



NCA Accreditation Project Plan – 2017 Standards

Assigned To	Date Received	Deadline for Completion	Status	Item	Comment
				Standard 1 - Multidisciplinary Team (MDT) Narrative for 1A-1G	
				1A - CAC/MDT Interagency Agreement signed by all MDT components	
				1B - CAC/MDT Written Protocols and/or Guidelines addressing roles and responsibilities of each discipline	
				1E - CAC/MDT Policy/ Procedure for Information Sharing	
				1F - OMS MDT Survey Results (if applicable)	
				1G - Documentation CAC provided training/educational opportunities to MDT members	
				Standard 2 - Cultural Competency and Diversity Narrative for 2A-2D	
				2A - Community Assessment	
				Standard 3 - Forensic Interviews Narrative for 3A-3G	
				3A - Documentation of Training Completion (with a minimum of 32 hours of NCA approved content)	
				3B - Documentation of Ongoing Education (with a minimum of 8 hours of CEU/CME every 2 years)	
				3C - *CAC/MDT Written Protocols and/or Guidelines (reflecting items listed in 3C)	
				3E - MDT Statistical Data Demonstrating 75% of Cases Meeting Criteria are Interviewed at the CAC (use form provided by the resource tab OR your own tracking form)	
				3F - Documentation of Peer Review Attendance by all Forensic Interviewers (a minimum of 2 times per year)	
				Standard 4 - Victim Advocacy and Support Narrative for 4A-4E	
				4A - Documentation of Training Completion (with a minimum of 24 hours and 9 required components)	
				4B - Documentation of Ongoing Education (with a minimum of 8 hours every 2 years)	
				4E - *CAC/MDT Written Protocols and/or Guidelines (reflecting the items listed in Standard 4E)	
				Standard 5 - Medical Evaluation Narrative for 5A-5J	
				5A - Documentation of Training Completion (meeting requirements in 5A)	
				5B - Documentation of Ongoing Education (with a minimum of 8 hours every 2 years)	
				5C - Documentation of Minimum Required Expert Review of Cases by Advanced Medical Expert	
				5D - Medical Linkage Agreement(s) (if applicable)	
				5F/5G - *CAC/MDT Written Protocols and/or Guidelines (reflecting the items listed in Standards 5F and 5G)	

* CAC/MDT Written Protocols and/or Guidelines addressing many of the standards are required. If one document addresses some or all of the standards, it can be uploaded once and referred back to throughout the process. In lieu of uploading the same document more than once, be sure to include the name of the document and page numbers where information addressing each standard can be found.



NCA Accreditation Project Plan – 2017 Standards

Assigned To	Date Received	Deadline for Completion	Status	Item	Comment
				Standard 6 - Mental Health Narrative for 6A-6I	
				6A - Documentation of Training Completion (meeting requirements set forth in 6A)	
				6B - Documentation of Ongoing Education (with a minimum of 8 hours every 2 years)	
				6E - *CAC/MDT Written Protocols and/or Guidelines (that include access to trauma-informed assessment and treatment for all CAC clients)	
				6F - *CAC/MDT Written Protocols and/or Guidelines (that define the roles and responsibilities of mental health professionals to the MDT)	
				6G - *CAC/MDT Written Protocols and/or Guidelines (tabout information sharing, confidentiality and keeping of health records)	
				6H - Mental Health Linkage Agreement(s) (if applicable)	
				6I - Demonstration of Clinician(s) Participation in Supervision/Consultation	
				Standard 7 - Case Review Narrative for 7A-7E	
				7A - *CAC/MDT Written Protocols and/or Guidelines (that demonstrate the criteria and case review procedure)	
				7C - Recent Case Review Meeting Sign-in Sheet (listing participants and their corresponding agencies)	
				Standard 8 - Case Tracking Narrative for 8A-8E	
				8A - *CAC/MDT Written Protocols and/or Guidelines (that describe tracking case information until final disposition)	
				8B - Most Recent NCA Statistical Data Submission (if applicable)	
				8E - Documentation of collection of client feedback (OMS Caregiver Follow-Up Survey or other)	
				Standard 9 - Organizational Capacity Narrative for 9A-9G	
				9A - IRS Determination Letter AND Non-Profit Corporate Certificate from the State of Maryland (ONLY IF you are a 501(c)(3) Nonprofit Agency or under an Umbrella Agency)	
				9A - MOU between CAC and Advisory Board of Governing Agency (ONLY IF you are a Government-Based Agency)	
				9B - Certificates of Insurance (demonstrating a minimum of general commercial liability, professional liability, and Directors and Officers liability, as appropriate)	
				9D - Financial Review (ONLY IF annual budget is LESS THAN \$200,000)	
				9D - Financial Audit (ONLY IF annual budget is \$200,000 OR MORE)	
				9E - Written Screening Policies for Staff and Volunteers	
				9F - Succession Plan	
				9G - Strategic Plan (current and approved)	
				Standard 10 - Child Focused Setting Narrative for 10A-10E)	
				10A - 3 Photos (including outside of building, waiting area and a photo of your choice)	
				10B - *CAC/MDT Written Policies and Procedures (ensuring separation of victims and alleged offenders)	

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