



Please keep a copy for your records.

Accreditation Agreement

v2023.05

By engaging in The Commission for the Accreditation of Birth Centers' accreditation process, an Alongside Midwifery Unit agrees to the following terms and conditions to become a CABC Enrolled Alongside Midwifery Unit as described in this agreement. If your Alongside Midwifery Unit does not agree with such terms and conditions, do not engage in the CABC accreditation process.

This Agreement is made between the *[legal name and address of the Alongside Midwifery Unit required]*

_____ (hereafter referred to as AMU)

and

The Commission for the Accreditation of Birth Centers (hereafter referred to as CABC)
Operations Headquarters: 240 Independence Drive
Hamburg, PA 19526

Wherein,

- CABC ACCREDITATION: The CABC is dedicated exclusively to the quality of the operation and services of all birth centers regardless of ownership, primary care provider, location, or population served. The CABC is an independent not-for-profit organization that accredits freestanding and in-hospital birth centers in the United States of America, according to established national standards.
 - NATIONAL STANDARDS FOR BIRTH CENTERS: The CABC chooses to use applicable sections of the AABC National Standards for Birth Centers in CABC Accreditation. Learn more at <https://www.birthcenters.org/page/Standards>
 - The CABC also uses portions of Improving Birth's Mother-Friendly criteria. Learn more about Improving Birth at <https://improvingbirth.org/mfap/> and the Mother-Friendly criteria at <https://improvingbirth.org/>
- AMU'S PARTICIPATION IN ACCREDITATION: The AMU engages in the process of CABC Accreditation in good faith with the intention to support national standards for birth centers and Mother-Friendly maternity care, and to pursue excellence through learning. The AMU intends to meet requirements to achieve accreditation. Failure to participate in good faith or



Commission for the
Accreditation of Birth Centers
Supporting Standards & Inspiring Excellence through Learning

falsification of any information provided to the CABC will be grounds for denial of accreditation status, suspension, revocation or dismissal from the accreditation process.

- **AMU RESPONSIBILITIES RELATED TO SENTINEL EVENT AND COMPLAINT REVIEWS:** Upon signing this Agreement and beginning the accreditation process, the AMU agrees to cooperate and participate in good faith in all sentinel event and complaint reviews conducted by CABC. Failure to do so or withholding requested information needed for the review may result in termination of the accreditation process or suspension/revocation of accreditation.
- **AMU'S COMMUNICATIONS:** The AMU will communicate in a timely manner regarding all accreditation matters and will contact CABC according to the schedule in the table below, whenever the AMU experiences the events listed.

AMU Experiences	AMU Communicates with CABC
A change in ownership	30 days prior to the change date
A sentinel event	Within 14 days of the sentinel event
An interruption in the AMU's ability to adhere to the requirements of accreditation.	Within 24 hours of the interruption

- **PUBLIC DISCLOSURE OF PARTICIPATION IN ACCREDITATION:** The AMU may disclose participation in the CABC accreditation process; however the AMU may make no claims regarding the expected outcome of its application.
- **COMPLAINTS ABOUT AMU'S:** The CABC Complaint process can be reviewed here: <https://www.birthcenteraccreditation.org/find-accredited-birth-centers/how-to-report-a-complaint-about-a-center/>
- **CABC REPRESENTATIVES:** CABC representatives are a mix of paid staff and volunteers.
 - All CABC representatives agree to avoid conflict of interest, including avoiding the accreditation process for a particular AMU, when they have or have had an ownership interest, employment at, vendor or consulting relationship with, or live within 100 miles of the AMU.
 - Most CABC representatives have work experience at a CABC-accredited freestanding or in-hospital birth center(s) or are a recognized expert in nurse-midwifery, obstetrics, pediatrics, neonatology, or maternity care administration.

