



**GUIDELINES FOR SUBMITTING A QUALITY IMPROVEMENT PLAN**

Attached is a form for your use in submitting a quality improvement plan (QIP). Quality improvement efforts are regarded by CARF as integral and critical facets of the accreditation process. Guidelines for completing the form are as follows:

1. Respond to all items listed as **Recommendations** in the body of the survey report. You need not respond to consultative points or suggestions made in other paragraphs.
2. Identify each recommendation standard number as it is listed in your Survey Report (for example, E.2.a). Follow with a brief response that indicates the steps that have been taken or are being taken to address the recommendation. Indicate estimated dates for completion of “in process” items, where appropriate. Do not repeat the wording of the recommendation from the survey report in your QIP.
3. Do not include any copies of your organization’s forms, policies, procedures, memos, pamphlets, documents, or other attachments with the QIP. CARF will only review your written response to each recommendation.

Upon receipt of the QIP, CARF will review your progress toward addressing the recommendations and acknowledge the plan in a letter to your operational leadership. The QIP will be included in the packet of materials sent to the next survey team. During the next survey visit the team will review this further to make the determination whether the actions you have taken have brought your organization into conformance to the standards. Additional information concerning the interpretation of specific standards is available by calling the CARF office.

Please note that the submission of a QIP within 90 days following your initial notice of accreditation is a CARF Accreditation Condition and is required to maintain accredited status. For more information refer to the Accreditation Conditions in the current standards manual.

We encourage you to approach the completion of the QIP as an additional opportunity to enhance the quality, value, and outcomes of your services. If you would like further assistance, please do not hesitate to contact us toll free at (888) 281-6531.

Please send the completed QIP electronically to the CARF customer service unit under which you are accredited:

- |                                    |  |
|------------------------------------|--|
| Behavioral Health:                 | <a href="mailto:bh@carf.org">bh@carf.org</a>   |
| Child and Youth Services:          | <a href="mailto:cys@carf.org">cys@carf.org</a> |
| Employment and Community Services: | <a href="mailto:ecs@carf.org">ecs@carf.org</a> |
| Medical Rehabilitation:            | <a href="mailto:med@carf.org">med@carf.org</a> |
| Opioid Treatment Programs:         | <a href="mailto:otp@carf.org">otp@carf.org</a> |

If you are unable to submit the QIP electronically, you may send the completed plan via regular mail to the Tucson, Arizona, office or fax it to (520) 318-1129 to the attention of the appropriate department listed above.



**QUALITY IMPROVEMENT PLAN**

**BH**

Company ID Number: 111111

Survey Number: 12345

**ABC Foundation, Inc.**  
 100 Main Street  
 Tucson, AZ 85756  
 US

Accreditation Decision:  
 Accreditation Expiration Date:  
 Survey Date(s): through

***Return to CARF by***

Completed by (Name): \_\_\_\_\_

Date Completed: \_\_\_\_\_

Job Title: \_\_\_\_\_

Standard Number for Recommendation	Action to be Taken	Completion Date (Actual or Estimated)

(Please make additional copies of this form as needed)