



Accreditation Pre-Screening Questionnaire

Name of Center: _____

Please complete this pre-screening questionnaire by marking an X in the appropriate box beside each question as the question pertains to your center or crisis line program. If the answer to any of these questions is “no”, please explain on the reverse of this form.

	Yes	No
1. Has the center adopted a Mission Statement?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the center adopted a formal, written Code of Ethics?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there formal, written Bylaws for the center?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the center have a board of directors or governing body?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the center have an executive director or program director or person designated to fulfill the duties and responsibilities of that position?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the center have an operating budget for the current year?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the center’s financial records audited or reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the center’s basic training program total at least 32 hours?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the center’s basic training program provide at least minimal training requirements for Crisis Line Specialists on required Core Competencies?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the center offer continuing education?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the center have a non-exclusionary policy for callers?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is a Crisis Line Specialist always on duty during advertised hours?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the center have at least one incoming crisis line and a second phone available for emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the center utilize a Suicide Lethality Risk Assessment form?	<input type="checkbox"/>	<input type="checkbox"/>



- 15. Does the center have written policies and directives regarding intervention on suicide calls?
- 16. Does the center have a support system for Crisis Line Specialists?
- 17. Does the center have policies and procedures regarding confidentiality?
- 18. Are there guidelines for disciplinary action when confidentiality is broken?
- 19. Does the center have policies and procedures regarding anonymity?
- 20. Does the center have a policy defining the length of time records are retained and how they are destroyed?
- 21. Are records kept in a secure location?

The following question applies only to centers that utilize call forwarding:

- 22. Does the center forward calls to a Crisis Line Specialist who has access to a second phone line for emergencies?

The following questions apply to CONTACT USA members only:

- 23. Does the center acknowledge its membership in CONTACT USA and use its logos?
- 24. Is the center paying its annual dues to CONTACT USA?

Signature: _____

Title _____ Date _____