



COUNCIL ON SOCIAL WORK EDUCATION

Site Visitor Drop-In Session

August 2, 2024
12:00 – 1:00 PM ET



Topics for our Session

Announcements
and Updates

Registration
Response
Questions

Open Discussion
Time



Announcements and Updates

Matching Timeline Updates

- Winter 2025 site visit matching is complete! Assignments have all been sent.
- There will likely be opportunities for emergency visit assignments. If you marked on availability forms that you are willing to help with emergency assignments, you may be contacted.
- The next site visit matching cycle is spring 2025:
 - Availability forms sent by email 9/1/2024
 - Availability forms will be due 10/1/2024
 - Site Visits Assigned by 12/1/2024
 - NEW: Spring Visit Cycle dates are April 1- April 30



Important Dates for Site Visitors

Site Visit Availability Form	Site Visit Assignment	BOA Reviews Program and Issues a Letter of Instruction (LOI)	Site Visitor Receives LOI from Accreditation Specialist	Site Visit Occurs	Site Visit Report Due to Accreditation Specialist	Agenda Date Reaffirmation Decision
January 1 – February 1	By April 1	June BOA Meeting	July	September 15 – October 15	2 weeks after visit concludes	February BOA Meeting
May 1 – June 1	By August 1	October BOA Meeting	November	January 15 – February 15	2 weeks after visit concludes	June BOA Meeting
September 1 – October 1	By December 1	February BOA Meeting	March	April 1– April 30	2 weeks after visit concludes	October BOA Meeting

Annual Data Forms



- [Site Visitor Ethical and Behavioral Guidelines and Pledge](#)
- [Site Visitor Data Form](#) (different than availability form)
- If you did not get an email from me this week about this, then I have your forms. Thank you!

Site Visitor Experience Survey

- Due July 31, but if you wanted to participate and missed the deadline, please submit in the next few days.
- Thank you for participating! We will review your feedback and use it to continue improving our processes and resources.
- Survey link: [Site Visitor Experience Survey \(qualtrics.com\)](https://www.qualtrics.com/jivoteam/survey/Site-Visitor-Experience-Survey)



Policy and Procedure Updates



- Policy Updates will be published soon with new policies highlighted.
- Including:
 - Report formatting and guidelines
 - Virtual visit guidelines
 - Contingency planning
- Many of the policy updates this year are codifying guidelines and suggestions into policy.
- The goal is to offer more clarification for visitors and programs.

Upcoming Site Visitor Training Dates

- November 7, 2024, 12- 3 pm ET
 - <https://cswe.zoom.us/meeting/register/tZcof-uhrjgtGtIDuovgNwPn2PfQ3zk5TeX1>
- November 15, 2024, 12- 3 pm ET
 - <https://cswe.zoom.us/meeting/register/tZwrfuGrqTsrGdV8AA3khIrvLCh37DdaN6K4>

Attendance is required for new visitors (2024-2027 cohort) and optional for returning visitors (2023-2026 cohort) who want a refresher.



Next Drop-In Session Dates

- December 6, 2024
 - February 21, 2025
 - May 2, 2025
 - August 22, 2025
-
- Sessions have been held from 12-1 PM ET this year, if there is a better time let us know!
-
- ❖ Calendar invitations will be sent by email with a link to register.



Site Visitor Sessions at APM

- **BOA Info Session**
 - Open to Site Visitors and anyone else who is interested in BOA
 - Bring a friend!
 - Day and time TBD
- **Site Visitor Connect Session**
 - Open to Site Visitors only
 - Day and time TBD
- **Accreditation Volunteer Reception**
 - Open to Site Visitors and BOA Members only
 - Saturday, October 26, 2024, at 5 PM



Registration Response Topics

Virtual Site Visits

- Expectations for virtual and in-person site visits are the same including:
 - Content
 - Deadlines
 - Preparation (except travel arrangements)
 - Site Visit Schedule
- Virtual visits should be held on an interactive teleconferencing platform and the program is responsible for setting up and hosting the virtual meetings.
- Visitors should have all the information about how and when the meetings will be conducted in advance (in the site visit schedule), just like with in-person visits.
- Virtual and in-person templates and samples are found here: [Site Visit Information | CSWE](#)
- [Virtual Visit Guidelines and Tips](#)



Refresher for Visitors

- **60 Days before the visit:** Programs should reach out to the visitor/s to start planning
- **30 days after the BOA meeting:** The specialist sends the LOI to the visitor/s and the program.
- **30 days before the visit:** Travel arrangements are finalized, and the program sends their documents
- **1 week before the visit:** The site visit schedule finalized between the visitor and program jointly
- **2 weeks after the visit:** The site visit report is due to the accreditation specialist



Refresher for Visitors

- Before the visit:
 - Visitors use the LOI and the General Questions Bank to plan the content of the visit.
 - Visitors are expected to respond to each question outlined by the BOA in the LOI.
 - Visitors can pick any questions from the General Questions Bank to respond to the general standards.
 - Visitors and programs decide together which stakeholders are included in the meetings, and visitors can then plan which questions to ask which stakeholders.
- During the visit:
 - Visitors meet with each stakeholder, sometimes with the primary contact and sometimes without.
 - Visitors conduct an exit meeting with the primary contact (at least), summarizing the findings of the visit and what will be included in the site visit report.
- After the visit:
 - Site visit report is submitted to the specialist no later than 2 weeks after the visit.
 - Reimbursement is submitted directly to the program unless other arrangements are made.
 - All other contact with the program about the visit ends after the visit.
- Reminder: Resources mentioned above and the Site Visitor Training slides can always be accessed on the resources page ([Site Visit Information | CSWE](#))



Open Question/ Discussion Time

Site Visitor Resources

Accreditation Volunteer Resources:

Always check the website for the most current forms and accreditation updates!

- Reaffirmation site visits policies, templates, and resources: [Site Visit Information](#)
- Policies and procedures regarding the site visit can be found in section 6.6, *Site Visit Information*, of the [Accreditation-Policy-Handbook.pdf \(cswe.org\)](#)
- Information on becoming a site visitor: [Becoming a CSWE Site Visitor](#)
- Board of Accreditation Directory: [Board of Accreditation](#)

Accreditation General Resources:

- Accreditation Homepage: [Accreditation | CSWE](#)
- Accreditation Policies: [Accreditation-Policy-Handbook.pdf \(cswe.org\)](#)
- Reaffirmation Process: [Accreditation Process | CSWE](#)
- Reaffirmation Training (free for site visitors): [Training | CSWE](#)
- 2022 EPAS Accreditation Toolkit: [2022 EPAS | CSWE](#)
- 2015 EPAS Accreditation Toolkit: [2015 EPAS | CSWE](#)
- Directory of Accredited Programs: [Accreditation Directory | CSWE](#)
- Directory of CSWE Staff: [Staff Directory | CSWE](#)
- CSWE Board of Accreditation (BOA) Decisions: [BOA Decisions | CSWE](#)



THANK YOU

...for volunteering with CSWE! Social Work
accreditation wouldn't be possible without you.

A follow-up email will contain this slide deck for reference.