



## Milestones for First Time Accreditation

Time Frame	The Birth Center will...	CABC will...
6-12 months before the Site Visit	<ul style="list-style-type: none"> <li>Download the <i>CABC Indicators</i> to review:               <ul style="list-style-type: none"> <li><a href="#">Freestanding Birth Centers</a></li> <li><a href="#">Alongside Midwifery Units</a></li> </ul> </li> <li>Contact the CABC staff with questions</li> <li>Complete the Initial Registration form on the CABC <a href="#">website</a></li> <li>Sign and return the Accreditation Agreement</li> <li>Pay the first half of Initial Registration fee</li> </ul>	<ul style="list-style-type: none"> <li>Confirm Starting Point of 1-year or 3-year Accreditation</li> <li>Send the birth center Accreditation Trainings and Kit</li> <li>Give the birth center access to CABC Resource Center and Basecamp, the Project Management System.</li> </ul>
2-3 months before the Site Visit	<ul style="list-style-type: none"> <li>Submit the documents listed on the Document Checklist</li> <li>Pay the second half of Initial Registration fee and request a Site Visit date</li> <li>Upon request, recommend travel options for the Site Visit <b><i>Changing the site visit date after travel plans are made and documents are uploaded incurs additional cost to the birth center.</i></b></li> <li>Complete an evaluation of the process thus far to offer CABC feedback</li> </ul>	<ul style="list-style-type: none"> <li>Confirm the materials have been received</li> <li>Confirm the Site Visit date and assign an Accreditation Specialist to perform a Preliminary Review</li> <li>List the birth center as “In-Process” of Accreditation on the CABC website and send a letter to the birth center.</li> <li>Arrange travel</li> </ul>
1 month before the Site Visit	<ul style="list-style-type: none"> <li>Upload any additional documents requested after the Preliminary Review</li> <li>Schedule interviews with key people</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to the birth center if any additional documents are needed based on the Preliminary Review</li> </ul>
2 weeks before the Site Visit	<ul style="list-style-type: none"> <li>Review Site Visit Info Sheet with all travel information and the Site Visit Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Upload a Site Visit Info Sheet and Site Visit Schedule</li> </ul>
2-3 Days	<ul style="list-style-type: none"> <li>Host the Site Visit.</li> </ul>	<ul style="list-style-type: none"> <li>Accreditation Specialist will conduct the Site Visit and provide a written report during the Exit Conference</li> </ul>
No later than 1-week after the Site Visit	<ul style="list-style-type: none"> <li>Complete an evaluation of the site visit process to offer CABC feedback</li> </ul>	<ul style="list-style-type: none"> <li>Send the birth center the evaluation.</li> </ul>



Time Frame	The Birth Center will...	CABC will...
4-6 weeks after the Site Visit	<ul style="list-style-type: none"> <li>• Await the Decision letter</li> </ul>	<ul style="list-style-type: none"> <li>• Pen a Decision Letter based on the results of the Review Panel and communicate decision to the birth center</li> <li>• If accredited, an accreditation certificate is mailed, and the birth center is listed as “Accredited” on the CABC website</li> </ul>
90 days after receipt of Decision Letter	<ul style="list-style-type: none"> <li>• Complete Progress Report addressing requirements outlined in the Decision Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Review Panel conducts a review of the Progress Report and requests additional documents if necessary</li> </ul>
After Progress Report is received	<ul style="list-style-type: none"> <li>• Submit any revisions or additions to the Progress Report as requested by the Review Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate the final decision to the birth center</li> </ul>
1-year after the Site Visit	<ul style="list-style-type: none"> <li>• Look ahead to next year:               <ul style="list-style-type: none"> <li>○ If the starting point is 1-Yr Accreditation, anticipate the 1-Yr Review Site Visit</li> <li>○ If the starting point is 3-Yr Accreditation, anticipate the first Interim Status Report.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Alert the birth center when it is time to complete the Interim Status Report or begin preparing for reaccreditation.</li> </ul>