

CARF Readiness Assessment Checklist

This self-assessment checklist is designed to help behavioral health organizations evaluate their preparedness for a CARF survey. It is not a substitute for a full readiness review.

1. Governance & Organizational Structure

- Mission, vision, and values are documented and communicated to staff
- Organizational chart is current and clearly defines reporting structure
- Leadership roles and responsibilities are formally defined
- Strategic planning process is documented
- Quality improvement oversight is assigned to leadership

2. Program Policies & Procedures

- Policies reflect current operations (not generic templates)
- Policies include review dates and revision history
- Staff are trained on policies relevant to their role
- Admission and discharge criteria are defined
- Incident reporting procedures are documented

3. Clinical Documentation

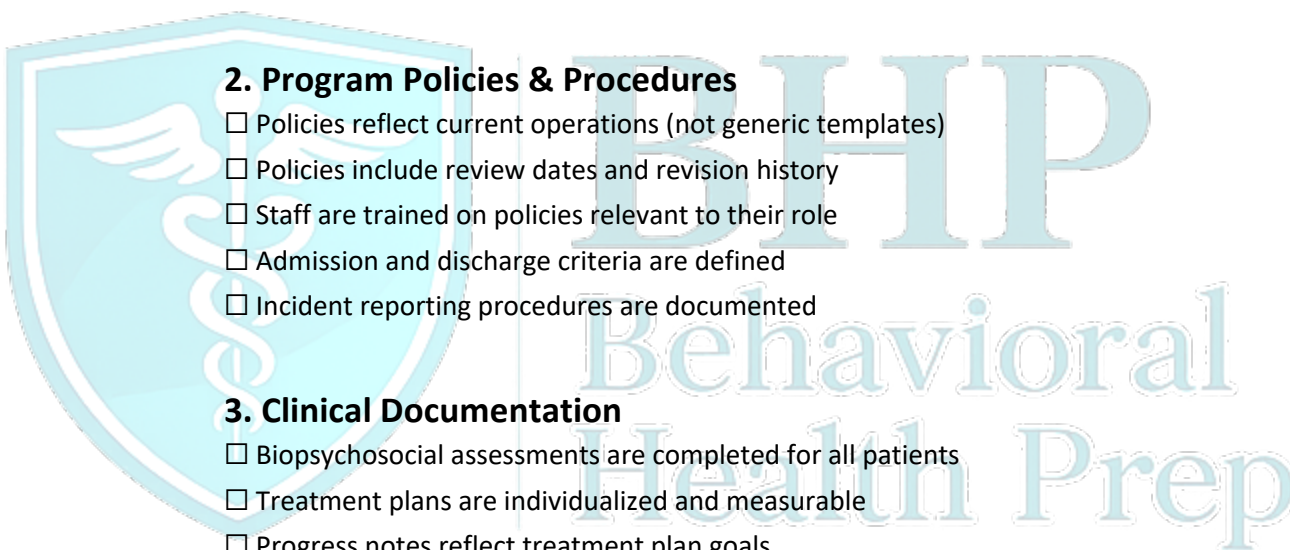
- Biopsychosocial assessments are completed for all patients
- Treatment plans are individualized and measurable
- Progress notes reflect treatment plan goals
- Discharge summaries are completed
- Documentation timelines are clearly defined

4. Quality Improvement

- Quality improvement plan is documented
- Performance indicators are defined
- Outcomes are tracked and reviewed regularly
- Incident trends are analyzed
- Improvement actions are documented

5. Staff Qualifications & Training

- Staff credentials and licenses are verified
- Job descriptions are documented



- Orientation program exists for new staff
- Ongoing training expectations are defined
- Performance evaluations are conducted

6. Risk Management & Safety

- Incident reporting system exists
- Emergency procedures are documented
- Infection control practices are implemented
- Medication management protocols are defined
- Privacy and confidentiality policies are enforced

7. Program Operations

- Admission procedures are clearly defined
- Patient orientation process is documented
- Program schedule is structured and documented
- Discharge planning procedures are defined
- Coordination with outside providers occurs when appropriate

Total Score: _____

Scoring Your Readiness

Give yourself 1 point for each checked item.

0-10 points: Significant preparation likely needed before pursuing accreditation.

11-20 points: Some foundational elements are present but gaps likely exist.

21-30 points: Moderate readiness but detailed review recommended.

31-35 points: Strong foundation, though most organizations still benefit from a review.

Common CARF Survey Findings

- Policies that exist but are not implemented
- Treatment plans that are not individualized
- Missing quality improvement documentation
- Incomplete staff training records

Many programs believe they are prepared until documentation and implementation are reviewed in detail.

Behavioral Health Prep provides consulting services for behavioral health organizations preparing for CARF accreditation. Our services typically include policy review, chart audits, compliance gap analysis, and a readiness report identifying specific corrective actions. Schedule a consultation to review your readiness score and identify next steps toward CARF accreditation.