- **CONFIDENTIALITY:** All materials and information submitted by any AMU in the process for accreditation will be kept strictly confidential.
 - **PRIVATE HEALTH INFORMATION (PHI):** Accreditation is a review of the AMU's practices, policies and facility. CABC prohibits the submission of PHI. CABC has no need to know the name or contact information of an AMU client and CABC has no tolerance for HIPAA violations.
 - When health records are reviewed during a site visit, CABC representatives will never make notes about, copy or record PHI during a site visit and all health charts will remain in the AMU.
 - When health records are required by a CABC decision, all health records must be thoroughly redacted in accordance with HIPAA regulations..
 - *Any deviation from these instructions will be considered a HIPAA violation, the submission will be rejected by CABC and accreditation will be revoked.*
 - These redacted paper records are distributed exclusively to the reviewers and destroyed when the review is complete. Destruction of records is documented.
 - The CABC will not voluntarily make any disclosures or provide any information regarding the AMU, if it has withdrawn its application or that has been deferred or denied accreditation, other than to state that the AMU is *not* CABC-accredited.
- **ACCREDITATION DECISIONS:** CABC accreditation decisions are defined and compared to each other in a separate document, called "CABC Accreditation Decisions," which is included in the CABC Accreditation Kit.
 - **REQUIREMENTS:** Some CABC decisions include detailed requirements. The AMU must meet all requirements outlined in its Decision Letter and provide documentation to the CABC by the date specified. Failure to submit documentation and/or schedule a return visit by the required date will lead to denied accreditation.
 - **RIGHT TO APPEAL:** When the CABC decision is to defer or deny accreditation, the AMU has a right to submit an appeal within 30 days of the decision and request a review by a second CABC panel.
- **DECISION LETTERS:** CABC Decision Letters are addressed to the AMU.
 - CABC does not publish its Decision Letters to anyone else.
 - Accreditation is required by some state regulators and health care insurance companies. These entities may request or require the AMU to submit its CABC Decision Letter and Status Report, which shows that any requirements have been met. The CABC encourages the AMU to comply with these requests.
 - When there is an accreditation extension or delay and the AMU's state license relies on CABC accreditation, CABC will inform state regulators of:
 - An extension granted by CABC or CABC's reason for delay (e.g.- site visit delayed due to death in the family of CABC representative doing the site visit); and

- The date a Decision Letter has been sent.
- CABC ENROLLED ALONGSIDE MIDWIFERY UNIT DEFINITION: An Enrolled Alongside Midwifery Unit (EAMU) participates in CABC's monthly subscription system and is dedicated to the accreditation process. EBC eligibility requirements:
 - An EAMU is currently CABC-accredited on the 3-year accreditation schedule; and
 - All enrollment forms have been received by CABC if using Automated Clearing House Direct Payments.
- PRIVILEGES OF CABC ENROLLED ALONGSIDE MIDWIFERY UNITS: As long as the AMU remains accredited and is making on-time subscription payments as an Enrolled Alongside Midwifery Unit, the following privileges are granted by CABC:
 - The AMU is listed on CABC's website as a CABC-accredited Alongside Midwifery Unit for verification purposes.
 - The AMU will receive:
 - The updated version of the CABC Accreditation Kit.
 - One site visit at the AMU every three years, with:
 - Site Visit travel, lodging and meals paid by CABC
 - And CABC panel review and decision.
 - And CABC review of two Interim Status Reports submitted by the AMU, according to the accreditation schedule between site visits.
 - The AMU is issued the following items for limited use while accredited by the CABC. These items remain the property of the CABC. *If the AMU closes or is no longer accredited for any reason, the use of these items must be discontinued, they must be removed from public view and they must be returned to the CABC within 30 days.*
 - A Certificate of Accreditation which displays a date of expiration of accreditation.
 - And Premium Accreditation Marketing Kit, which must be used according to the rules in the kit:
 - Clickable web badge to verify accreditation status.
 - Window cling of the CABC accreditation seal.
 - And a set of customized brochures about CABC accreditation, featuring AMU's photos, logo & contact info.

- **Fee Schedule**

See Addendum A for the current fees applicable to this Agreement. CABC must provide a minimum of 6-months' notice to the AMU announcing any change in fees. Absent CABC notice of a change in fees, the fee schedule in Addendum A will remain in effect until the next accreditation cycle.

