

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 the best for each camp will depend on local COVID-19 protocols as well as the type of camp and programs operated.

2021 IN-PERSON VISITS

This option is most appropriate for camps operating in a normal or close-to-normal environment. This is the usual accreditation on-site visit that occurs with additional COVID-19 safety considerations. The safety of the camp and ACA volunteers is prioritized, and time spent in camp is minimized.

IN-PERSON VISIT PROCESS OVERVIEW

It is important for the 2021 season for ACA volunteers to minimize time spent on site, as much as possible. To accomplish this, the Expanded Written Documentation Review (E-WDR) is to be submitted by the camp. This will allow for a greater portion of the on-site time to be spent observing the camp operation and interviewing with key camp personnel and for less time to be spent on the review of documents. Scoring will take place the day of the site visit.

- **In-Person** - Camp and visit team will schedule the in-person site visit to take place on a "typical program day," and camp should be in full season operation. The intent is for ACA volunteer visitors to observe as much of a normal program day as possible, including interviews with key staff and camper and observations of program activities in action.
- **Cloud-based Expanded Written Documentation Review (E-WDR)** - Camps will organize all applicable written documentation for the E-WDR in a cloud-based system of their choice (e.g., Google Docs, Box, Dropbox) by **May 15, 2021**. *It is highly recommended the camps utilize the E-WDR space in the Accreditation Portal for sharing document links.*
- **No Recording** - There will be no video or audio recording of any on-site observations, tours, video meetings, WDR, or scoring.

PRIOR TO THE IN-PERSON VISIT

- **Communication** - It is the responsibility of *both* the camp and the ACA volunteer visitors to keep communication frequent and responsive throughout the pre-visit 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 ACA volunteer visitors the camp health screening procedures and expectations. If the ACA volunteer 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.

PRIOR TO THE IN-PERSON VISIT

- **Provide Shared Access** – The camp will ensure that the ACA volunteer visitors have the appropriate access to ALL camp documentation for E-WDR.
- **Set a Date** – The camp and visit team together will set the date for the in-person visit. Be sure to set the date shortly after the camp and visit team are assigned. Camp and ACA volunteer visitors must plan for a full day.
- **Make a Plan** – In advance, the camp will send the ACA volunteer visitors the *in-person visit day plan* for their review; to include the camp tour schedule with locations, activities, and time for observation of as much of camp as possible. The plan is to include at least the following:
 - Camp's health/COVID-19 screening procedures that the ACA volunteer visitors will follow.
 - Camp activity and staff interview schedule as pertinent to the standards.
 - Considerations about any relevant camp safety guidelines.
 - Location and set up for scoring (see in-person visit procedures for guidance).
 - Inclement weather plan, to include alternate scoring location.

THE DAY OF THE IN-PERSON VISIT

IMPORTANT: The in-person visit day process remains as outlined in the Accreditation Process Guide v.2019 and the Accreditation Process Workshop, except for added in-person safety guidelines.

Safety – Camp and ACA volunteer visitors will follow the camp health screening guidelines or ACA's Safety Guidelines for 2021 In-Person On-Site Accreditation Visits, whichever are more strict. Including:

- Indoor time during the on-site visit should be minimized as much as possible.
- ACA volunteers and camp director should wear masks (face covering that covers nose and mouth) at all times during the site visit. A face shield alone is not considered an appropriate face covering.
- Camp directors and ACA volunteer visitors should stay at least 6 feet apart at all times, including touring and scoring time.
- Camp staff and campers should wear masks at all times if they are with ACA volunteer visitors.
- During scoring, no documents or materials should be shared or handled by both camp staff and ACA volunteer visitors (everyone needs their own pen, pencil, binders, documents, computer, etc.). Digital documentation is preferred; however, if the camp provides materials in paper form, the camp must prepare identical documentation sets for each ACA volunteer visitor to use during the scoring process.
- ACA volunteer visitors should enter occupied indoor areas only when everyone is wearing a mask.
- ACA volunteer visitor should bring their lunch to eat outside and at least 6 feet apart from others or eat camp lunch only if outside and at least 6 feet from others.

THE DAY OF THE IN-PERSON VISIT

- **Plan** – The visit will follow the agreed-upon *in-person visit day plan*. Reminder, plan for a full day for the in-person visit.
- **Written Documentation** – On the day of the in-person visit, ACA volunteer visitors will review any documentation not provided through the E-WDR. All written documentation must be accessible the day of the in-person visit, including documents previously reviewed through the E-WDR. ACA volunteer visitors may need to look at previously reviewed documentation. See information above for document handling details.
- **Score** – Scoring will take place on the day of the in-person visit. 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).
- **"Interviews"** – The ACA volunteer visitors will talk with the director and other staff as needed per a standard's compliance demonstration.
- **No Recording** – There will be no video or audio recording of any video meetings, virtual visits, 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 previsit 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.

More Information: [ACAcamps.org/2021visits](https://www.acacamps.org/2021visits)