



Procedure Name:	<b>Expedited Renewal Process</b>
Applicable to:	Programs, Program Specialists, Peer Reviewers
Effective Date:	February 2016
Date(s) of revision:	June 2018, September 2018
Other References:	

Programs that have earned the Iowa Family Support Credential may be eligible for a streamlined renewal process. The streamlined renewal is expedited to take less time and effort to prepare for the onsite peer review and will have a condensed peer review. To earn the expedited renewal process the following must be met:

- 1) Program must have 90% or higher adherence to all 1<sup>st</sup> and 2<sup>nd</sup> order standards on the previous Peer Review Report at the conclusion of the initial site visit.
- 2) Only previously credentialed Iowa Family Support programs are eligible. If the organization has additional programs that need credentialed which were not included in the previous peer review, the programs that have not been credentialed will need to go through the original process to receive their initial credential. Technical assistance may be provided for up to three years for the new program to achieve adherence to the standards before the peer review is scheduled.
- 3) Expedited process is available on alternating renewal cycles. Organizations cannot apply for an expedited renewal if the previous credential was awarded through an expedited renewal process.
- 4) Expedited Peer Review must have 50 or less second order standards being reviewed
- 5) Programs must review the changed policies prior to submitting their application for TA. This will be submitted with their application.
- 6) All policies must include date (year only) revised. If nothing has changed on that policy since last credential use date of last credential. If policy has changed since last credential use the revised date.

#### Process for the Iowa Family Support Expedited Renewal Credential

- 1) Submit a box (or flash drive) with evidence for the following:
  - a. Any policies/procedures and evidence that the organization or program has changed significantly since receiving the initial credential.

- b. Any policies/procedures and evidence that are new due to Iowa Family Support Standards updates.
  - c. Any policies/procedures and evidence that did not receive a 1 or 2 rating on the previous review.
  - d. Policy/procedures and practice for standards:
    - i. 2.01, 3.01, 3.04, 4.01, 4.02, 4.03, 6.03, 10.05, 10.06, 10.07, 11.04, 13.01, 13.02, 13.03, 13.04, 14.05, 14.06, 17, 20.01, 21.01, 21.04, 25.03, 25.07, 26.02, 27.01, 27.02, 29.06, 32.03 (28 second order standards)
    - ii. New Staff Only (or New Supervisors Only): 14.01, 14.03, 14.04, 15.03, 24.01, 24.02, 24.03, 24.04, 24.05, 24.06, 24.07, 29.01, 29.02, 29.03, 29.04, (15 second order standards)
- 2) The expedited peer review will be a one day review to include the following:
- a. Program participants, Family Support Professional and Family Support Supervisors interviews.
  - b. Boards/Community Partners/Funders as determined by IFSTAN Coordinator depending on applicability. Interview panels may be combined if appropriate.
  - c. Interview on how program has sustained continuous quality improvement for the credentialed program(s).
  - d. Review of participant files to ensure practice follows standards. Peer Reviewers will review up a minimum of 5 participant files or up to 10% of participant files, whichever is greater. Peer Reviewers will review a maximum of 10 participant files.
  - e. Review of personnel files for all new program staff since last peer review. Current Mandatory Report certificates will be reviewed for all program staff.
  - f. Review of training files for all new program staff since last peer review. Copies of complete training files or logs will be submitted to the peer reviewers prior to the peer review in the box.
  - g. Review of supervision files for a portion of the participants as determined by the peer reviewers.
  - h. Conduct a home visit/group observation as determined by **program**, as the schedule allows determined by IFSTAN Coordinator.