



Parent Companies Tip Sheet

COA has begun to accredit organisations 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 organisations using admin entities, a few extra action steps are necessary:

- I. Organisations 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. Organisations need to supply COA with an up-to-date organisational chart that outlines the hierarchy and structure of the organisation, including the role of the admin entity.
- III. Organisations will need to complete a matrix provided by COA that lists all of the *8th Edition Standards*. The organisation will identify the standards that are completed by the admin entity, as well as those standards the organisations 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 organisations 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 organisation.

Organisations that are subsidiaries of larger organisations are able to be accredited by COA without the parent company pursuing accreditation if they maintain their own corporate identity. The above mentioned steps would apply to these organisations. Note to A & T: very few Canadian organisations are 'companies' and I can't think of any here in BC that would operate as a subsidiary. I can't be sure that some of the larger organisations in eastern Canada don't operate this way though. I think if we delete the '501(c) 3' reference, it should be fairly clear to an organisation of this kind.

The Council on Accreditation partners with human service organisations 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
www.coacanadastandards.org*