Preparing for Accreditation zoom call on February 29, 2024

Chat questions

1. Will you be sending this excel with the dates for the reports like was done for the initial step?
	1. Yes, you will receive your site specific data chart by March 5th.
2. How many families will be interviewed?
	1. HFA will send you the agenda with the slots and times for family interviews. There will be approximately 8 families they will be asking to interview.
3. what should the families be prepared to share?
	1. For the families you select to be interviewed, you can let them know that the questions will be about the program and how their experience has been. Sample questions shared by HFA include asking the families how their home visitor was able to build trust with them? Has your home visitor been able to connect you to other resources? We will also look at potential topics that might come up on family interviews when we meet again on March 4th. Interview questions will be specific to each program based on file reviews and what the peers need to get more information on.
4. Please repeat SAT due date
	1. Self Study is due 6 weeks before the on site review. You have been given your self study due date based on your site visit. Please reach out to your PCM if you don’t have that date.
5. Adv. Board members and families are ok to be interviewed via zoom? is that what I heard?
	1. Peers want to try and have in person interviews as much as possible, but if that is not an option for some people, you can request Zoom.
6. Are there more than 2 peer reviewers at each site?
	1. Every site will have a 3 day visit and 2 peers.
7. What hours should we plan for the Peer Reviewer visit? Will it be 8am-4PM? or a different timeframe?
	1. Typically you should plan the workday to be between 8am and 5pm. Your peers will give you the agenda about 4 weeks prior to the visit and that will have the specific times for each day.
8. Would this be considered a training expense?
	1. The Peer Review fees fall under the B8 Other category of the budget and should only be charged to the HFA Fee Peer Review line.
9. When should programs expect to see the invoices? Thinking about programs who will have a visit right at the end of their contract year.
	1. The invoices will come following the on site visit. For programs that are concerned about claiming because of the timing of the visit, we can talk with HFA to have the invoice completed in time for the corresponding claim.
10. Will there be an opportunity for those who complete their Peer Reviewer Visits earlier to share feedback with those of us who have our site visits thereafter?
	1. If the programs being visited first are comfortable sharing their experience, strengths, challenges, they certainly can. We can work with them to assess what they are comfortable sharing and the format in which they want to do that.
11. Is there anything we should be prepared to think about before our next meeting? based on your next agenda items
	1. Think about additional questions you have, clarity needed on things and we will make sure we address those in subsequent meeting.
12. Could you share QA forms you use for file reviews? so we can get ahead of the game?
	1. We will reach out to some programs to see if they can share their in house QA file review forms.
13. When can we expect to receive the results from the Peer Reviewer site visit? Will the results shared be individualized? OR will it be collective results for the full 15 sites chosen?
	1. Every program will receive a site visit report 45 days after their HFA visit. The site visit report will outline each standard and the score your program received. It will also share the strengths, recommendations and improvements needed. The report will guide you on your next steps such as responses to HFA and/or the Accreditation Panel. However, you will have information at the exit meeting of your visit that will give you preliminary findings so the report should not be a surprise. The results are shared individually with each site and then we as Central Admin receive an aggregate report that shows us trends for the system based on the 15 sites that were visited. We will share the aggregate information with the system.