

ACA camp accreditation visits in 2021 will maintain the integrity and rigor of the ACA accreditation peer-review process and educational focus, allow camps to continue with the accreditation cycle, meet accreditation criteria, and prioritize the health of staff, campers, and ACA volunteers. Continuing to prioritize frequent and open communication between camps and ACA volunteer visitors is paramount. As a reminder, the local office has the authority to require a site visit before the next expected visit year. Hybrid and virtual visit options are intended only for the 2021 accreditation visit year. The visit option that is best for each camp will depend on local COVID-19 protocols as well as the type of camp and programs operated.

2021 HYBRID VISITS

This option is most appropriate for camps that need to minimize on-site exposure to outside guests due to local health regulation guidelines, insurance recommendations, or other extenuating circumstances related to COVID-19. The option is a hybrid of in-person observation and virtual scoring.

HYBRID VISIT PROCESS OVERVIEW

The camp and ACA volunteer visit team will schedule the hybrid visit in two parts.

1. In-person on-site observation day: This is to be scheduled on a single day while the camp is in operation and when most program activities are happening.
2. Virtual scoring session: This must occur within 24 hours of the on-site observation.

ELEMENT OF A HYBRID VISIT	IN-PERSON	VIRTUAL
Site Visit - ACA volunteer visitors will physically visit the site to tour the camp, observe the program/activities in operation, and interview/talk with the director, staff, and campers as appropriate (on-site observation day).	X	
Document Organization for Review - Camps will organize all applicable written documentation for the Expanded Written Document Review (E-WDR) in a cloud-based system of their choice (e.g., Google Docs, Box, Dropbox) by May 15, 2021 . <i>It is highly recommended the camps utilize the E-WDR space in the Accreditation Portal for sharing document links.</i>		X
Scoring - Scoring of all applicable standards occurs through a video meeting within 24 hours of the in-person observation (virtual scoring session).		X
Document Review - A hybrid visit will rely on sharing most written documentation through the camp's cloud-based system, but it may be more appropriate to provide some documents during virtual scoring, for example, certifications or insurance documents. Some written documentation may be seen during the in-person observation, such as signage.	X	X
Technology - The camp will take responsibility for the technical capacity to host the hybrid visit. The camp must be experienced and comfortable with an interactive Zoom/video meeting and have a reliable internet connection.		X
Recording - There will be no video or audio recording of any video meetings, in-person visits, observations, WDR, or scoring.	X	X

HYBRID VISIT TECHNOLOGY AND ACCESS REQUIREMENTS

Video Meeting Platform – A reliable video meeting platform will be necessary due to the time needed to conduct a hybrid visit. If neither the camp nor the ACA volunteer visitors can host a full-day video meeting, contact your ACA staff for assistance.

Cloud-based Documents – The camp will provide the ACA volunteer visitors access before the hybrid visit on-site observation day and during the hybrid visit virtual scoring session to all the camp's written documentation via the shared document space of their choosing. We highly recommended the camp utilizes the E-WDR space in the Accreditation Portal for link sharing.

Technology Requirements – The following are required for both camp and ACA volunteer visitors:

- Have reliable internet access.
- Have working and tested video, microphone, and speakers.
- Have the understanding and experience to screen share in a video meeting.
- Have the ability to be in both the video meeting AND the shared document space to review needed materials during the hybrid visit.
- Have accessible the ACA Accreditation Portal to be used during the virtual visit.

PRIOR TO THE HYBRID VISIT

- **Communication** – It is the responsibility of both the camp and the ACA volunteer visitors to keep communication frequent and responsive throughout the previsit and visit process. Decide together the frequency and method of communication and commit to the agreed-upon plan.
- **Camp Health Screening Process** – Camp will share with the visitors the camp health screening procedures and expectations. If the visitors are not able to comply with the requirements, they will contact ACA.
- **Complete E-WDR** – The camp's timely completion and the timely review and feedback by the ACA volunteer visitors are expected.
- **Provide Shared Access** – The camp will ensure that the ACA volunteer visitors have the appropriate access to ALL camp documentation for the E-WDR and scoring purposes.
- **Set a Date** – The camp and visit team together will set a date for the on-site observation and coordinate the virtual scoring session. Be sure to set the date shortly after the camp and visit team are assigned.
- **Coordinate Video Access** – The camp and visit team will coordinate the virtual visit video meeting access.

