PowerStandards Reference Guide

for the

Massachusetts Police Accreditation Commission

The Massachusetts Police Accreditation Commission (MPAC) has partnered with PowerDMS to offer MPAC standards in a convenient electronic format through PowerStandards. These guidelines serve as valuable best practice recommendations that, when implemented, can streamline the review process for law enforcement agencies and MPAC assessors alike. By using PowerStandards, agencies can ensure they are meeting the necessary standards and pave the way for a successful accreditation process.

The MPAC Standards Manual

The MPAC Standards Manual must be downloaded to your PowerDMS site before you can open your first PowerStandards assessment. Only one user should download the standards manual and give "view" rights to other users who need to review the manual. Once downloaded, the standards manual will populate in PowerDMS for all designated users. This is a two-step process.

Step 1: Subscribe to the MPAC Standards Manual Community

a. Navigate to your **Administration Menu**, located in the **Welcome, Name** dropdown menu.

b. Locate and click on *Standards Manual Communities* in the list of items under Settings.

c. Locate MPAC on the table. (You may need to navigate through the pages. All accrediting bodies are in alphabetical order).

d. Click **Request Membership**

You will receive an email notifying you when your request has been approved. Once approved, proceed to Step 2.

Step 2: Download the Manual to Your PowerDMS Site

a. Navigate to your **Administration Menu**, located in the **Welcome, Name** dropdown menu.

b. Locate and click on *Standards Manual Communities* in the list of items under Settings

c. Locate MPAC, which will now be at the top of the first page on the table.

d. Click then click **Subscribe**

Allow at least an hour for the manual to download to your PowerDMS site. Once downloaded, it will appear under the Standards Manual root in your filing cabinet.

To give appropriate users "view" rights:

1. Click on the name of the standards manual in the blue menu
2. Click **Manage Manual**
3. Click the *Security* tab
4. In the field below "Add Users or Groups", type the name of the users or the group of users you want to view the manual. When it appears, click on the name of the user or group of users and then check the box next to "view".
5. Click **Add**
6. Click **Save**

Click Users and Groups, Subscribing to a Standards Manual or Part 1 of 8 Standards Series – Accessing Your Standards Manual and Beginning an Assessment for more information.

NOTES

1. If you have already downloaded the checklist version of the manual (Version 1.2 published 1/3/23), you will not need to download this updated version of the manual (Version 1.3). *We will update the manual for you automatically*. However, if you have created an assessment on Version 1.2, you will need to manually update your assessment to reflect Version 1.3 of the MPAC Standards Manual in coordination with, or under the direction of MPAC Staff. See the section below on Updating to a New Revision of the Manual.
2. New PowerStandards users will go through these steps with a PowerDMS Onboarding Specialist.

Onboarding with PowerStandards

When your agency is ready to use PowerStandards for MPAC accreditation, one of two scenarios will apply to your agency. First, if your agency has never used PowerStandards, even if your agency currently uses another Power platform (i.e., Policy, Ready, Engage, etc.), when the Standards feature is activated for your PowerDMS site, your site will not include the MPAC standards manual, meaning you will have to follow the two steps outlined in the section above. Second, if your agency has never used PowerStandards or any Power products, your site will be issued to you complete with the MPAC standards manual downloaded. You will undergo a minimum of two sessions with an onboarding specialist to orient you to PowerDMS and help you open your first MPAC assessment.

Assessment Creation

All assessments are opened the same way from within the standards manual. To open an assessment:

1. Navigate to the Standards Manual root in the blue menu.
2. Click on *Massachusetts Police Accreditation Commission Standards Manual, 6th Edition, Version 1.3*
3. Click the create assessment **Create Assessment** button in the upper right of the screen.
4. Complete the following fields:
    a. Assessment Name (See Naming Assessments below)
    b. Start Date
    c. Due Date (See Helpful Definitions below)
    d. Ensure the manual's drop-down list is defaulted to the current version of the manual.
    e. Your Role drop-down list is set to *Accreditation Manager*
    f. Click **Save**

When to Open a New Assessment

New assessments are opened the first time you build an assessment using PowerStandards and for subsequent assessment cycles (re-assessment cycles).

Regardless of the reason for opening a new assessment, you will always follow the steps outlined in the Assessment Creation section above.

Naming and Labeling Conventions

MPAC has standardized the naming and labeling conventions for (1) assessments, (2) policies and other written directives, (3) evidence used to demonstrate compliance with standards and policies, and (4) simple notes that replace memos to files, identification of persons to interview, or observations made during the on-site phase of the MPAC assessment process. These naming conventions eliminate guess work for assessors during the file review portion of an assessment as well as promote continuity for agencies as the Accreditation Manager role changes during the agency's time as an accredited agency. The naming and labeling conventions are outlined below.

