

NAPSA AGENCY ACCREDITATION

Is Your Agency Ready to Join this Elite Group?

PRESENTATION GOALS

1. What is NAPSA Agency Accreditation?
2. Why should my agency consider Accreditation?
3. What would the process look like to attain Accreditation?
4. How do I begin the process?

HISTORY OF NAPSA ACCREDITATION

- 2011 | Accreditation Assessors assigned to Maine Pilot. Process continues through 2012.
- 2013 | Maine Pretrial Services, Inc. receives formal Accreditation Status from NAPSA.
- 2014 | The State of Connecticut becomes the first statewide agency to be accredited.

CURRENTLY ACCREDITED AGENCIES

Mecklenburg County, NC

Maine Pretrial Services, Inc.

State of Connecticut

DeKalb County, IL

Alachua County, FL

San Francisco, CA

Black Letter v. Accreditation Standards

What is the difference?

WHY ACCREDITATION?

- **Accreditation as a Tool**
- **Provides an Operational Framework for Agencies:**
 - CONCRETE response (provides stability)
 - INFORMED by research and best practice
 - The process is REASONED (why and how)
 - It is HONEST (consistent and fact based)
 - It is IMPARTIAL (neutral and unbiased)
- **Professionalizes Our Industry**

WHY ACCREDITATION?

- Improved staff training and professional development
- Assessment of program strengths and weaknesses
- Defense against outside interest
- Establishes measurable criteria for upgrading policies and operations
- Improved staff morale and professionalism
- Provides performance-based benefits
- Provides a more constructive environment for staff
- Strength through the audit process

ACCREDITATION STANDARDS 101

Section 1-Personnel Practices

- Recruiting, hiring, background investigations, training, evaluation, certification

Section 2-Organizational Management and Structure

- Management structure, mission/vision/goals, data systems, P&P, Public Reporting

STANDARD EXAMPLE | ACCR. STANDARD 1.02

STANDARD		AUDITOR GUIDELINES	
1.02 Written personnel/human resource policies are in place and readily available to all current employees. The policies address at minimum, <ul style="list-style-type: none"> A. Recruitment procedures, including EEO provisions; B. Job descriptions/qualifications for all positions; C. Benefits, holidays, leave, and work hours; D. Retirement, resignation, and termination policies; E. Whistleblower policy; F. Conflict of Interest policy; and G. Grievance procedures. 		MANDATORY Documentation of consistent application	
PROOF OF COMPLIANCE	ACCREDITATION	REACCREDITATION	AUDIT TEAM NOTES
Protocol			
Written policies and procedures which address the elements of the standard	Review of protocol and documentation of consistent implementation	Review of protocol and documentation of consistent implementation over time	
Process Indicators			
Job Descriptions for each pretrial services job	Sampling	Sampling	
Staff Interviews	Sampling	Sampling	

STANDARD EXAMPLE | ACCR. STANDARD 1.06

STANDARD		AUDITOR GUIDELINES	
1.06 Written policies and procedures are in place which require that at the time of the initial accreditation and at any time thereafter at least 30 percent of the pretrial services employees are currently certified Pretrial Professionals through NAPSA.		MANDATORY Documentation of consistent application	
PROOF OF COMPLIANCE	ACCREDITATION	REACCREDITATION	AUDIT TEAM NOTES
Protocol			
Written policies and procedures which address the elements of the standard	Review of protocol and documentation of consistent implementation	Review of protocol and documentation of consistent implementation over time	
Process Indicators			
Documentation records of staff certifications	Sampling	Sampling over three years	
Personnel records	Sampling (with permission)	Sampling (with permission)	
NAPSA certification records	Specific to staff members	Specific to staff members	

STANDARD EXAMPLE | ACCR. STANDARD 2.04

STANDARD		AUDITOR GUIDELINES	
2.04 The pretrial services program has a mission statement which is posted and/or distributed to all employees.		MANDATORY Documentation of consistent application	
PROOF OF COMPLIANCE	ACCREDITATION	REACCREDITATION	AUDIT TEAM NOTES
Protocol			
Written policies and procedures which address the elements of the standard	Review of protocol and documentation of consistent implementation	Review of protocol and documentation of consistent implementation over time	
Process Indicators			
Proof of mission statement	Review/Observe	Review/Observe	
Proof of distribution or observation of posted statement	Review/Observe	Review/Observe	

ACCREDITATION STANDARDS 101

Section 3-Screening and Assessment

- Risk assessment validation, defendant interview, population management, court presentation

Section 4-Defendant Supervision

- Supervision options, sanctions, defendant rights, violation management, drug testing, case reviews

