



Policy & Procedure Manual	<i>Section:</i>	<i>P. & P. #</i>
<i>Written By:</i> <i>Chief Executive Officer</i>	<i>Subject:</i> <i>Creating Excellence Together Standards for Service Providers</i>	<i>Page #</i> 1
<i>Original Issue Date:</i> <i>January 10, 2000</i>		<i>Revision Date:</i> <i>March 2003</i>
<i>Approval:</i> <p style="text-align: center;">Chief Executive Officer _____ L. D. (Laurie) Kennedy</p>		
<p>Purpose: To provide a consistent minimum standard to review Service Providers funded by the Persons with Developmental Disabilities Northwest Alberta Community Board.</p> <p>Policy: All Service Providers receiving funds from the Persons with Developmental Disabilities Northwest Alberta Community Board will achieve and maintain criteria under Creating Excellence Together Standards of:</p> <ul style="list-style-type: none"> A. Certification B. Accreditation (Striving for Quality) <p>Procedure:</p> <ol style="list-style-type: none"> 1. Service Providers will be reviewed every three years by the Alberta Association of Rehabilitation Centres (AARC)/Persons with Developmental Disabilities Northwest Alberta Community Board (PDD) Partnership Team. <ol style="list-style-type: none"> a) Upon successful completion of Certification or Accreditation, the Service Provider will be informed by AARC and PDD. <ul style="list-style-type: none"> ▪ The Certificate will be presented at the next convenient PDD Board Meeting. ▪ Under unique circumstances, the Certificate may be delivered on site. b) Should a Service Provider not achieve Certification: <ul style="list-style-type: none"> ▪ AARC and PDD will inform them of their status. ▪ The Service Provider will be given eight months to achieve the standing. A PDD staff person will be assigned to assist the Service Provider with the action plan. During the eight months review, no new individuals will be assigned to the Service Provider. Should the Service Provider not achieve Certification, individuals will be informed that their funding will not be renewed with that Service Provider. 		
<p>Vision: <i>Persons with Developmental Disabilities as Leaders and Partners in a world without barriers.</i></p>		