- **PAYMENT SYSTEM:** In order to ensure efficiency and on time payments to CABC when the AMU becomes an Enrolled Alongside Midwifery Unit, a payment representative of the AMU authorizes the use of:

*(Please initial **A, B or C** as the Birth Center's chosen payment method.)*

- A) _____ Automated Clearing House (ACH) Direct Payments for *monthly* payments, **initiated by CABC** with permission from the AMU, and the AMU will supply the necessary form(s) at least 10 days prior to the first payment. ACH Direct Payments are preferred for CABC Enrolled Alongside Midwifery Units.
- B) _____ **Automated invoices from CABC** for timely payments by check **initiated by the E AMU** to CABC's Executive Office at the frequency marked below, and supply the necessary form(s) at least 10 days prior to the first payment (*Initial ONE of the options*):
 - _____ Monthly
 - _____ Quarterly
 - _____ Annual
- C) _____ Proof of automatic payments by check **initiated by the AMU** and to CABC's Executive Office at the frequency marked below, and supply the necessary documentation prior to the first payment (*Initial ONE of the options*):
 - _____ Monthly
 - _____ Quarterly
 - _____ Annual

- **MONTHLY SUBSCRIPTION FOR CABC ENROLLED ALONGSIDE MIDWIFERY UNITS:** The subscription is provided on a monthly basis regardless of the payment frequency interval chosen.
- **CALCULATING PAYMENTS:** All monthly subscription fees are calculated using the monthly rate multiplied by the number of months. There is no discount for quarterly or annual payments.

- STOPPING ACH PAYMENT: The AMU can stop payment of any ACH entry by notifying the AMU's financial institution and CABC 3 days before the AMU's account is charged.
 - When ACH Authorization will not be active on the day a payment is due:
 - The following alternate forms of payment are acceptable when received at the CABC Executive Office on or before the day that payment is due:
 - Signed check made out to The Commission for the Accreditation of Birth Centers.
 - Valid credit card payment.
 - The AMU may make up to 2 monthly payments by one of the alternate forms of payment listed above, without incurring an additional fee.
- PAYMENTS BY SCHEDULED DUE DAY: When the AMU becomes an Enrolled Alongside Midwifery Unit, the payments are due to CABC on the 4th day of the month that payment is due, according to the schedule selected in the Payment System.
- LATE FEES AND DISHONORED CHECKS:
 - 6% interest and a late fee of \$25 are added to unpaid accounts 10 days after the due date.
 - Any dishonored check shall be treated as unpaid, and subject to an additional fee of \$50.
- CANCELLATION:
 - Whenever the AMU initiates cancellation *before it has become an Enrolled Alongside Midwifery Unit*:
 - All privileges of CABC accreditation and any accreditation activities are cancelled as of the cancellation notice.
 - And if the cancellation occurs with *less than 90 days before the AMU's scheduled site visit*, the AMU is billed for any expenses incurred for that site visit, including staff wages for site visit preparation.
 - Whenever the Enrolled Alongside Midwifery Unit initiates cancellation:
 - All privileges of CABC accreditation and any accreditation activities are cancelled as of the cancellation notice.
 - And If the cancellation occurs with *less than 90 days before the AMU's scheduled site visit*, the AMU is also billed for the unpaid months up to the *end of the expiring accreditation certificate*;
 - And no further ACH Payments will be processed by CABC.

