

ALEAP Mock Assessments



1. An ALEAP-enrolled agency that has completed their self-assessment, or is at about 90% completed, will contact CAPA to schedule their mock assessment.
2. CAPA will reach out to the ACCREDITED members of the coalition and ask for 3 members to complete the mock assessment.
3. The three members will decide which team member will take the lead position. The lead team member will complete the following:
 - a. Reach out to Accreditation Manager to ensure that all three Mock Assessors have access to participate in the assessment.
 - b. Divide up 30 chapters into 10 chapters each and determine which members will cover which chapters (1-10, 11-20, 21-30).
 - c. Decide on the timeline for completing the initial assessment, and any re-reviews after corrections have been made.
4. The Mock Assessment Team will review the chapters assigned. On each assessment, they will mark the assessment as either:
 - a. **In-Progress** = Written directive or proof provided do not meet the required documentation needed to meet the burden of proof.
 - i. If the assessment needs further work, the assessor must add a simple note to the assessment with information on what is missing.
 - b. **In Compliance** = Written directive AND proof meet all requirements of proof that assessment is met.
 - c. **Not in Compliance** = Both written directive and proof provided (or not provided) do not meet the required documentation needed to meet the burden of proof.
5. Each Mock Assessor should let the Accreditation Manager of the agency being assessed know when they are finished reviewing their chapters. The Accreditation Manager will then go back in and review items marked as “In Progress” or “Not in Compliance” and determine what action needs to be taken.
 - a. Accreditation Managers can make the determination to fix the requested adjustments or contact the Mock Assessor for clarification and guidance.
 - b. If the Accreditation Manager does not agree with the Mock Assessor’s decision, they may contact CAPA or the Program Director for ALEAP for assistance.
6. Once the Accreditation Manager has completed reviewing and correcting the assessments, they will inform the Mock Assessor assigned to those chapters to have them re-review the standards of concern.
 - a. As the Mock Assessor reviews, and approves of revisions, they will then mark those assessments as “In Compliance”
7. When all of the assessments have been marked as “In Compliance” the lead Mock Assessor will contact CAPA and the Program Director of ALEAP to let them know that the agency is ready for their on-site assessment.