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| Topic: | Planning ASES Implementation |
| Document type: | Handout: Stages of ASES Accreditation Planning  |

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| **Stage 1 (2-6 months)** | **Stage 2 (2-8 months)** | **Stage 3 (2-6 months)** |
| * Develop a governance strategy for your accreditation process
* Develop an internal and external communication and engagement strategy to implement throughout
* Make sure you are getting client input for the accreditation and more broadly for your organisational quality improvement approach
* Get to know the requirements of the Standards by studying the ASES official Evidence Guide
* Undertake a detailed self-assessment carefully rating how your organisation meets/doesn’t meet all of the 98 requirements in the ASES Certificate Level
* Develop an ASES Workplan to address any gaps that your self-assessment has identified
* Start gathering your evidence that you will provide to your External Assessor
 | * After completing your ASES Workplan repeat your self-assessment and link all of your evidence to your updated assessment
* Research the options of the External Assessors Provider Panel on the South Australian Department of Human Services (DHS)
* Select an External Assessor and sign a contract with them
* Provide your self-assessment and evidence to your External Assessor
* Answer any question that the Assessor has as they complete the desktop review of your assessment and evidence
* Work with your External Assessor to plan your site visit and develop an agenda
* Work with your staff, clients and partner organisations to make sure that they are available for interviews at the site visit
* Get written consent from a representative sample of clients for the Assessor to review their files
 | * Undertake your external assessment site visit
* Receive the Draft Assessment Report
* Provide evidence-based comment on the report if you think any of the ratings are incorrect
* Work with your External Assessor to develop your Quality Action Plan (QAP) based on their report for any areas that require more work
* Complete and submit your QAP
* When the DHS has reviewed the final draft of the report and QAP they will quality check it and may have some questions
* Respond to any queries about your QAP from the External Assessor and the Service Excellence Team in the SA Department of Human Services
* Receive your Certificate of Accreditation and ASES Logos
* Congratulations you have achieved accreditation! This will mean you will be able to promote your ASES accreditation to your consumers/stakeholders and use the logo on your website, emails, etc.
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