- Whenever the Enrolled Alongside Midwifery Unit's account with CABC remains unpaid for 60 days:
 - All privileges of CABC accreditation and any accreditation activities are cancelled as of the first unpaid month.
 - And if the cancellation occurs with *less than 90 days before the AMU's scheduled site visit*, the AMU is also billed for the unpaid months up to the *end of the expiring accreditation certificate*.
 - And no further ACH Payments will be processed by CABC.
- Whenever the CABC Accreditation process results in a decision to Defer Accreditation or Deny Accreditation:
 - All privileges of CABC accreditation and any accreditation activities are cancelled as of the first unpaid month after the CABC Decision Letter.
 - And no further ACH Payments will be processed by CABC.
 - And if the AMU was previously accredited, accreditation is revoked.
- **SUSPENSION AND REVOCATION:** Whenever CABC initiates suspension or revocation of *accreditation*:
 - All privileges of CABC accreditation and any accreditation activities are suspended or cancelled as of the notice, and CABC will:
 - Remove this AMU from CABC's website as a CABC-accredited birth center for verification purposes
 - And follow-up with the AMU to confirm its adherence to CABC policy.
 - And not voluntarily make any disclosures or provide any information regarding a AMU that has had its accreditation suspended or revoked, other than to state that the Birth Center is not accredited.
 - The AMU is obliged to return the following items to CABC within 7 days and/or confirm that the *use of these items has been discontinued and they have been removed from public view*:
 - A Certificate of Accreditation which displays a date of expiration of accreditation (This item must be returned to the Executive Office of CABC.)
 - And the window cling of the CABC accreditation seal.
 - And any customized brochures about CABC accreditation, featuring birth center's photos, logo & contact info.
 - The AMU must remove all references to CABC-accreditation, including the CABC seal and link to CABC website, from the AMU's website within 14 days of receipt of the notice of suspension or revocation.
 - And no further ACH Payments will be processed by CABC.

- **REFUND POLICY:** There are no refunds for monthly subscription, which stops at the cancellation month.
- **ADDITIONAL FEES:** The AMU may be billed for additional fees above and beyond monthly payments provided in the Fee Schedule. See Addendum A.
All fees are subject to change without notice; however wherever feasible AMU will be provided with 60 days' notice of purpose, amount and when due.
- **DISCLAIMER OF WARRANTIES:** The AMU agrees that the CABC has made no express warranties to you regarding accreditation and that accreditation is being provided to you "as is" without warranty of any kind. CABC disclaims all warranties with regard to the accreditation process, express or implied, including, without limitation, any implied warranties of fitness for a particular purpose, merchantability, merchantable quality, or non-infringement of third-party rights. Some states or jurisdictions do not allow the exclusion of implied warranties, so the above limitations may not apply to the AMU.
- **LIMIT OF LIABILITY:** In no event will CABC be liable to the AMU for any loss of use, interruption of business, or any direct, indirect, special, incidental, or consequential damages of any kind (including lost profits) regardless of the form of action whether in contract, tort (including negligence), strict product liability or otherwise, even if CABC has been advised of the possibility of such damages. Some states or jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to the AMU.

Declaration:

I have the authority to execute this Agreement on behalf of

(legal name and address of Alongside Midwifery Unit required on line above)

I have read the Agreement and agree with all the terms.

Signature of the Alongside Midwifery Unit's Representative

Date

Name of the Alongside Midwifery Unit's Representative

Title

Signature of CABC Representative

Date

Name of the CABC Representative

Title



Getting Started with Accreditation

Initial Registration:

The Initial Registration fee is required to begin engaging in the CABC accreditation process. Payments are due before registering for the Initial Site Visit as follows:

- ◇ **First half of total** is due in order to gain access to the Accreditation Training, Materials, Resource Center, Mentor Program
- ◇ **Second half** is due in order to schedule the site visit review.

Initial Registration forms include a signed Accreditation Agreement with policies outlined and automatic payment set-up, with start date specified, in preparation to become an Enrolled Birth Center.

Birth Center Location Type	Rate
Primary Location of Birth Center	\$4000
+ Remote Location	+ \$4000 each
+ Local+1 Location	+ \$2000 each

***The Site Visit will not be scheduled until the Initial Registration is paid in full.*

1-Yr Starting Point

A new birth center or alongside midwifery unit who has been open less than one year or has had less than 100 births will be applying for a 1 year accreditation with CABC.

3-Yr Starting Point

A new birth center or alongside midwifery unit who has been open more than 1 year or has had more than 100 births may apply for a 3 year accreditation with CABC.



