

Updated 21 June 2018

Reporting Requirements Between Surveys

Purpose.

To provide ongoing communication throughout the three-year accreditation 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.

Accreditation and certification are neither automatically transferred nor continued if significant changes occur within the accredited organization or certified program. An Extension survey may be required after review of the changes. The organization must update their E-App within 30 calendar days of implementing any of the following:

- A change in organization ownership and/or name.
- The revocation or restriction of operational licenses or permits, any limitations or closure of patient care services, any sanctions of professional or other staff, or other actions under laws and regulations brought by relevant health authorities.
- Alterations or changes in use of patient care buildings, construction of new or expansion of patient care buildings, or the occupation of buildings in new locations in the community, to expand the types and volume of patient care services 25% or more than was stated in the hospital's profile or was not reported as a patient care location in the E-App, or was not included in the scope of the previous accreditation survey.
- Intentional expansion of the hospital's capacity to provide services in the absence of new, renovated, or expanded facilities by 25% or greater, as measured by patient volume, scope of services, or other relevant measures.
- The addition or deletion of one or more types of health care services, such as addition of a dialysis unit or discontinuation of trauma care.
- The hospital has merged with, consolidated with, or acquired an unaccredited site, service, or program for which there are applicable JCI standards.

When any of these changes occur, the organization/program must notify JCI by updating the E-App within 30 calendar days. 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. An organization/program that fails to provide timely notification to JCI of these changes, based on compliance with the Information Accuracy and Truthfulness Policy (IACP.0052), may be placed in the administrative category, At Risk for Denial of Accreditation/Certification (IACP.0005), as stated in the policy.

Responsibilities.

1. The organization will report information to JCI accreditation through the E-App within 30 calendar days after the change occurs.
2. The JCI Standards Department will ensure that the policy is published in each accreditation/certification manual. The policy is located under JCI accreditation policies and procedures.

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3. JCI accreditation monitors the organization's compliance with the policy and determines its response and/or follow-up activities, as determined by the situation.