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- **Make a Plan** – In advance, the camp will send the ACA volunteer visitors the hybrid visit observation day plan for their review; to include the camp tour schedule with locations, activities, and times for observation of as much of camp as possible. Reminder, for safety precautions, the intent of the hybrid visit is to minimize the amount of time ACA volunteer visitors are on-site. The plan will minimally include:
 - Camp’s health/COVID-19 screening procedures that the visitors will follow.
 - Camp activity and staff interview schedule as pertinent to the standards.
 - Considerations about any relevant camp safety guidelines

THE DAY OF THE HYBRID VISIT *ON-SITE* OBSERVATION

- **Safety** – Camp and ACA volunteer visitors will follow the recommended ACA in-person visit guidelines that address health and safety precautions.
- **Plan** – The visit will follow the agreed-upon *hybrid visit on-site observation day plan*. Reminder, for safety precautions, the intent of the hybrid visit is to minimize the amount of time ACA volunteer visitors are on-site.
- **“Interviews”** – The ACA volunteer visitors will talk with the director, staff, and campers as needed per a standard’s compliance demonstration.
- **Observed Missed Mandatory Standards** – Any missed mandatory standard that the ACA volunteer visitors observe will require an Immediate Corrective Action (ICA) to be written on site.
- **No Recording** – There will be no video or audio recording of any on-site observations, tour, or meetings.

VIRTUAL SCORING SESSION

- **Schedule** – The video meeting for the virtual scoring session must be completed within 24 hours of the on-site observation.
- **Distractions** – Camp and ACA volunteer visitors will need to be in a location free from as much distraction and noise as possible. The virtual scoring session has the same importance as an in-person visit.
- **Score** – Scoring will take place on the day of the virtual scoring session. Scoring is applicable just as it is during any other visit year. Camps that do not meet a particular standard will be scored “no”; any missed mandatory standard will require an Immediate Corrective Action (ICA). An ICA written during the on-site observation is scored “no” during the virtual scoring session.
- **Written Documentation** – On the day of the virtual scoring session, ACA volunteer visitors will review any documentation not provided through the E-WDR. All written documentation must be accessible the day of the virtual scoring session, including documents previously reviewed through the E-WDR. ACA volunteer visitors may need to look at previously reviewed documentation.
- **No Recording** – There will be no video or audio recording of any video meetings, observations, E-WDR, tour, scoring.

EXPANDED WRITTEN DOCUMENTATION REVIEW (E-WDR)

All applicable standards that require written documentation

The primary intent of the E-WDR is to provide timely pre-visit education and feedback to the camp and allow for improvements by the camp to written documentation before the visit if needed. Additionally, the time invested in the E-WDR should provide valuable time for director/staff interviews and discussion, observations, and more efficient scoring on the day of the visit.

- **Timing** – Camps written documents are due to the ACA volunteer visitors by **May 15**. Camps and ACA volunteer visitors decide together on the timing of submission of the camp's written documentation.
- **Cloud-based Documents** – It is highly recommended for camps to organize documents in a shared cloud storage space of their choice (e.g., Google Docs, Box, Dropbox). If a camp can only provide written documents in hard copy (paper), a camp, at their own expense, shall mail to each visitor COPIES of their organized written documentation. **CAMPS SHOULD NOT MAIL THEIR ONLY COPY OF DOCUMENTS.**
- **Accreditation Portal** – It is highly recommended the camps utilize the E-WDR space in the Accreditation Portal for sharing document links.
- **Feedback** – The ACA volunteer visitors will provide in writing to the camp any feedback on the camp's submitted written documentation. Camps and ACA volunteer visitors may also meet by video meeting or phone to review documents or go over the ACA volunteer feedback. Reminder, any meetings between camps and ACA volunteers that happen prior to a scheduled visit will be conducted by video meeting, by phone, or by email.
- **No Recording** – There will be no video or audio recording of any video meetings or E-WDRs.

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