at the beginning of the project, the JPA may submit any remaining documents as they are available.

**Accreditation Consultant Evaluates Documents** - Upon receipt of all documents, the Accreditation Consultant will review them and contact the JPA representative by telephone concerning any questions or missing documents.

**Accreditation Consultant Makes On-site Visit** - After a review of the documents, the Accreditation Consultant will contact the JPA representative to schedule a mutually agreeable date to conduct the site visit. The purpose of the Site visit is to meet the person or persons responsible for management of the pool, discuss any questions arising from the documents and the operations of the pool, and to review other documents or materials not requested for advanced submittal. In general, site visits require approximately 3-4 hours.

### **The Accreditation Consultant Prepares a Draft Report and Submits it to**

**Accreditation Committee and Applicants** - A written report containing the findings and recommendations of the Accreditation Consultant will be prepared and submitted to the Accreditation Committee and the JPA applicant.

### **Accreditation Committee Meets to Review Draft Accreditation Report** - The

Accreditation Consultant will present the written report to the Accreditation Committee. The JPA representative will be notified of the date and time of this meeting and will be invited and encouraged to attend.

### **The CAJPA Accreditation Committee Takes Action as Listed in Step Ten, Below.**

**Final Steps** - Action by the Accreditation Committee will be to grant:

- a. Accreditation with Excellence. This level of accreditation is reserved for those JPAs that exceed the mandatory requirements for accreditation and for which no conditions remain. The effective date of accreditation will be determined by the Accreditation Committee and will continue for a three year period.
- b. Full Accreditation. When a JPA fully complies with all mandatory requirements and no conditions remain the Accreditation Committee will grant Full Accreditation status to the JPA. The effective date of accreditation will be determined by the Accreditation Committee and will continue for a three year period.
- c. Conditional Accreditation. If there are conditions which must be met by the JPA prior to receiving Full Accreditation status, Conditional Accreditation is granted. The JPA has six months in which to fulfill these conditions to the satisfaction of the Accreditation Manager/Consultant. Upon satisfaction of such conditions, the conditional status is removed and the effective date of accreditation will be determined by the Accreditation Committee and will continue for a three year period.
- d. Accreditation Deferred. The Accreditation Committee may require that the applicant JPA comply with various requirements prior to reconsideration by

the Accreditation Committee. The JPA has six months to correct or to comply with the requirements as acted upon by the Accreditation Committee. The matter will then be reconsidered by the Accreditation Committee and, if all material items have been complied with, the Accreditation Committee will grant the appropriate accreditation status. The effective date of accreditation will be determined by the Accreditation Committee and will continue for a three year period.

- e. Accreditation Denied. If the JPA is unable to meet the conditions and recommendations in Steps (a), (b) or (c) above, the application for Accreditation will be denied. The JPA will then have the option of resubmitting an application once it believes it meets the Accreditation Standards.

### **Estimated Time for Accreditation Review**

The usual time necessary for a full accreditation review (Steps 1 through 10) is between four and six months. The actual time depends upon the complexity of the JPA and the time needed to compile and submit the documents. In addition, time must be allowed for a site visit and presentation of the report and recommendations to the Accreditation Committee.

### **Cost**

The cost of a full accreditation review is based upon a fee structure that accounts for the size of the JPA (in terms of annual revenues) and the number of coverage programs. The cost is subject to a minimum of \$2,750 and a maximum of \$10,000.

The cost for pre-accreditation review is 60% of the fee for accreditation and this fee can be applied to a subsequent accreditation review if initiated within three months after completion of the pre-accreditation review, or 50% can be applied if initiated after three months, but within 12 months.