



COUNCIL ON SOCIAL WORK EDUCATION

Site Visitor Drop-In Session

December 6, 2024
12:00 – 1:00 PM ET



Today's Topics

1. Announcements
and Updates

2. Resource
Highlight

3. Registration
Response
Questions

4. Open Discussion
Time



Announcements and Updates

Matching Timeline Updates

- **Spring 2025** site visit matching is complete! Assignments have all been sent.
- There are always some opportunities for emergency visit assignments. You may be contacted to assist with an emergency visit if you have indicated on the availability form that you're willing to help.
- **Fall 2025** will be the next round of matching
 - Availability forms sent by email **1/6/2025**
 - Availability forms will be due **2/1/2025**
 - Site Visits Assigned by **4/1/2025**
 - Fall Visit Cycle dates are **September 15-October 15**



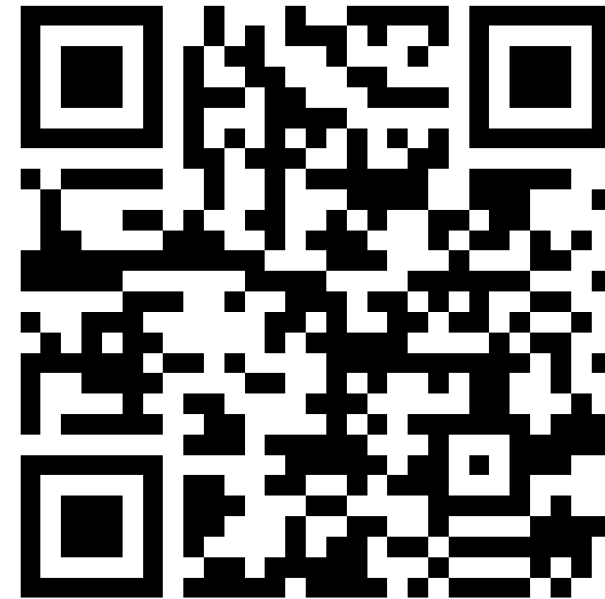
Important Dates for Site Visitors

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

Board of Accreditation Interest

- Board of Accreditation applications will be open in **April 2025**.
- If you are interested in serving on the board, now is a good time to start thinking about it and let us know any questions you have.
- Virtual information sessions will be held in early spring.
- The Becoming a CSWE Accreditation Volunteer page has more information about the role of a BOA member and the application process.
 - [Becoming a CSWE Accreditation Volunteer | CSWE](#)

BOA Interest Form



<https://forms.office.com/r/vYugDP4v8n>



Policy and Procedure Updates



- The updated Accreditation Handbook will be published this month.
- New/ revised policies will be highlighted in yellow.
- Including:
 - Report formatting and guidelines
 - Virtual visit guidelines
 - Contingency planning
- Many of the policy updates this year are codifying guidelines and suggestions into policy.
- We hope this will offer more clarification for visitors and programs.