Naming Assessments

When naming your assessment, add the manual acronym and the start ***and end*** month/year of the assessment cycle.

Example*: MPAC May 2021 – May 2024*

Labeling Attachments

All attachments should have a prefix label, the cycle year (for reaccreditation only), and a brief description of the document. Prefix labels act as "keywords" that benefit you as you build your assessment because they (1) inform your MPAC assessors about the type of document they are reviewing, (2) simplify searching, filtering, and copying attachments from one assessment cycle to the next, and (3) indicate which cycle year the attachment represents, such as Y1, Y2, and Y3.

Agencies should select a prefix for their documents that guide practices (i.e., policy and procedures) ***and*** a prefix for the evidence the agency uses to prove compliance with the standards (i.e., annual report).

The key is to be consistent in how you use prefixes throughout your assessment. To assist you, MPAC has developed the following prefix labeling for attachments:

WD *– Written Directives*

EOC *– Evidence of Compliance*

Prefixes for Simple Notes make searching, filtering and copying these simple notes easy. We recommend using the following prefixes for Simple Notes:

INT *– Interview*

OBSV *– Observe*

NO *– Non-Occurrence*

ONT *– Optional Not Taken*

N/A to Cert *– Not Applicable to Certification*

WAIVER *– Not Applicable by Function*

Order of Presentation

The order of presentation should be in a logical order in terms of attachment types and the year of the assessment cycle.

TIP: Present written directive documentation first, then evidence of compliance (by year with the oldest year on top), then any Simple Notes.

Examples

Initial Assessment

- *WD: Oath of Office Policy*
- *EOC: Executed Oath of Office*

Re-assessments

- *WD: Oath of Office Policy*
- *EOC Y1: Executed Oath of Office*
- *EOC Y2: Executed Oath of Office*
- *NO Y3: No new hires were made during this cycle year.*

Labeling Highlights

Every highlight added to the evidence of compliance is a hyperlink and will give you the opportunity to label the highlighted material for your assessors. These labels take the guess work out of *what* the assessor should look for within the highlighted content.

By default, PowerStandards will label the highlight hyperlink with "Highlight 01", "Highlight 02", etc. You will need to change the default highlight label manually. The label for each highlight is your choice, but it is a good practice to use key words and phrases from the standard language to establish consistency for your assessor.

Navigating the Assessment

Once you create your first assessment within PowerStandards, we automatically copy the standards manual into the assessment for your reference. There are three primary "views" of your assessment starting with the (1) root of the assessment, (2) chapter / subchapter, and (3) standard.

To access the root of the assessment, simply click on the name of the assessment. At this view, you will notice six tabs across the top of your screen and a set of progress bars along the right margin of your screen. The information on the tabs at this view represents information for the entire assessment. The status on the progress bars at this view represents the overall assessment completion and compliance levels.

To access chapter / subchapter views, simply click on the name of the chapter / subchapter. At this view, you have the same six tabs across the top and a set of progress bars along the right margin. The information on the tabs and the statuses on the progress bars represent information, completion, and compliance for that chapter / subchapter only.

The standards view is where you will add attachments to build your MPAC accreditation files. At this view, there are three tabs across the top and three tabs at the right margin of the screen. The information in the tabs relates to the standard only. The three tabs at the margin are for adding attachments (Attachments tab), setting compliance status (Status tab), and creating or completing tasks related specifically to the standard (Tasks tab).

Assessment Roles

PowerDMS has five Roles for use in an MPAC assessment: Accreditation Manager, Accreditation Team, Mock Assessor, MPAC Assessor, and MPAC Staff. These Roles provide you with the ability to include all Subject Matter Experts within your agency as accreditation team members and the agency's Accreditation Manager to upload evidence of compliance and written directives to each standard and conduct reviews of the files in a single location.

The Mock Assessor, MPAC Assessor, and MPAC staff roles will allow your assessors and MPAC staff to set a compliance status directly to your assessment and provide guidance, feedback, and an official rendering of compliance during the final assessment.

When you assign users, MPAC assessors, or yourself to an assessment, you select a Role and participation responsibilities to that Role. This means you are granting these individuals permission to either add or merely observe attachments in that Role. Users must be assigned to EACH role they need to participate in or observe.

NOTE

Roles are not job titles or agency job functions! A good way to understand assessment roles is to think of them as different compartments in a multi-sectioned file folder. This will put you in control of how users interact with your compliance documentation.

