

Milestones & Deadlines for an Ordinary Site Visit

An Ordinary Site Visit is for re-accreditation of birth centers enrolled in our monthly program where payments are automatic. To learn about all the accreditation activities that are covered in the monthly program, [see the Dedicated to Excellence column](#) on the [Benefits of Accreditation page](#) of our website.

9/15/14: As CABC updates it's process, this document will be updated to reflect those changes.

By the Birth Center	By the CABC	Time Frame
Complete the Site Visit Request Form .	CABC office checks in to make sure you have everything you need, including the latest version of the Accreditation Manual and access to the forms. <i>CABC's online training is in development. As soon as it is available, you will receive a login.</i>	6-12 months before the Site Visit
Firm up your site visit date.	CABC office confirms Site Visit month and date, and assigns staff to the Site Visit.	At least 4 months before the desired Site Visit.
Contact CABC office for access to project management system	CABC office sends e-mail invitation with user name and password	At least 3 months before the site visit
Submit online a complete package of materials.	CABC office confirms package receipt.	2 months before the Site Visit
Recommend lodging and make meal arrangements for the Site Visit Staff and communicate this to the CABC office .	CABC office makes travel arrangements for the Site Visit Staff. <i>Changing a site visit date after travel plans are made incurs additional cost to your birth center.</i>	1 month before the Site Visit
Review the Preliminary Report and send any outstanding requirements to the CABC office .	Site Visit Staff submit preliminary report to CABC office. CABC office then communicates any outstanding requirements to the birth center.	2 weeks before Site Visit

By the Birth Center	By the CABC	Time Frame
<p>Send tentative site visit schedule to the CABC office. (See a sample schedule.)</p> <p>Plan to host the site visit with ease. The accreditation process is part of an educational experience for the birth center staff. Take advantage of the experience and insight that the site visit staff has to offer.</p> <ul style="list-style-type: none"> • Review the list of documents needed for the site visit (listed in the manual). • Organize the materials according to the Standard • Be prepared to assist the site visit staff in finding the information they need. • Know your responsibilities before, during and after the site visit. Be familiar with our detailed list of tasks and timeline. 		2 weeks before Site Visit
<p>Host the Site Visit. Learn from and support the Site Visit Staff.</p> <p>Provide transportation as needed. Provide meals in birth center for the first evening and second day (including breakfast if not available at hotel). Check with Site Visit staff regarding needs for second day's evening meal.</p> <p><i>Please submit a form after the site visit to request reimbursement for meals and/or mileage for Site Visit Staff.</i></p>	<p>The Site Visit Staff conducts the Site Visit. The CABC is available to the Staff as needed.</p> <p>The Site Visit Staff provides a written Consolidated Report to the birth center, during the exit conference.</p>	<p>3 day SITE VISIT May be on weekdays or weekend</p> <p>If on a WEEKEND Generally Friday through Sunday</p>
<p>Upload Site Visit materials to the CABC office.</p>	CABC office sends link to online evaluation of site visit form to the birth center and site visit staff.	Day after the Site Visit
	CABC office compiles site visit materials and distributes to Review Panel by posting on Basecamp.	Within 1 week after the Site Visit
Complete online evaluation of site visit to CABC office.	Communicate with Birth Center and Site Visit staff regarding any concerns that they noted on the Evaluation.	No more than 2 weeks after the Site Visit
	CABC office receives Panelists' accreditation decision.	6-8 weeks after the Site Visit

By the Birth Center	By the CABC	Time Frame
	CABC office drafts decision letter, which is reviewed by President, and mailed to birth center, with accreditation certificate.	8-10 weeks after the Site Visit
Send progress report to the CABC office , addressing any requirements outlined in the decision letter. Your Progress Report is submitted electronically by uploading required documents to the birth center's Basecamp project.	CABC office will once again provide you with access to Basecamp so that you may upload your Progress Report	5 months after the Site Visit (90 days after receipt of Decision Letter)
Submit any revisions or additions to the Progress Report as required by the Review Panel.	Panelists review progress report and CABC office communicates final decision to birth center.	2 weeks after the Progress Report is received by the CABC office
Look forward to next year and anticipate the next Interim Status Report.		