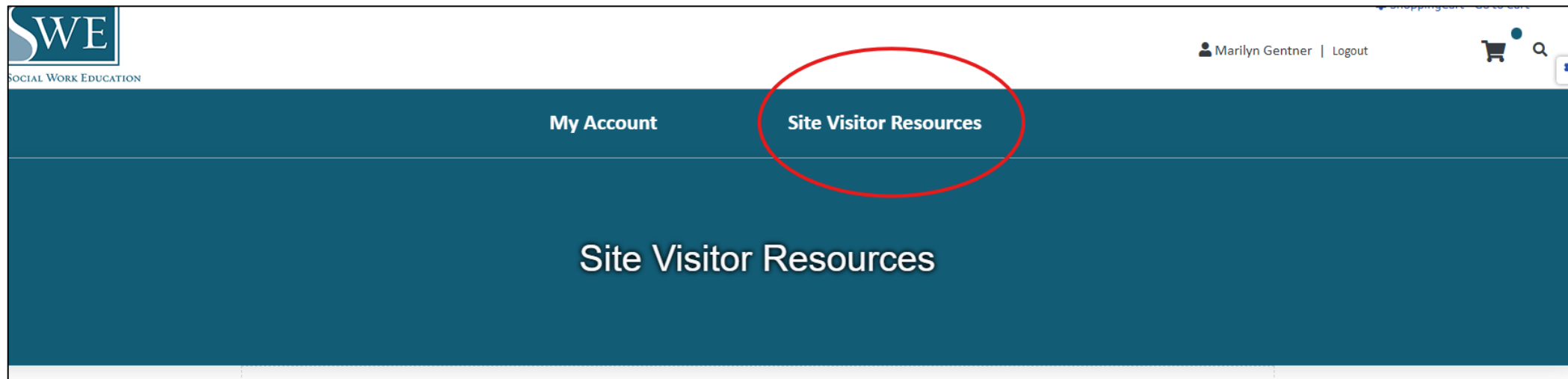
Next Drop-In Session Dates

- February 21, 2025
 - May 2, 2025
 - August 22, 2025
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- Sessions are held from 12-1 PM (ET)
 - Calendar invitations will be sent by email with a link to register and are also available on the **new private Site Visitor Resources page.**



How to Access the Site Visitor Resources Library

1. Go to membership.cswe.org/Site-Visitor-Resources
2. Login to your membership account (or link to your program to become a member, if needed)
 1. Click “keep me signed in if I close the browser” (for ease, if you choose)
3. Recommend bookmarking this page in your browser
4. “Site Visitor Resources” will appear at the top of your screen
5. Access resources anytime!



Registration Response Topics

Co-located Visit Basics

- Co-located refers to a type of visit in which both the baccalaureate and master's programs are on the same reaffirmation agenda and will be visited in the same visit cycle with one site visitor assigned to each program level.
- Co-located does not mean that the site visits are combined. Each program level is reviewed by separate site visitors.
- Co-located visitors plan their questions, collect their general questions and LOI question responses, and document the responses relevant to their assigned program in the site visit report
- Site visitors are cc'd on the assignment emails and program LOIs for both program levels for planning purposes. Site visitors are responsible for their assigned program level only but may review the other program's LOI to **look for areas of synchronicity across programs**.
- Visitors may meet before the site visit to plan and review things like documents, the visit agenda, etc.
- Planning meetings with the program may also be combined, including logistics planning meetings if applicable.



Types of Co-located Visits

- The structure and format of a co-located is determined before assignment, via a combination of program option (virtual or in-person visit) and the program's preference for the visits to be conducted concurrently or on different dates as submitted on the program site visit planning form.
- Visit types are as follows:
 1. Concurrent dates, same format
 - Visits are conducted on the same day in the same format, meaning that both visitors are either both in person or both virtual.
 2. Concurrent dates, different formats
 - Visits are conducted on the same day, but in different formats, meaning that one visitor is in person and one person is virtual.
 3. Separate dates, same format
 - Visits are conducted on the different dates, but in the same format, meaning that both visitors are either both in person or both virtual.
 4. Separate dates, different formats
 - Visits are conducted on different days and in different formats, meaning that one visitor is in person and one person is virtual.
- It is becoming more common to have visits with separate dates and/or separate formats as there are many programs with an in-person program option (usually BSW) and an online only program option (usually MSW).
- The type of co-located visit can impact the feasibility of combining pre-visit planning meetings or combining on-site meetings with stakeholders but visitors and program primary contacts are permitted to communicate across program levels in any co-located visit type.

Co-Located Visit Planning

- If the program has different primary contacts for each program level, note that while both contacts may be included in email communications and planning meetings, your communication about the visit should primarily be with the contact for your assigned program level.
- While not required, it can be helpful to combine some stakeholder meetings so that both site visitors are meeting with the same stakeholder/s at the same time, while still focused on gathering their own general questions and specific questions from the LOI.
- What types of meetings can be combined?
 - Meetings that apply to both programs, such as:
 - a. Opening meeting with institutional administrators
 - b. Meetings with stakeholders that can answer specific questions that have been cited on both LOIs
 - c. Exit meeting
- Be sure to schedule enough time in combined meetings for both visitors to ask questions from their specific LOI.
- Only document responses relevant to the program you are assigned to.
- Visitors should not reference the program they are not assigned to in their visit report, except perhaps to designate a meeting that was conducted jointly.



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](#))



Resource Highlight

Setting the Tone and Stage on the Site Visit– NEW

Link: [Setting the Tone and Stage Document](#)

Setting the Tone and Stage on the Site Visit | Optional Resource

Purpose:

- This is an optional resource to assist site visitors in setting the tone and stage while meeting with the program and its stakeholder on the site visit.
- We encourage site visitors to use this resource to assist in setting a collegial, friendly, and professional tone at the visit while setting clear boundaries and expectations.
- Site Visitors can use this as a guide during site visits and are welcome to modify the language to fit the situation and the visitor's own style.