STANDARD EXAMPLE | ACCR. STANDARD 3.05

STANDARD		AUDITOR GUIDELINES	
3.05 A written policy is in place which requires the review of the pretrial jail population periodically to identify defendants who qualify for pretrial release pending case disposition and provides guidelines for staff to address the detention of eligible defendants.		MANDATORY Documentation of consistent application	
PROOF OF COMPLIANCE	ACCREDITATION	REACCREDITATION	AUDIT TEAM NOTES
Protocol			
Written policies and procedures which address the elements of the standard	Review of protocol and documentation of consistent implementation	Review of protocol and documentation of consistent implementation over time	
Process Indicators			
Documentation of periodic review of pretrial detainees in jail after initial interviews	Evidence of how, how often, and what is done with such reviews	Review of documentation of last three years	
Case Files	Any case files containing reviews and what efforts were made	Any case files containing reviews and what efforts were made over review period	
Staff interviews	Sampling	Sampling over three year	

STANDARD EXAMPLE | ACCR. STANDARD 3.06

STANDARD		AUDITOR GUIDELINES	
3.06 A written policy is in place which requires that, prior to the commencement of the pretrial interview, the defendant is informed, at a minimum, of the following: <ul style="list-style-type: none"> A. Interviewer's name; B. The name of the program the interviewer represents; C. That the interview is voluntary; D. That the interview is intended to assist in determining an appropriate pretrial release decision for the defendant; E. Who will get a copy of interview; and F. Any other purposes that the information gathered may be used. 		MANDATORY Documentation of consistent application	
PROOF(S) OF COMPLIANCE	ACCREDITATION	REACCREDITATION	AUDIT TEAM NOTES
Protocol			
Written policies and procedures which address the elements of the standard	Review of protocol and documentation of consistent implementation	Review of policies and documentation of consistent implementation over time	
Process Indicators			
Staff interviews	Sampling	Sampling	
Observation of defendant interviews with staff members	Sampling	Sampling	

STANDARD EXAMPLE | ACCR. STANDARD 4.01

STANDARD		AUDITOR GUIDELINES	
4.01 The program offers an array of pretrial release options with a continuum of intensity and restriction based on the assessed risks and needs of the individual defendant. The judiciary should be presented with the least restrictive set of conditions which provide reasonable assurance that the defendant will appear for court and refrain from re-arrest pending case disposition, if applicable under the statute.		MANDATORY OR NOT APPLICABLE, IF PROGRAMS DO NOT OFFER SUPERVISION SERVICES The pretrial release array can include a variety of conditions, the intensity of which should be appropriate for the risks and needs identified. Documentation of consistent and fair application	
PROOF OF COMPLIANCE	ACCREDITATION	REACCREDITATION	AUDIT TEAM NOTES
Protocol			
Written policies and procedures which address the elements of the standard	Review of protocol and documentation of consistent implementation	Review of protocol and documentation of consistent implementation over time	
Process Indicators			
Court reports, recommendations, and case files	Sampling	Sampling over three years	
Staff interviews	Sampling	Sampling over three year	
Random Judicial Interviews	Sampling of judges who have direct contact with the program	Sampling of Judges who have/had direct contact with the program	

FIVE STAGES OF NAPSA ACCREDITATION

The Applicant Status

Eligibility determination, organizational summary, jurisdiction demographics report, contract with NAPSA for accreditation

The Correspondent Status

Assessors assigned, work plan developed, document compliance, binder development, compliance review meetings with auditors

The Candidate Status

Site visit, compliance audits, stakeholder interviews, program tours, preparation of accreditation report, commission decision

FIVE STAGES OF NAPSA ACCREDITATION

Accredited Status

Submission of annual report, updated plans of action for standards, new revised policies, significant events reporting

Reaccreditation

Process begins at the end of year two, process begins back at stage one

PROCESS | INITIAL INQUIRY TO CONTRACT

1. Initial Inquiry to Accreditation Commission
2. Exploratory call with Accreditation Assessors
3. Submission of Jurisdictional Landscape
4. Program Self-Assessment
5. Decision to move forward by Assessors
6. Cost Estimate
7. Official Contract with NAPSA

PROCESS | THE REAL WORK

1. Preparation of Accreditation Documents
2. ~6 month Timeline of Calls and Documentation Review
3. Site Visit
4. Accreditation Report with Auditor Recommendation
5. NAPSA Accreditation Commission Vote to Formally Approve Accreditation
6. Three-Year Certificate of Accreditation Awarded

POST-ACCREDITATION

- Annual Review Document Submission to Assessors
- Annual Conference Call
- Ongoing Technical Assistance/Issue Spotting
- Follow-up Calls with Assessors
- Planning and Preparation for Reaccreditation

QUESTIONS?

Ready to Begin the Process?

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