To assist you with understanding Roles, we have provided the following definitions:

1. Accreditation Team (working files): Generally, attachments to this role are not reviewed by the MPAC staff or assessors, but act as a repository for evidence of compliance that ***may*** be used to show compliance during the file review pending further review. Below are some reasons to use this role:

   - You have other people collecting evidence of compliance for you and you will need to review the attachments before approving it for the assessor to review.
   - You collect extra documentation for your final assessment, just in case MPAC staff or the assessors ask for supplemental evidence; and/or
   - You do not want other users assigned to the assessment to access the documentation your assessors will review.

2. Accreditation Manager (show files): Attachments to this role are reviewed by MPAC staff and assessors during the file review portion of the assessment. This role houses the *show* evidence that demonstrates the agency's compliance with MPAC standards.

3. Mock Assessor: This role is reserved for the mock assessment team. This role allows for the agency's mock assessors to give feedback on the assessment and conduct a mock assessment. Users in other roles will not "see" any status or attachments added by users assigned to participate in this role *unless those users are also assigned to observe/participate in the mock assessor role*.

4. MPAC Assessor: This role is reserved for assessors who have been assigned to the on-site assessment team by MPAC.

5. <u>MPAC Staff</u>: This role is reserved for representatives of MPAC that may be assigned to conduct a post-assessment review, periodic file reviews during reassessment compliance, etc.

Ultimately, the use of Roles is your choice. However, PowerDMS recommends the following:

1. Select the Accreditation Manager role for all written directives and evidence of compliance attachments you want MPAC staff and assessors to review.
2. Only assign agency users who are responsible for the facility's MPAC assessment to the Accreditation Manager role to <u>participate</u>. You may wish to give <u>observe</u> responsibilities to other agency personnel so they can see which attachments will be shown to the MPAC assessors. Your MPAC assessors ***MUST*** have <u>observe</u> rights to the Accreditation Manager role.
3. Have agency users who help you collect evidence of compliance add attachments to the Accreditation Team role. Once you review the attachments and approve them for file review, change the role of the attachment to the Accreditation Manager role.
4. Use the Accreditation Team role for any subject matter expert, or other agency personnel, who need to provide evidence of compliance.
5. Use the Mock Assessor role to conduct mock assessments or comprehensive oversight of the assessment.
6. Use the MPAC Assessor role for the assigned MPAC assessors.
7. Use the MPAC Staff role when directed to do so by MPAC.

Assigning Users to the Assessment

Users who will build assessment files, review assessment files, and/or oversee the completion of assessment files must be assigned to the assessment with the appropriate responsibility.

To assign a user to the assessment:

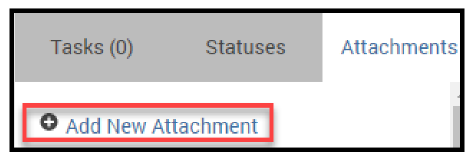
1. Navigate to the [root of the assessment]
2. Click on the Assignments tab *Note: Only the site's master administrator OR users with edit rights to the assessment can add assignments to the assessment.*
3. Click + Add New Assignment at the top left corner of the table

4. In the User/Group column, type or select the user/group from the drop-down list.
5. In the Role column, select the role that user will act in. *See Assessment Roles for a complete description of each role and when / how to use them.*
6. In the Responsibility column, indicate if you want the user/group of users in that role to observe the attachment only or participate in building the files.
7. Click 

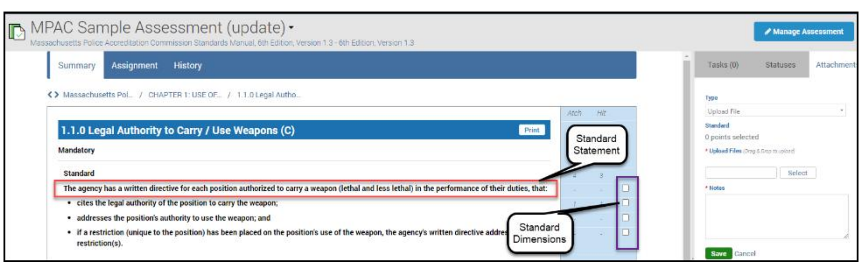
Building Standards Files

Standards files are built at the [standards view]() in the assessment. When in the standards view, all attachment options begin the same way.

