

# Survey Readiness To-Do Checklist



This checklist includes the activities that need to be done to prepare for your Joint Commission International (JCI) accreditation survey. You can use it to inventory whether your organization has completed all the necessary activities. Ideally, you should have checked each item prior to the survey, unless it's not applicable (N/A). This is for illustrative purposes and includes a suggested timeline.

Organization Name:		Name of Individual and Role:	
12-24 MONTHS PRIOR TO INITIAL SURVEY	6-10 MONTHS PRIOR TO INITIAL SURVEY	2-4 MONTHS PRIOR TO INITIAL SURVEY	1-2 MONTHS PRIOR TO INITIAL SURVEY
<input type="checkbox"/> Review JCI standards	<input type="checkbox"/> Complete and submit initial registration form	<input type="checkbox"/> Receive scheduled survey date from JCI	<input type="checkbox"/> Finalize agenda with JCI
<input type="checkbox"/> Perform initial gap analysis (baseline assessment)	<input type="checkbox"/> Receive login and password to <i>JCI Direct Connect</i>	<input type="checkbox"/> Determine whether scheduled date is feasible, and request change, if necessary	<input type="checkbox"/> Provide JCI with requested presurvey information
<input type="checkbox"/> Create and implement action plans	<input type="checkbox"/> Complete and submit E-App	<input type="checkbox"/> Receive and discuss proposed survey agenda	<input type="checkbox"/> Determine location that will serve as a workspace for the surveyor(s) during survey
<input type="checkbox"/> Measure improvement due to action plans and modify as necessary	<input type="checkbox"/> Sign and return contract with JCI	<input type="checkbox"/> Receive and review <i>Survey Process Guide</i>	<input type="checkbox"/> Identify any equipment or services that will be needed by the surveyor(s) during survey (e.g., telephone, computer, internet access)
<input type="checkbox"/> Ensure that 6 consecutive months of data shows compliance	<input type="checkbox"/> Remit down payment of survey fees		<input type="checkbox"/> Arrange a language interpreter for the surveyor(s), if necessary
<input type="checkbox"/> Conduct initial mock survey 6-8 months after the initial gap analysis (baseline assessment)	<input type="checkbox"/> Conduct final mock survey		<input type="checkbox"/> Identify documents that will be needed immediately when the surveyor(s) arrive
			<input type="checkbox"/> Assign staff to participate in survey activities
			<input type="checkbox"/> Rehearse survey activities