1-Year Review: Re-accrediting after 1 year accreditation

Birth Center Location Type	Rate
Primary Location of Birth Center	\$3300
+ Remote Location	+ \$3300 each
+ Local+1 Location	+ \$1650 each

***The 1-Year Review Site Visit will be scheduled after the 1-Year Review fee is paid in full.*

Enrolled Birth Center (EBC):

The total monthly fee is paid to CABC according to the payment option and schedule chosen in each Birth Center's Accreditation Agreement. This is provided on a monthly basis regardless of the payment frequency interval chosen.

All monthly fees are calculated using the monthly rate multiplied by the number of months in the frequency interval (3 for quarterly and 12 for monthly).

Monthly fees begin 30-days after a birth center's start date for an accreditation certificate on the 3-year cycle and continue for as long as accredited. This includes future site visit expenses.

Birth Center Location Type	Rate
Primary Location of Birth Center	\$250/month each
+ Remote Location	+ \$250/month each
+ Local+1 Location	+ \$125/month each



CABC Designations for Multiple Locations

When one business entity has more than one location, CABC has designations for three different types of locations.

Location Type	Definition
CABC Primary	<p>The CABC Primary location is the base of birth center operations for the business entity. This location designation can be changed upon review of a request from the business entity.</p> <p>When more than one location is established at inception of the business entity, the business entity must notify CABC of its preference for the Primary Location prior to paying any fees.</p>
CABC Remote	<p>Each location must share all of the following documents with the Primary location:</p> <ul style="list-style-type: none">• P&P (as defined in the <i>CABC Indicators</i>)• Chart forms• Personnel forms
CABC Local+1	<p>Additional location(s) must have all the characteristics of the CABC Remote location designation, plus share all of the following with the Primary location:</p> <ul style="list-style-type: none">• Same Site Visit date• All health records are available at CABC Primary location for the site visit• All personnel files are available at CABC Primary location for the site visit• Same birth center staff, including credentialed providers (as defined by the <i>CABC Indicators</i>), including: all staff participate in the same staff meeting AND 30 minutes or less travel time from one facility to the other <p>In addition to the usual site visit for one CABC Primary location, each site visit that includes CABC Local+1 location(s), will add the following tasks regarding each CABC Local+1 location:</p> <ul style="list-style-type: none">• Verify the locations meet CABC Local+1 criteria• Review 10 health records of clients who gave birth at that location• Interview with personnel from the transfer hospital• Check the facility

Non-Ordinary Fees

Additional Review: Non-ordinary Site Visit required

The Additional Review may be required of any birth center engaged or enrolled in CABC accreditation in order to confirm requirements are met.

Birth Center Location Type	Rate
Primary Location of Birth Center	\$3300
+ Remote Location	+ \$3300 each
+ Local+1 Location	+ \$1650 each

***The Additional Review site visit will be scheduled after the Additional Review fee is paid in full.*

Appeal Fee

When the CABC decision is to defer or deny accreditation, the Birth Center has a right to submit an appeal within 30 days of the decision and request a review by a second CABC panel. An additional fee of **\$1500** will be billed to the birth center.

Site Visit Change Fee

When a site visit has been booked and the birth center negotiates a change in the site visit dates, an additional fee of **\$1000** will be billed to the birth center.

Temporary Accreditation Extension: May be granted under special circumstances

The CABC only grants temporary accreditation extensions for compelling and extenuating circumstances. Requests must be submitted in writing, before the site visit date is set.

- **Fee:** **\$855** regardless of duration.
- **Duration:** up to 6 months beyond the expiration date on the most current CABC accreditation certificate.
- ***Please note:** The subsequent accreditation renewal date is *not* extended and remains the same.

Late Payment Fees

6% interest and a late fee of **\$25** are added to unpaid accounts 10 days after the due date.

If you have any questions or if cost is a barrier, please contact CABC:

877.241.0262 · Admin@BirthCenterAccreditation.org