



An Integral Service of



Ed's House HPCO Accreditation Review, February 2025

Report to Governance Committee

Prepared by Sherry Gibson, Director Hospice Services

I have been asked by Trish to provide you with an update on our upcoming 3 year accreditation cycle for 2025-2027 for our hospice programs In-Home Visiting, Residence, Spiritual Care and Grief and Bereavement.

I have included the timeline as provided on our compliance site and (if you can read the small print) is thorough. When tasks have been completed, they are crossed out. Our current accreditation expires August 9, 2025.

As with our initial accreditation, the process is being led by Sharon Sbrocchi, Community Manager. Other senior leadership staff that play a key role in data collection: Trish, Joel, Becca/Debbie (clinical leadership) and myself. We have a due date for evidence collection of February 15th. Final edits, organization and submission of evidence (completed by Sharon) will take place between then and April 15th. We have a final submission due date from HPCO of May 1st. A site visit by accreditation reviewers will be scheduled following the HPCO peer review.

To refresh your memory on the process:

1. We engage in a self review against HPCO standards.
2. Evidence is collected, demonstrating compliance.
3. Evidence is submitted electronically.
4. The chosen review team evaluates this evidence, and provides feedback via a printed Accreditation Report. A pass is 90% or higher and the report falls into 2 categories – commendations/opportunities and required improvements. We passed with a score of 97.18% which we were very proud of!
5. Improvements are addressed by submitting a Quality Improvement Plan.
6. We continue to meet compliance requirements throughout the next 3 years.
7. The next cycle process begins 6 months prior to the expiry.

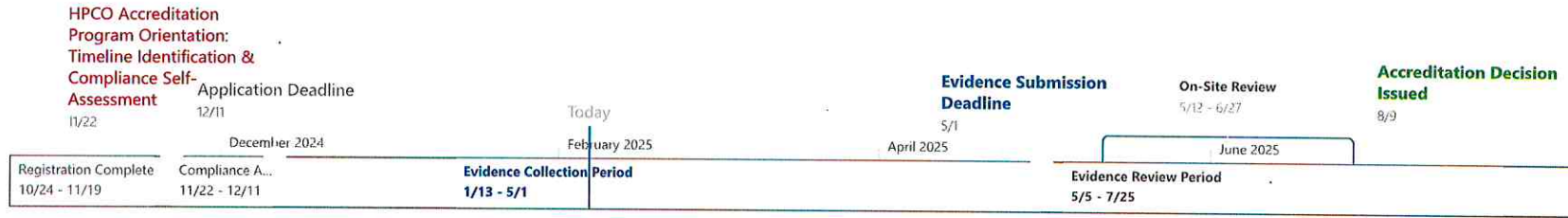
It is important to note the fees associated with accreditation:

Registration/Renewal	\$450
Application Fee	\$880
Review Fee	\$5,460
Maintenance Fee #1	\$800
Maintenance Fee #2	\$800



Community Care Northumberland & Ed's House Northumberland Hospice Care Centre 2024

Accreditation Timeline



[+ new task](#) or [edit this list](#)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Task Name	Description	Start Date	Due Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Registration-Complete	*** Org declares intent to participate in Accreditation Program; signs Participation Agreement; pays Registration Fee	October 24, 2024	November 19, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Registration-Fee-Invoice-#1920	*** Invoice #1920 issued thru QuickBooks Oct 25/24; PAID Oct 25/24 by Visa *2448	October 25, 2024	October 25, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HPCO Accreditation Program Orientation: Timeline Identification & Compliance Self-Assessment	*** 1pm - 1:30pm ; HPCO meets with org staff to determine program timeline and orient them to use of tool for self-assessment of compliance to the Standards		November 22, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Compliance Assessment Period	*** Organization self-assesses to HPCO Standards	November 22, 2024	December 11, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application-Fee-Invoice-#1954	*** \$880 + HST due alongside Application; Invoice #1954 issued thru QuickBooks Dec 12/24 - PAID Jan 7/25	December 12, 2024	January 10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application-Deadline	*** Compliance Assessment received December 11/24 ; Org submits self-assessment of compliance to Standards for HPCO Review		December 11, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application-Review-Meeting	*** Not applicable - 99.6% compliance indicated ; 1:1 meeting between HPCO & org to discuss eligibility & preparedness of org to complete Accreditation		
<input type="checkbox"/>	<input type="checkbox"/>	SAS Orientation: Evidence Collection	*** TBD ; Orientation to evidence collection tools & templates and use of SAS for submission of evidence		
<input type="checkbox"/>	<input type="checkbox"/>	Evidence Collection Period	*** Org staff collect evidence, upload to SAS, and "attach" as needed	January 13	May 1
<input type="checkbox"/>	<input type="checkbox"/>	Evidence Review Invoice #	*** \$5,460 + HST due alongside Evidence Submission; Invoice to be issued 3wks prior to deadline; paid TBD		May 1
<input type="checkbox"/>	<input type="checkbox"/>	Evidence Submission Deadline	*** Org provides evidence of compliance to HPCO Standards		May 1
<input type="checkbox"/>	<input type="checkbox"/>	Evidence Review Period	*** Peer Reviewers assess submitted evidence and conduct Site Visit Review Meeting	May 5	July 25
<input type="checkbox"/>	<input type="checkbox"/>	On-Site Review	*** TBD ; Peer Reviewers meet with org reps to discuss evidence and seek further clarification as needed	May 12	June 27
<input type="checkbox"/>	<input type="checkbox"/>	Accreditation Decision Issued	*** Delivered in writing by HPCO		August 9



Compliance Analysis



Evidence Analysis

Standard Statement

✓ Select	Full Code	Standard Statement Category	Standard Statement
<input type="checkbox"/>	OO.ADM.1	Human Resource Management (Employees)	All employees are an integral part of a hospice; all staff should be and feel valued and empowered in the workplace.
<input type="checkbox"/>	OO.ADM.2	Community Relationships	The hospice strives to enhance community awareness of its services which includes developing relationships with, and being responsive to, groups who are underserved or marginalized.
<input type="checkbox"/>	OO.ADM.3	Information Privacy	The organization abides by the legal and ethical responsibility to maintain the confidentiality and privacy of all personal information (PI) and personal health information (PHI) whether in written or electronic form, in accordance with current legislation, best practices, and professional standards.

1 - 3

Select a Standard Statement by clicking on the arrow icon to see related Criteria and Evidence Requirements. Click the related Edit button to update either.

Criteria

Edit	Criteria Sequence	Criteria Description	Compliance Assessment
There are no items to show in this view of the "Criteria" list. To add a new item, click "New".			

Evidence Requirements

✓ Edit	Evidence Sequence	Evidence Requirement	Evidence Type	Evidence Documents
There are no items to show in this view of the "Evidence Requirements" list.				