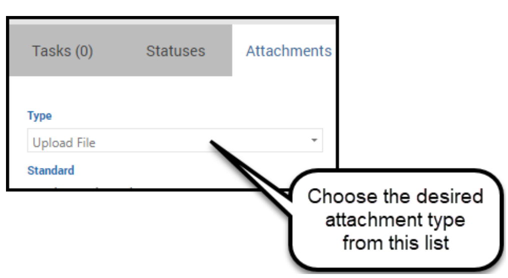
1. Navigate to the assessment
2. Navigate to the standard
3. Click on the **ATTACHMENTS** tab on the right side of your screen (this will create your attachment list).
4. Click Add New Attachment



5. Notice that check boxes appear in a light blue column next to the standard language. Check the box that represents the standard statement (not the itemized dimensions of the standard). This process is called "anchoring".



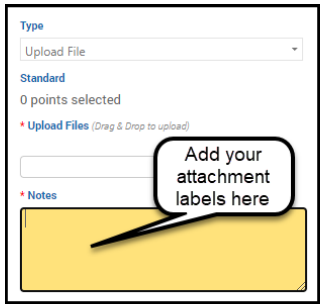
6. In the white side panel along the right side of your screen, use the drop-down menu under **TYPE** and select the appropriate [attachment type]() according to the definitions below.



7. Follow the steps for the Attachment Type you selected below:

Upload Files – Select this option from the drop-down menu, then…

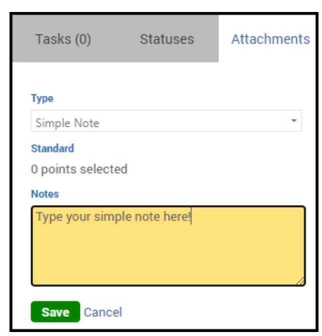
- Either drag and drop your file(s) to the field under the attachment type or click the **SELECT** button to search files on your device.
- In the NOTES field, label your document (i.e., "WD," "EOC," etc. for policies and evidence of compliance). Remember, consistent attachment labeling will inform your assessors of the type of documentation they will be reviewing.
- Click **SAVE**



PowerDMS Document – Select this option from the drop-down menu, then…

- In the field below the words "attach a document," type the name of the document. The document must be published in a PowerDMS folder for you to link it to your assessment.
- Once the desired document appears in the drop-down list, click on it within the drop-down list.
- In the NOTES field, label your document (i.e., "WD," "EOC," etc. for policies and evidence of compliance). Remember, consistent attachment labeling will inform your assessors of the type of documentation they will be reviewing.
- Click **SAVE**

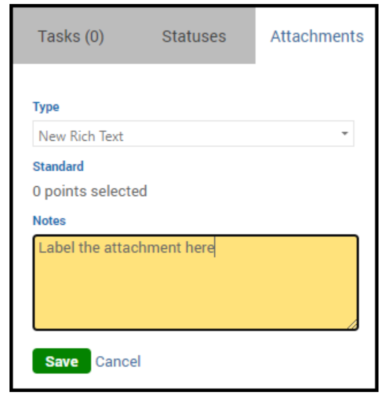
Simple Note – Select this option from the drop-down menu, then…

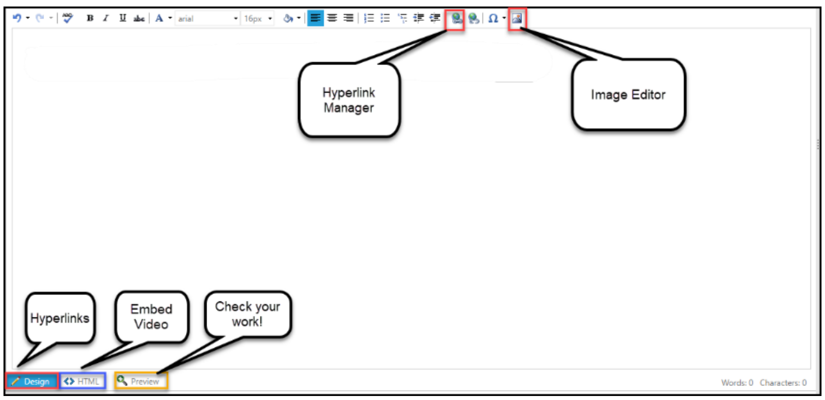


- In the NOTES field, type the label and the information you want to convey.
- Click **SAVE**

New Rich Text – Select this option from the drop-down menu, then…

- In the NOTES field, label your document (i.e., “WD,” “EOC,” etc. for policies and evidence of compliance). Remember, consistent attachment labeling will inform your assessors of the type of documentation they will be reviewing.
- Click **SAVE**
- A formatting pallet will appear under the standard in the lower half of your screen. Notice the **DESIGN, HTML**, and **PREVIEW** tabs at the bottom of your formatting pallet and the *HYPERLINK MANAGER* and *IMAGE EDITOR* icons on the toolbar at the top of the formatting pallet:





