

GUIDE TO RESPONDING TO ALL POST-SITE VISIT REPORTS VIA HARD COPY

To ensure that the Accreditation Commission reviews your response to the PAR (and possibly subsequent submissions), COA will only accept responses that are organized and formatted according to the following 11 guidelines:

1. Address a copy of your entire response *and* the PAR to **David Robertson, Manager of Commission**.
2. Place a sheet of paper between each standard section, e.g. G1, G2, etc., and label each accordingly, e.g. G1, G2, etc.
3. Paginate all of the materials sent starting with Page 1. **Do not paginate within each standard section.**
4. Provide a Table of Contents that delineates the page(s) on which documentation is presented for each standard response.
5. **Standard Citations:** In the upper right hand corner of each page you must type in or write the number of the standard that you are responding to, e.g., G1.1.01, G2.1.01, etc. If you are using the same documentation for two or more responses, you must type in or write the numbers of the standards that the response covers. For further clarity you may highlight sections of the documentation by **typing in or writing** the number of the standard in the right hand margin. **If the PAR responses are missing standard citations, you risk having the responses returned to your organization.**
6. Your responses, including case records and reports, **must be paginated**. If you are submitting sections from a booklet or manual, please send only the relevant sections and bracket (**do not highlight**) what you are referencing.
7. **Do not submit documentation for your responses on colored paper.**
8. **Do not include documentation that is on double-sided pages.** You risk not having the Commissioners read those double-sided submissions.
9. **Do not staple or bind your response.** Instead, put it in a binder.
10. Redact (white-out, erase, etc.) the following information which may be contained in your response:
 - **The names of clients in all materials *including* case records. Note: Failure to redact the names of clients will be deemed non-compliance with confidentiality standards and sent back to your organization for proper redacting.**
 - **Your organization's name, logo, address, city and state, zip code, telephone and area code number, letterhead, program names and any other organizational information or images; the names of your Executive Director, Board and staff in all materials, including case records and other reports. COA will not accept liability arising from the exposed identity of the organization or its clients which may be contained in the organization's response.**
11. The Accreditation Commission is not provided with a copy of your *Self Study*. If you choose to use any material contained in your *Self Study* as documentation, you must resubmit it as described above.