



## **Interim Virtual Site Visit Procedures Overview**

This document is an overview of the interim virtual site visit process. The virtual site visit is a process to re-accredit centers during COVID-19 concerns. Additional resources detailing the full process are forthcoming.

### **Technology Requirements for the Virtual Site Visit**

To prepare and complete the virtual site visit, centers will need the following:

1. Access to a stable internet connection that can run a live video chat platform such as Zoom.
2. Access to a portable device that has live video chat capabilities in all areas of the facility.
3. Capability to upload large video files to Dropbox.

### **Assignment of Site Visitors**

Once a center is approved for a virtual visit, PATH Intl. staff will assign site visitors. The site visitor assignment process will follow the process as described in the PATH Intl. Accreditation and Reaccreditation Booklet.

### **Preparing for the Site Visit**

To prepare for the virtual site visit, the center will submit documentation that meets the compliance demonstration of the standards. Upon application approval for a virtual site visit, PATH Intl. will provide the center and site visitor with secure access to Dropbox. The Dropbox folder for each site visit will only be accessible by the center representative, assigned lead and associate site visitor and PATH Intl. staff.

Included in the Dropbox folder is a preparation checklist. The checklist includes the standards and specifies what type of documentation is needed for each standard.

To meet the different compliance demonstration requirements, centers must have all documentation submitted two weeks prior to the scheduled visit via the secure Dropbox link. Once all the documentation has been uploaded, the center representative will contact the lead site visitor and PATH Intl. staff. Documentation will include the following:

1. All applicable written documentation other than those that require randomly selected files in the compliance demonstration
2. A list of personnel and volunteers who will be on-site the day of the visit
3. Videos and photos
  - a. A full facility walk-through with video
  - b. Photos of facility could be of areas that are hard to capture on video such as, ventilation, light switches, restrooms, etc.

The site visitors will meet at a minimum one week prior to the visit to review submitted documentation. At that time the lead and associate visitor will complete the pre-visit form and determine what additional information is needed the day of the visit such as additional paperwork, areas of the center that need to be viewed via Zoom the day of the visit, etc.

## **Day of the Visit**

The virtual site visit will be conducted using Zoom using a portable device (such as a phone or tablet) and a desktop computer in an office space for interviews and paperwork review, if available. Prior to the start of the scheduled site visit time, it is recommended that the center check their internet connection both in the office and around the facility.

The visit will be led by the lead site visitor and include the following:

1. Review random paperwork and records for all appropriate standards with compliance demonstrations requiring random selection and review
2. Interviews
  - a. Interviews with personnel and volunteers are conducted as dictated by compliance demonstration to the standards. These interviews could be done with personnel or volunteers in an office or during the facility walk-through.
  - b. Walk through of facility  
The facility walk-through is conducted on a phone, tablet or other portable device via a live video stream and with the site visitors.
3. Demonstration of Standards that Require Observation
  - a. Live demonstrations for standards that require site visitor observation to meet compliance demonstration or conducted in an office (random paperwork) or during the facility walk-through

## **Scoring**

The lead and associate site visitors meet privately to discuss final scoring. They will communicate with the center representative when to join the Zoom call again to complete scoring. Once scoring is completed the site visitors and center representative will sign and complete comment forms and if necessary, the immediate corrective action form.

Documentation uploaded to Dropbox will be deleted upon final accreditation approval. The score form, comment sheets and immediate corrective action form (if necessary), will be kept in the center's file according to the PATH Intl. policy and procedure for paperwork retention.

## **Other Considerations for the Virtual Site Visit**

Additional Preparation Resources (Coming Soon)

The PATH Intl. Accreditation Committee has prepared resources to assist centers in preparing for the virtual site visit. Those resources include links for how-to videos for Zoom, Skype and Google Meet, how to prepare a quality walk-through video(s) and how to best utilize the preparation checklist. The PATH Intl. Accreditation Committee will conduct a live webinar to assist centers with the process. The webinar will be recorded and available to centers for free.

In addition, the PATH Intl. Accreditation Committee has prepared a site visitor training webinar. This webinar will be mandatory for all site visitors.