

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)

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2021 VIRTUAL VISITS

Important: A virtual visit is available only for camps that are *currently accredited*. If a camp chooses this option and accreditation is achieved, the camp will be required to participate in an in-person visit in 3 years (2024).

This option is most appropriate for camps that cannot host outside visitors on site due to local health regulation guidelines, insurance recommendations, or other extenuating circumstances related to COVID-19.

On-site observation is a keystone to the accreditation program; the virtual visit is an exception due to the global pandemic. It should be considered only if an in-person or hybrid visit is not feasible.

VIRTUAL VISIT PROCESS OVERVIEW

- **Not In-person** – A virtual visit will involve no in-person or on-site observation. Director/staff interviews and scoring occurs virtually. Because the virtual visit will not include on-site observations, camps will need to be as descriptive as possible during the virtual visit day. Scoring of all applicable standards will occur during the virtual visit. Any meetings between camps and ACA volunteers that happen prior to a scheduled virtual visit will happen virtually, by phone, or by email.
- **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.*
- **Cloud-based Documents for Virtual Visit** – A virtual 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 the virtual visit day, for example, certifications or insurance documents.
- **Single-day Video Meeting** – The camp and ACA volunteer visit team will schedule the virtual visit on a *single day* to occur while the camp is in operation. The virtual visit will take place through a video meeting platform such as Zoom. Camps will ensure that key camp staff are available and talk with the ACA volunteer visitors during the virtual visit, in the same way they would during an in-person visit. For most camps, this means the virtual visit must be scheduled during a typical camp day.
- **Video Meeting Platform** – The camp will take responsibility for the technical capacity to host the virtual visit. The camp must be experienced and comfortable with an interactive Zoom/video meeting and have a reliable internet connection.
- **Privacy** – There will be no video or recording of any video meetings, virtual visits, observations, WDR, or scoring.

VIRTUAL VISIT TECHNOLOGY AND ACCESS REQUIREMENTS

- **Video Meeting Platform** – A reliable video meeting platform will be necessary due to the time needed to conduct a virtual 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 and during the virtual visit 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 virtual visit.
- Have accessible the ACA Accreditation Portal to be used during the virtual visit.
- Have access before and during the virtual visit to all the camp written documentation.

PRIOR TO THE VIRTUAL 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.
- **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 E-WDR and scoring purposes.
- **Make a Plan** – In advance, the camp will send the ACA volunteer visitors the virtual visit day plan for their review; to include a staff interview schedule. We recommend the video meeting be no more than 90 minutes at a time, with a 30-minute break between sessions.
- **Set a Date** – The camp and visit team together will set a SINGLE date for the virtual 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 of video meeting.
- **Coordinate Video Access** – The camp and visit team will coordinate the virtual-visit video meeting access.

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

THE DAY OF THE VIRTUAL VISIT

- **Distractions** – Camp and ACA volunteer visitors will need to be in a location free from as much distraction and noise as possible. The virtual visit day has the same importance as an in-person visit.
- **Plan** – The visit will follow the agreed-upon *virtual visit day plan*. Reminder, plan for a full day for the virtual visit and ensure the plan includes scheduled breaks.
- **Written Documentation** – ACA volunteer visitors will review any documentation not provided through the E-WDR on the day of the virtual visit. All written documentation must be accessible the day of the virtual visit, including documents previously reviewed through the E-WDR. ACA volunteer visitors may need to look at previously reviewed documentation.
- **Score** – Scoring will take place on the day of the virtual 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. The virtual visit will rely on conversation and interviews with appropriate staff to describe the camp operations and programs.
- **No Recording** – There will be no video or audio recording of any video meetings, virtual visits, observations, E-WDR, tours, 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 (in-person only), 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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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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