



Parent Companies Tip Sheet

COA has begun to accredit organizations that use a separate entity to operate administrative functions (hereinafter "admin entity"). Typically the functions that these admin entities manage and operate are human resources and/or financial management.

In order for COA to accredit the organizations using admin entities, a few extra action steps are necessary:

- I. Organizations need to supply COA and the Peer Team with a detailed overview of their structure, as well as advise of any administrative functions that are completed by another entity.
- II. Organizations need to supply COA with an up-to-date organizational chart that outlines the hierarchy and structure of the organization, including the role of the admin entity.
- III. Organizations will need to complete a matrix provided by COA that lists all of the *8th Edition Standards*. The organization will identify the standards that are completed by the admin entity, as well as those standards the organizations themselves complete.
- IV. COA will send an experienced team to review relevant documentation and files of each entity, as well as conduct interviews with appropriate officers, directors and/or stakeholders of each entity.

COA is able to accredit contracted organizations if they provide at least one service that matches a COA service section.

COA is able to work with admin entities to discuss their options for accreditation, including a dual site visit with the contracted organization.

Organizations that are subsidiaries of larger organizations are able to be accredited by COA without the parent company pursuing accreditation if they maintain their own 501(c)3 or corporate identity. The above mentioned steps would apply to these organizations.

The Council on Accreditation partners with human service organizations worldwide to improve service delivery outcomes by developing, applying, and promoting accreditation standards.

To learn more about COA, please call 866-COA-8088 or visit our website at www.coanet.org.