

ID	MAJOR ACTIVITY AND RELEVANT ISQuaEEA REQUIREMENT	SUB ACTIVITIES	RESPONSIBLE PARTY	RESOURCES REQUIRED	START DATE	COMPLETION DATE
1	Standards revision policy and work plan updated (1.3)	Update/Develop standards revision policy Update/Develop companion plan that includes: - Activities - Resources - Timeframes	SafeCare staff (John Dekker, Annedien Plantenga)	None	January-24	January-24
2	Revision policy and work plan approved	Appoint new Standards Working Group Meeting minutes	SafeCare Standards Development Group	None	February-24	February-24
3	Standards revision plan made publicly available (1.4)	Upload revision plan to SafeCare website	SafeCare technical staff	None	February-24	February-24
4	Establish need/rationale for revisions (1.1)	a) Environmental scan of trends and conduct focus groups with SafeCare clients, assessors, and surveyors to detail key themes for revisions	SafeCare staff	On-line searches Zoom meetings with clients Zoom meeting with surveyors and assessors	February-24	June-24
5	Establish need/rationale for revisions (1.1)	b) Survey of all assessors, surveyors, client organizations, professionals, patient/service users, governments, other stakeholders	SafeCare staff	Survey monkey feedback	February-24	April-24
6	Establish need/rationale for revisions (1.1)	c) Analysis of data from previous surveys	SafeCare staff	Any cost related to database search	February-24	March-24
7	Establish need/rationale for revisions (1.1)	d) Identify experts and seek their advice	Standards Development Group and SafeCare staff	None Individual conference calls or email	February-24	November-24
8	Establish need/rationale for revisions (1.1)	e) Integrate all findings and display for review by Standards Development Group with minutes showing results of review	Staff and Standards Development group	Standards Development Group meeting costs	June-24	September-24
9	Identify any relationships of SafeCare standards to standards of other organizations (1.2)		SafeCare staff review	None	February-24	July-24

10	Basis for standards revisions is established (1.5)	Gather: - relevant research - international guidelines - WHO and other guidelines - expert input Followed by: - Integrate evidence - Map evidence to current or new standards	SafeCare staff	Standards Development Group meeting costs	September-24	November-24
11	Drafting of new and revised standards	Standards Development Group review	SafeCare staff	Meeting costs	July-24	December-24
12	Stakeholder input into revision process (1.6)	a) Circulate draft standards to stakeholder groups for their input into revision process b) Integrate findings c) Minutes from any meetings d) Standards Development Group review	SafeCare staff	Meeting costs	March-24	January-25
13	Scope of standards is clear (1.7)	Ensure that the introduction to the standards introduction includes: - type of organization - all or portion of organization - services covered	SafeCare staff	None	March-24	January-25
14	Purpose of standards is clear (1.8)	Ensure that the introduction to the standards is clear as to the purpose	SafeCare staff	None	January-25	January-25
15	Clarity of standards framework (1.9)	Survey clients and surveyors/assessors as to clarity of standards framework	SafeCare staff	Online Survey	March-24	January-25
16	Clarity of standards language (1.10)	Survey clients and surveyors/assessors as to clarity of standards language	SafeCare staff	Online Survey Meeting costs for Standards Development Group review of findings	March-24	January-25

17	Draft standards evaluated by clients and surveyors / assessors for RUMBA (1.11)	Survey clients and surveyors/assessors as to RUMBA (relevant, understandable, measurable, beneficial, achievable) - written plan for this - clear instructions to respondents - integrate findings - review by Standards Committee - examples of how standards changed from review	SafeCare staff	Online Survey Meeting costs for Standards Development Group review of findings	November-24	January-25
18	Complete drafting of standards for preliminary approval	Standards Development Group preliminary approval of standards	SafeCare staff	Meeting costs	November-24	December-24
19	Approval of standards (1.12)	a) Ensure approval process is in policy and that standards are approved prior to use b) Standards Development Group approval	SafeCare staff	Meeting costs	December-24	December-24
20	Establish when and how standards can be used by others (1.13)	a) develop policy b) specify conditions in a contract c) establish contract evaluation process	SafeCare staff	None	January-24	January-25
21	Implementation plan (can be part of standards development plan) (1.14)	Written plan to include: a) activities b) responsibilities c) timeframes d) any transition arrangements	SafeCare staff	None	January-25	February-25
22	Final approval by SafeCare Director	a) Memo to be written by SafeCare Director to announce formal approval of SafeCare Standards and date of release b) Announce release of new Standards on SafeCare website	SafeCare Director	None	February-25	February-25
23	Educate or inform clients and surveyors on the new or revised standards (1.15) and (2.3)	a) Written education plan b) Announcement of education on web site or other means	SafeCare staff	Meeting costs for education conferences	March-25	March-25
24	Feedback on new or revised standards (1.16) and (2.4)	Develop a feedback survey on new or revised standards to be used with each survey a) tools used b) feedback results c) how data is analyzed d) examples of use	SafeCare staff	Standards Development Group review of results	December-24	January-25

MAJOR ACTIVITY	SUB ACTIVITIES	RESPONSIBLE PARTY	RESOURCES REQUIRED	START DATE	COMPLETION DATE
Complete Self-Assessment	Ensure previous Recommendations are addressed	SafeCare staff and advisors	Any costs for outside advice	November-24	January-25
Submit Self-Assessment to ISQuaEEA for Technical Review		SafeCare staff	None	February-25	February-25
Incorporate Technical Review Changes		SafeCare staff and advisors	Any costs for outside advisors	February-25	February-25
Submit Final Self-Assessment to ISQuaEEA		SafeCare staff	None	February-25	February-25
ISQuaEEA Survey of Standards		ISQuaEEA Surveyors	None	March-25	March-25
Factual Accuracy Review by SafeCare		SafeCare staff	None	April-25	April-25
ISQuaEEA Validation Review and SafeCare Response		ISQuaEEA Reviewer and SafeCare staff	None	April-25	April-25
ISQua Board Review		ISQua Board	None	May-25	May-25
Award Letter to SafeCare		ISQua Staff	None	June-25	