Setting the Tone:

- Bring a warm and collegial attitude of partnership, as programs may have anxiety about the process
- Come with curiosity and not a “gotcha” mentality

Setting the Stage

- Abide by [ethical and behavioral guidelines](#) as well as their own professional boundaries
- Explain the accreditation process and site visitor role to all stakeholders



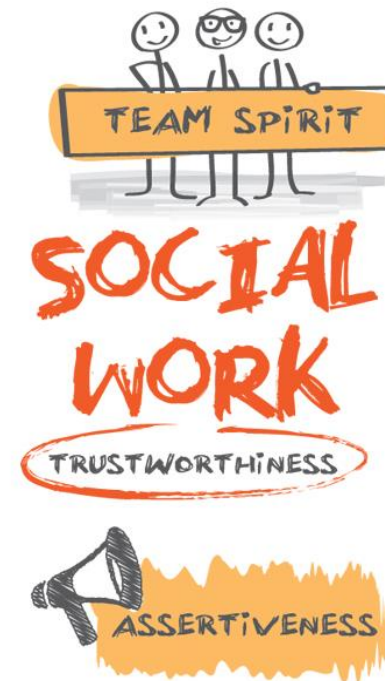
Reminder: ADEI Conversations in Visits

- Stick to the language of the accreditation standards, recognizing that programs may elect to use the language reflective of their context when discussing their program with the visitor
- Site visitors are to use General Questions Bank and EPAS language per the BOA-issued Letter of Instruction (LOI), and only ask questions that you feel comfortable asking and to whom you feel comfortable asking.
- Clarify that you are unable to determine compliance
- Refer programs to CSWE resources (e.g., Interpretation Guide)
- Refer programs their CSWE accreditation specialist to discuss any concerns programs have regarding meeting accreditation standards or use of specific terms due to legislative action
- Remember the volunteer ethical guidelines
- Do not provide consultation on state / federal legislation



Social Work Skills in ADEI Conversations

- Active listening
- Affirm feelings
- Be empathetic
- It's okay to say "I am not sure" or "I don't know"

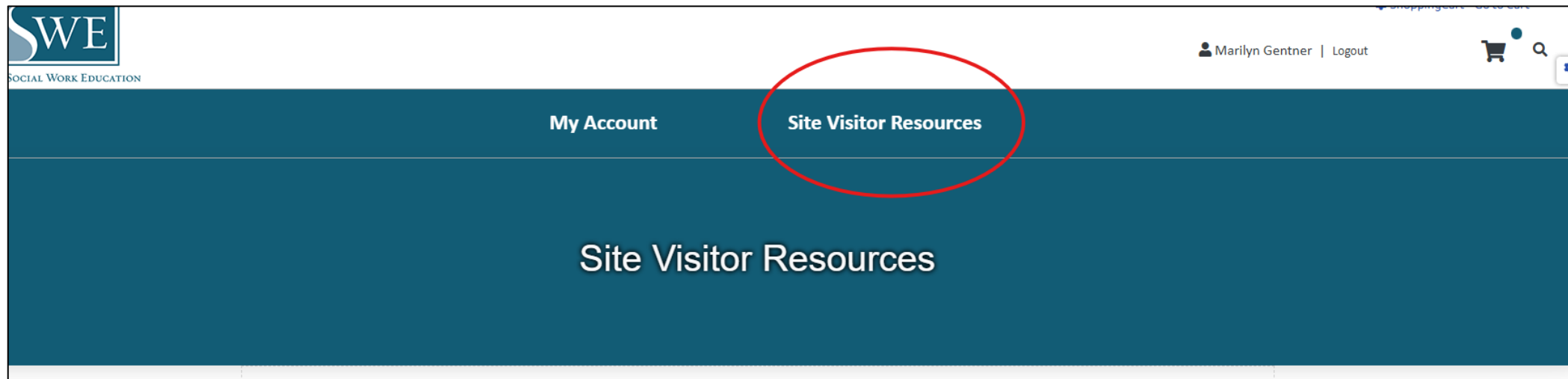


Open Question/ Discussion Time

Site Visitor Resources

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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.