

<b>Program Area: Quality Assurance</b>	
<b>Ministry of Children and Family Development (MCFD)</b>	
<b>Policy 1.1: Third-Party Accreditation of Contracted Community Social Service Providers</b>	
<b>Effective Date of Policy:</b> January 1999 Revised: June 2006	<b>Amendment Date of Policy:</b> September 1, 2017

### **Policy Statement**

Accreditation is required for contracted community social service providers that receive \$500,000 or more in annual funding from MCFD and/or Community Living British Columbia (CLBC). Delegated Aboriginal Agencies and First Nation, Métis, and Inuit contracted community social service providers are exempt from this policy.

### **Outcomes**

- Community social services delivered to children, youth and families on behalf of MCFD meet or exceed the standards of quality established by the accreditation organization.
- Community social service providers demonstrate that they are effectively managing publicly funded resources and are delivering the best possible quality services to children, youth and families.

## **Standards**

- 1.1(1) The list of MCFD pre-qualified accreditation organizations is established through a competitive procurement process.
- 1.1(2) Community social service providers achieve accreditation within 24 months of being notified by MCFD that they are required to be accredited.
- 1.1(3) Services are accredited and delivered under the most appropriate accreditation standards available.

## **Procedures**

The accreditation process has the following steps:

1. MCFD accreditation analyst:
  - identifies and contacts those community social service providers who have met or exceeded, during a one year period, the \$500,000 contract funding threshold
  - offers extra support and mentoring resources to help service providers prepare for accreditation
  - arranges the mock site survey.
2. The service provider:
  - chooses the accreditation organization that best covers the services offered
  - contacts the accreditation organization to identify the most appropriate accreditation standards for their organization and begins the self-study process
  - applies the standards and prepares for the formal site survey
  - contacts MCFD accreditation analyst to arrange a mock site survey (a mock survey is only required when the organization is going through the accreditation process for the first time)
  - sets the date with the accreditation organization for the formal site survey
  - completes the formal site survey and receives the results.

## **Participation by Delegated Aboriginal Agencies and First Nation, Métis, and Inuit Organizations**

Delegated Aboriginal Agencies and First Nation, Métis, and Inuit contracted community social service providers are exempt from the accreditation requirement, but they may choose to participate in the accreditation process, regardless of their annual contract funding amount.

To begin the accreditation process, these organizations contact a MCFD accreditation analyst and inform them of their voluntary election to participate in accreditation. MCFD offers the same level of support to these organizations as other contracted service providers who are required to undergo accreditation.

For further information on accreditation, please see MCFD's website:  
[Accreditation of Child and Family Service Organizations](#)