

Topic:	Planning ASES Implementation
Document type:	Handout: Stages of ASES Accreditation Planning

Stage 1 (2-6 months)	Stage 2 (2-8 months)	Stage 3 (2-6 months)
<ul style="list-style-type: none"> - Develop a governance strategy for your accreditation process - Develop an internal and external communication and engagement strategy to implement throughout - Make sure you are getting client input for the accreditation and more broadly for your organisational quality improvement approach - Get to know the requirements of the Standards by studying the ASES official Evidence Guide - Undertake a detailed self-assessment carefully rating how your organisation meets/doesn't meet all of the 98 requirements in the ASES Certificate Level - Develop an ASES Workplan to address any gaps that your self-assessment has identified - Start gathering your evidence that you will provide to your External Assessor 	<ul style="list-style-type: none"> - After completing your ASES Workplan repeat your self-assessment and link all of your evidence to your updated assessment - Research the options of the External Assessors Provider Panel on the South Australian Department of Human Services (DHS) - Select an External Assessor and sign a contract with them - Provide your self-assessment and evidence to your External Assessor - Answer any question that the Assessor has as they complete the desktop review of your assessment and evidence - Work with your External Assessor to plan your site visit and develop an agenda - Work with your staff, clients and partner organisations to make sure that they are available for interviews at the site visit - Get written consent from a representative sample of clients for the Assessor to review their files 	<ul style="list-style-type: none"> - Undertake your external assessment site visit - Receive the Draft Assessment Report - Provide evidence-based comment on the report if you think any of the ratings are incorrect - Work with your External Assessor to develop your Quality Action Plan (QAP) based on their report for any areas that require more work - Complete and submit your QAP - When the DHS has reviewed the final draft of the report and QAP they will quality check it and may have some questions - Respond to any queries about your QAP from the External Assessor and the Service Excellence Team in the SA Department of Human Services - Receive your Certificate of Accreditation and ASES Logos - Congratulations you have achieved accreditation! This will mean you will be able to promote your ASES accreditation to your consumers/stakeholders and use the logo on your website, emails, etc.