

NCASES



The National Commission for the Accreditation of Special Education Services

The only accrediting body developed specifically
for private special education programs

How to Prepare for NCASES Accreditation

NCASES Commissioners

Helen Bosch

Vista Life Innovations

hbosch@vistalfeinovations.org

Dr. Greg Zink

St. John of God Community Services

gzink@sjogcs.org

Why NAPSEC Created NCASES...

Given the growth in the number of special education agencies, a national need for accountability, and advocacy for rights of persons with disabilities existed. NCASES seeks to:

- to maintain quality control within private special education programs,
- to maintain and improve quality in the industry,
- to assist families with selecting quality programs.

Mission Statement



To insure that a set of standards exists that allows special education agencies to voluntarily validate their purpose by being measured against national standards relative to the best current practices available in special education.

NCASES Commission

A committee consisting of experts in the field of special education with a demonstrated records of accomplishment leadership.

Commissioners:

- Oversee the accreditation process
- Analyze site review reports
- Make accreditation determinations

NCASES Accreditation



- Is based on published, objective guidelines & standards
- Includes a crucial self-study process
- Verified by NCASES trained education professionals with oversight by the Commission
- An option is available for dual accreditation with Council on Accreditation (COA)

Why Seek NCASES Accreditation

- It allows an agency to initiate a process for self-improvement
- It promotes a culture of excellence
- It provides the agency with feedback regarding demonstration of best-practice standards
- It enhances recognition and fundraising efforts
- It assist families with identifying quality programs
- It compliments and enhances licensing requirements
- There are savings of time and money in doing dual NCASES/COA accreditation process

Accreditation Eligibility



The applicant agency:

- Has been in operation at least two years
- Provides special education services
- Provides services in defined, identifiable programs
- Directly employs staff to provide services
- Has licensure/approval as required by state and local regulatory bodies and is/remains in good standing.

Accreditation Steps

- Secure and complete an application
- Application submitted & accreditation materials sent
- Self-study & 5 sets of dates for site visit (Sun-Mon-Tues-Wed)
- Visit by Site Review Team
- Site Review Team written report completed
- Draft report sent to program for review/comment
- Final report sent to Commission for review
- Accreditation decision by Commission

Resources



1. Agency Guide to Accreditation

2. Standards Manual

3. Self-Study

3. NCASES Website www.ncases.org

2018 Standards

- The applicant agency must comply with all 50 standards.
- Standards have one or more components.
- Each component has a listing of suggested evidence that can demonstrate compliance.
- No standard can be identified as not applicable without the prior approval of the Commission.

FINANCE

Insurance

Standard: The agency maintains insurance as protection for its governing body, staff, student/client, funds, and properties.

Required Components: A, B, C

Score for Standard 1: Compliant _____ Noncompliant _____

A. The agency carries insurance that meets the following minimum requirements:

- Fire and theft insurance to cover at least 80% of the assessed value of the agency's property
- Professional and facility liability coverage
- Workers' compensation coverage that meets state requirements

Suggested Evidence of Compliance:

Current insurance policies

List of all insurance policies carried by the agency

Liability Insurance documents demonstrating that board members, trustees, officers, volunteers and employees of the agency are indemnified against liability incurred while acting properly on behalf of the agency.

Fiscal/administrative staff interviews

Copies of applicable federal and/or state requirements if available

B. All persons delegated the authority to sign checks or manage funds are bonded at the agency's expense.

Suggested Evidence of Compliance:

List of persons approved to sign checks

Document demonstrating bonding

Interview all appropriate staff

C. The agency's insurance program is evaluated annually to assure appropriate coverage.

Suggested Evidence of Compliance:

Documented review process

Staff interviews

Self-Study Phase

Getting Prepared:

- Organization confirms strong leadership commitment
- Get organized – schedule time to prepare
- Form an accreditation preparation committee
- Establish Sub-committees to focus on specific sections of standards – get staff involved
- Establish an organized system for linking evidence to specific standards
- Complete Self-study form
- Submit Self-Study form with site visit date request

On-Site Review



- Visits last three and one-half days – Sunday, Monday, Tuesday, and Wednesday
- The number of site reviewers are dictated by the size of the program and number of locations.
- Reviewers provide verification of organization's compliance with standards

Site Review Team Visit



- ✓ Schedule
- ✓ Process
- ✓ Daily Staff Debriefing
- ✓ Staff Involvement
- ✓ Hospitality
- ✓ Exit Interview

Scoring of Standards



Compliance

compliance is unequivocal and readily documented and/or observed

Non-compliance

Compliance cannot be demonstrated

Final Steps

- Team submits draft report to NCASES Office after site visit completed
- NCASES provides agency with draft for review. Agency reviews, and submits written response in agreement to the report or comments/questions on specific areas
- Once report is finalized, NCASES Commission determines if the agency is to be accredited.

Accreditation Outcomes



- Accreditation
- Deferral – non-compliant standards sited - 90 day corrective action report requested
- Denial

Integrated Accreditation Option

On the NCASES Application

- ✓ Request an NCASES & COA integrated accreditation

When applying for NCASES-COA integrated accreditation, you will need to contact COA directly and apply for their accreditation. NCASES and COA will coordinate your joint visit schedule.

COA Contact Information
120 Wall Street. 11th Floor
New York, NY 10005
866-COA-8088 Toll Free
212-797-1428 Fax
www.coanet.org Web Site

Any Questions?

Danielle Johnson
NAPSEC Executive Director

napsec@napsec.org

Helen Bosch

hbosch@vistalfeinovations.org

Dr. Greg Zink

gzink@sjogcs.org