

Accreditation Program For Behavioral Health Care Practices

Typical Steps in the Accreditation Process

1. The applicant provides appropriate evidence of the practice and confirms this to NIBHQ by completing and forwarding the practice confirmation form to NIBHQ. Practices that are eligible for accreditation include clinical psychology practices, social work practices, licensed counselor and marriage-family practices, and other licensed doctoral level professionals providing behavioral health care.
2. NIBHQ provides the applicant with an electronic or hard copy version of the Practice Checklist so the applicant can perform a self-assessment to verify compliance to the requirements. The applicant may download all required application and checklists from the NIBHQWebsite <http://www.nibhq.org/>
3. The applicant completes and returns this full application for accreditation with payment and all required supporting documentation to NIBHQ.
4. NIBHQ reviews the application documents for completeness and develops the DRAFT "Scope of Accreditation" based on the information provided by the applicant. Applicants may request and be assigned a NIBHQ mentor to help with the completion of the accreditation process.
5. When all documentation is completed, NIBHQ contacts the practice to begin the accrediting process.
6. The accreditation assessment or the pre-accreditation is performed. The scope of the assessment is limited only to the practice or practices for which the applicant provider is seeking accreditation.
7. The applicant practice responds to any deficiencies with a written corrective action response within 30 days.
8. The corrective action response is reviewed by NIBHQ staff. Once all deficiencies have been resolved, the applicant practice's application package is forwarded to the Accreditation Committee for a vote.
9. Accreditation is granted when affirmative votes are received from the Accreditation Committee members, all concerns are resolved, and all fees are paid in full.
10. Accreditation is granted for a four-year period.

NIBHQ POLICIES FOR ACCREDITATION

Confidentiality Policy: NIBHQ is responsible for seeing that confidentiality is maintained by its employees and mentors concerning all confidential information with which they become acquainted as a result of their contacts with applicants for accreditation. NIBHQ agrees to hold all disclosed confidential or proprietary information in trust and confidence. The information shall be used only for assessment purposes, and shall not be used for any other purpose, nor shall it be disclosed to any third party without written consent of the applicant practice.

Refund Policy: If an applicant practice withdraws the application before completion of the accreditation process, it may apply for a refund of up to 50% of the initial application and annual fees. There will be no refund of annual fees after the accreditation has been completed. Note: Fees in future years are subject to change

Delayed Accreditation Policy: If a practice fails to undergo its full assessment within one year from receipt of the application at NIBHQ headquarters, the practice is prompted by NIBHQ to take action. If no action is taken within thirty (30) days of that reminder, the practice is required to begin the application process again and pay the new accreditation fees in effect at that time. Any fees paid with the initial application are refunded according to the NIBHQ Refund Policy (see above).

Note: The practice shall meet the timelines in effect at the time of application.

Appeals Process

NIBHQ is a voluntary accrediting process. Applicants that are deemed not meeting NIBHQ accreditation criteria may appeal only the decision by NIBHQ to not grant accreditation. The appeal procedure can be found on the NIBHQ website at <http://www.nibhq.org/>

Benefits of Accreditation

1. Improved practice effectiveness through meeting quality standards.
2. Promote staff and community pride through enhanced recognition.
3. Clarify practice goals.
4. Identify operation and management needs through self assessment.
5. Enhance professional image.
6. Promote team work and staff development.
7. Promote public awareness of your practice.

