

## Reporting Requirements Between Surveys

**Purpose.** To provide ongoing communication throughout the three-year accreditation/certification cycle between the accredited or certified organization and JCI Accreditation to ensure the organization continues to meet the accreditation or certification requirements after becoming accredited or certified.

**Policy.** The organization must update its E-App not more than 15 calendar days of implementing any of the following:

- Addition of a new service or program for which JCI has standards, including any additions or deletions of type of health service(s)
- A change in the organization/program name and/or ownership, including any significant number leadership or management changes in the organization or clinical departments, or changes in operating policies and procedures
- A change in the contact person(s) that the organization/program has designated for all accreditation- or certification-related communications
- A change in the organization's or program's leadership and/or any personnel designated as JCI primary contacts
- Offers at least 25% of its services at a new location or in a significantly altered building/physical facility;
- An expansion of its capacity to provide services, or use of its services,, by 25% or more as measured by beds, patient visits, pieces of equipment, or other relevant measures
- A reduction of its capacity to provide services, or use of its services, by 25% or more as measured by beds, patient visits, pieces of equipment, or other relevant measures
- Development of a more intense level of service (for example, adding inpatient invasive diagnostic cardiology when originally providing only outpatient cardiac rehabilitation, or adding additional emergency room beds)
- Merges with, consolidates with, or acquires an unaccredited or uncertified site, service, or program for which there are applicable JCI standards
- A significant change in the organization's ability to provide services for an extended period of time such as closure of services or sections of buildings due to construction or some type of natural disaster such as hurricane, tornado, typhoon, or fire, among others
- A responsible governmental or regulatory authority has conducted an investigation or inspection resulting in recommendations for improvement or an adverse outcome that necessitates an immediate change in the organizations (for example, mandated closure of all or part of the organization or a department(s), program(s), or service(s) that prohibits the organization from providing care to patients)
- A physician's license, registration, or certification to practice medicine and to provide care to the organization's patients has been either revoked, cancelled, terminated, or limited by a legal/regulatory authority(s) or by the organization and the licensed independent practitioner is still providing care in the organization.

When any of these changes occur, the organization/program must notify JCI by updating the E-App not more than 15 calendar days after such a change occurs. A detailed written description of the change must be uploaded to the E-App when these type of changes that are made to sections of the E-App. Accreditation and certification are neither automatically transferred nor continued if significant changes occur within the accredited organization or certified program. A full or extension accreditation or certification survey may be required after review of the changes. An organization/program that fails to provide timely notification to JCI of these changes, based on compliance with the Information Accuracy and Truthfulness Policy, will be placed in the administrative category,



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At Risk for Denial of Accreditation/Certification, as stated in the policy.

If an accredited organization or certified program is purchased by another organization or is physically or organizationally merged with another organization, JCI Accreditation may decide that the organization responsible for providing clinical services must, in the case of an accredited organization or certified program, do the following:

- Be re-surveyed if previously accredited/certified or be initially surveyed if not previously accredited
- Barring exceptional circumstances, JCI Accreditation continues accreditation/certification of the organization/program undergoing the kind of changes described above until it determines whether a full or extension accreditation/certification survey is necessary.

**Responsibilities**

- The organization will report information to JCI Accreditation through E-App not more than 15 calendar days after the change occurs.

JCI Accreditation will ensure that the policy is published on the JCI website.