

Agency Checklist for Assessment

This checklist will provide guidelines for Agencies as they plan for an Assessment and On-Site Visit.

Preparing for the Agency Assessment

- After finishing agency self-assessment, schedule a mock 6 months prior
- Review mock recommendations and make corrections to the files

Scheduling the Assessment and Agency On-Site Visit

- Send email with a request letter from the CEO to the NCLEA Program Manager with several potential On-Site Visit dates 4 months prior
- Finalize all files and begin preparing staff for On-Site Visit 90 days prior

Pre-Assessment

- Receive assignment of Assessors from NCLEA and ensure no conflicts exist 60 days prior
- Schedule a Teams Meeting with all Assessors, AM, and agency CEO Introduction meeting. Confirm specific dates and address any concerns for file review and On-Site visitation. 45 days prior
- Provide information required to all assessors. 45 days prior
Information should include the following:
 - ✓ Community and agency history
 - ✓ CEO profile
 - ✓ Population and demographics
 - ✓ Type of government (including names of local elected and appointed executive and legislative officials)
 - ✓ Agency's Organizational Chart
 - ✓ Number of all agency staff (Including full-time and part-time sworn and civilian)
 - ✓ Agency Mission or Values Statement
 - ✓ Significant cases, events, and programs
 - ✓ Recent agency successes and future issues or any challenges the agency is facing
- Send copy of the Public Notice for the Candidate Agency to the assessors and to the NCLEA Program Manager 35 days prior

File Review and On-Site Planning

- Set each Assessor up in the agency's PowerDMS for file reviews 30 days prior
- Share Agency Public Notice on the agency website and social media 30 days prior
- Assist Assessors by fixing any compliance issues with files during the Electronic file review 21 days prior
- Work with the Assessors to schedule interviews during the On-Site visit 14 days prior
- Send final Agency Agenda to Assessors and agency staff 14 days prior
- Review any final corrections to files to bring them in compliance prior to the On-Site Visit. 7 days prior
- Set up work area for the Assessors and ensure internet access is available 2 days prior
- Email reminders to staff of the On-Site Visit 2 days prior

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Assessment On-Site Visit

- Greet Assessors and escort them to their work area.
- Have drinks and light snacks in the work area for the assessors.
- Provide assessors with internet passwords.
- Conduct a welcome meeting for the assessors with CEO, AM, and any other command staff.
- Conduct the agency tour and coordinate the staff through scheduled interviews with the assessors.
- The agency should provide lunch for the Assessment Team.
- Clear up any outstanding standards issues with the Assessors.
- Meet with the agency CEO and any staff the agency would like included in the exit interview.

Post-Assessment

- Respond to any questions from the Assessors promptly.
- Review the final report received from NCLEA and advise if corrections are needed.
- Attend the NCLEA Accreditation Committee meeting and Commission meeting when scheduled

Award Information

- The NCLEA Program Manager will contact the agency CEO and AM with a date that the NCLEA Accreditation Committee will meet regarding the Agency's final report.
- The agency CEO and AM are required to be present at the schedule NCLEA Accreditation Committee Meeting and should be prepared to answer any questions from the NCLEA Accreditation Committee concerning compliance with NCLEA standards.
- The NCLEA Accreditation Committee will vote at the meeting and determine if a recommendation for accredited status will be forwarded to the appropriate Commission.
- The NCLEA Program Manager will notify the Agency to appear at the next scheduled Commission meeting. The Commission will determine if the agency will be awarded NCLEA certification.
- If the agency is awarded NCLEA certification from their Commission, the agency may want to hold a local awards ceremony and have a member of the NCLEA Accreditation Committee or appropriate Director attend to present the award . This ceremony could be at the agency, a city council meeting, or county commissioners meeting, etc. This is the responsibility of the agency.