

# Verification Site Visits

*Basic Overview*



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## Function of Verification Visit

- Confirm/verify that records and facilities/resources are consistent with that which was reported during the virtual site visit.

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## Function of Verification Visit

The verification visit is not designed to:

- Replicate the virtual visit, or elements thereof.
- Collect new information.
- Address concerns raised in decision letter.

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## Structure of Verification Visit

- Limited visit (half day/3 hour) performed by a single site visitor.
  - If large campus/multiple site consortium, visit may need additional time.
- The in-person verification visit only needs to address the verification questions/items identified in the Verification Site Visit Template. These focus primarily on:
  - Resources/Facilities
  - Records (trainee files/grievances)

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## Structure of Verification Visit

The verification visit should not include:

- Additional interviews with administration, faculty/supervisors, or students/trainees.
- Updates regarding changes that occurred since the virtual site visit (advise programs to report such changes via the substantive change process (IR C-27 D, C-24 I, C-20 P)).

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## Pre-Visit Preparation

✓ Identify the date of the visit

- Site visitors should reach out to program directors to identify availability.
- Based on responses, you should set the day/s and time/s for the visit/s.
  - Confirm with Program Director/s
  - Notify APA of dates

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## Pre-Visit Preparation

*If conducting multiple visits:*

- It is up to you how to schedule multiple visits. Options:
  - 2 visits in one day (e.g., 9am-12pm and 2pm-5pm)
  - 2 visits in two days (1 visit per day)
  - 3 visits in two days (2 visits one day, 1 visit the other day)
  - 3 visits in three days (1 visit per day)
- All of the above options are acceptable, dependent on geography, schedules, travel options, and preference.
- Work with the Program Directors to determine whether they anticipate needing more than 3 hours (e.g., large/multi-site programs) before confirming dates/times.

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## Pre-Visit Preparation

✓ Create the Schedule

- A template schedule has been provided and is structured in four parts:
  - Intro/Overview (30 minutes)
  - Facilities Tour (45 minutes)
  - (15 minute break)
  - Record Review (60 minutes)
  - Closing/Final Questions (30 minutes)
- Work with the Program Director to provide specifics in terms of participants and facilities. The only required program participant is the Program Director.
- Feel free to modify times/order of schedule as needed.

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## Pre-Visit Preparation

### ✓ Travel Arrangements

- Visitors will receive a confirmation email from the OPCA once you have confirmed the date of the visit/s with APA.
- The email from APA will provide travel booking information and other important travel information (e.g., how to submit an expense report, etc.).
- Do not make any travel/lodging reservations until you receive the email from APA.

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## Pre-Visit Preparation

### Hotels

- Ask Program Directors for hotel suggestions.
- Consider all sites you will be visiting in order to identify the best hotel/s.
- Multiple hotels may be booked if visiting multiple sites that are not within the same city.

### Anticipated hotel stays:

- If conducting 1 visit: One hotel night (second night allowable if unable/not convenient to depart on day 2)
- If conducting 2 visits: Two hotel nights (third night allowable if programs scheduled across 2 days)
- If conducting 3 visits: Three hotel nights (fourth night allowable if programs scheduled across 3 days)

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## Pre-Visit Preparation

### Policy on Rental Cars

- If conducting more than 1 visit on your trip, a rental car is allowed without special approval from APA (so that you can commute between programs).
- If you are only conducting only 1 visit, you must contact APA for approval to rent a car (per normal site visit guidelines).

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## Pre-Visit Preparation

### ✓Verification Visit Materials

- The site visitor will be provided access to materials from the virtual site visit:
  - self-study
  - virtual site visit report (VSVR)
  - program's response to the VSVR
  - decision letter
- These materials are provided for context; however, you are NOT required/expected to review this content in detail. It will be made available in case it is helpful to you in conducting your review.
- Preparation required in advance of verification review should be very minimal.

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## The Visit

### ✓ Introduction/Overview

- Reiterate purpose of verification review.
- Confirm schedule/discuss any needed changes.
- Receive brief overview of the program from leadership, as needed.

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## The Visit

### ✓ Facility Tour

- See schedule template for sample list of what should be included in the tour.
- If large/multi-site program – allow for additional time, as needed.

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## The Visit

### ✓ Record Review

- Confirm where and how trainee files are stored.
- Confirm all trainee records are available and review subset of files for completeness.
- Confirm where and how grievances are stored.
- If applicable, review recent grievances for completeness.

*Note regarding record review:* The virtual site visit included some record review (subset of records uploaded for review). Verification visitors should confirm files are maintained and appear complete (and be given access to all files, as needed/requested).

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## The Visit

### ✓ Closing/Final Questions

- Present observations and request any correction of facts.
- Give programs an overview of next steps.

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## Verification Site Visit Report

- A template with focused questions is provided to guide your report.
- Content should be brief. A sentence or two per section is sufficient to confirm/verify what was seen.
- Append the schedule to the final report.
- The verification visit report must be emailed to OPCA within 30-days of the visit.

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## Review Process

- A copy of the verification report will be provided to the program for comment (with 30 days to respond).
- The CoA will review the verification report and program response to determine if any additional information is required.
- Concerns identified based on the verification visit could lead to additional reporting requirements.

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## Pitfalls (for discussion)

- Program has had many substantive changes since the virtual visit.
- Records unorganized and/or missing information.
- Trainee or faculty identify program concerns to you (either publicly or privately).
- Program seems to expect a more standard site visit (with questions/interviews, etc.).
- You have concerns about an issue/s not identified in the Decision Letter/Virtual SVR.

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## Additional Questions?

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