Hyperlinks and Embedding Videos

a. *For a hyperlink:* On the **Design** tab, add text for the Assessor to read and click the Hyperlink Manager on the toolbar. Paste the desired URL in the hyperlink manager to hyperlink in a webpage, or

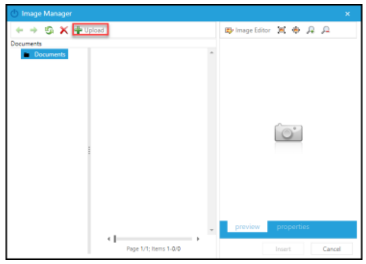
b. *To embed a video:* Click on the **HTML** tab. Paste the video’s embed code over any existing code or delete the existing code prior to pasting the video’s embed code.

c. Click the **PREVIEW** tab to see if your embedded video appears or to test your hyperlink.

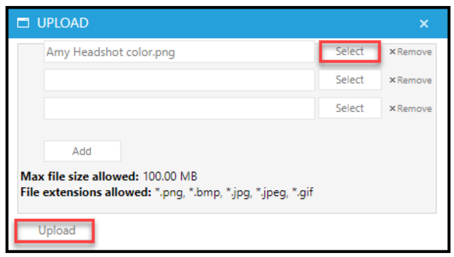
Pictures and Images

a. Click the *IMAGE EDITOR* icon to upload pictures from your computer

b. Click the green plus button at the top of the pop-up window



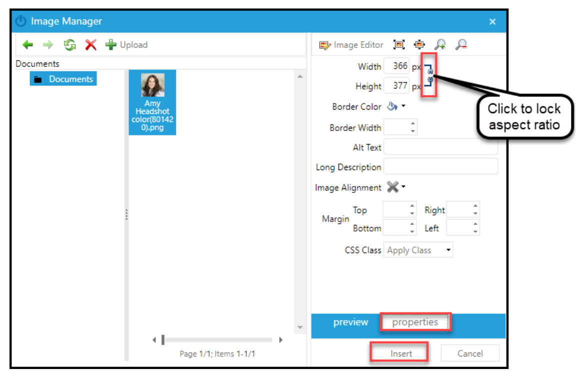
c. Select pictures or images from your computer. You may add multiple images at once using the field provided or add additional fields if you choose. Then click **UPLOAD**.



d. Click on any uploaded image or picture, the, on the right side of the window, click "Properties"

e. To the right of the Width and Height fields, click the broken chain (this will keep the aspect ratio the same)

f. Increase/decrease the size of the photo as appropriate by changing the numbers in the width field

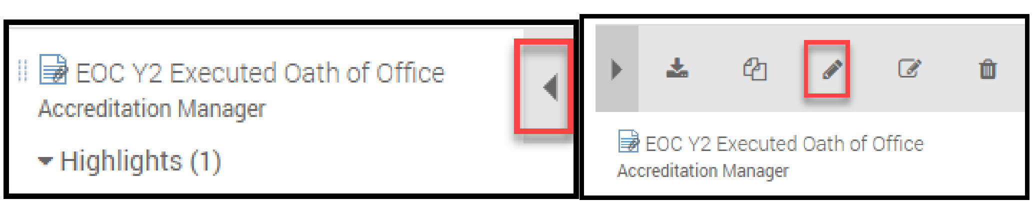


g. Click Insert

h. If you want to add more photos to this attachment, hit enter or the space bar to separate the photos and repeat steps (a) – (f).

i. Click **SAVE** again (below the attachment in the attachment list on the right side of your screen).

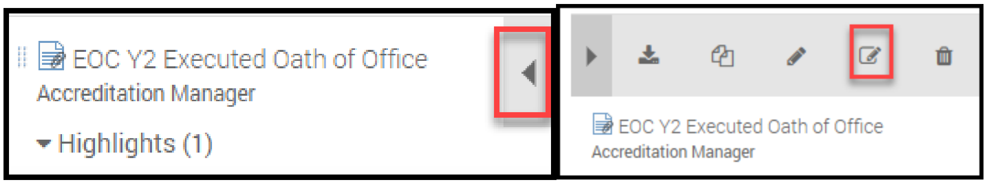
Note: If you make a mistake labeling your attachment, use the pull-out menu to the right of the attachment and click the EDIT icon. When finished editing, click SAVE.



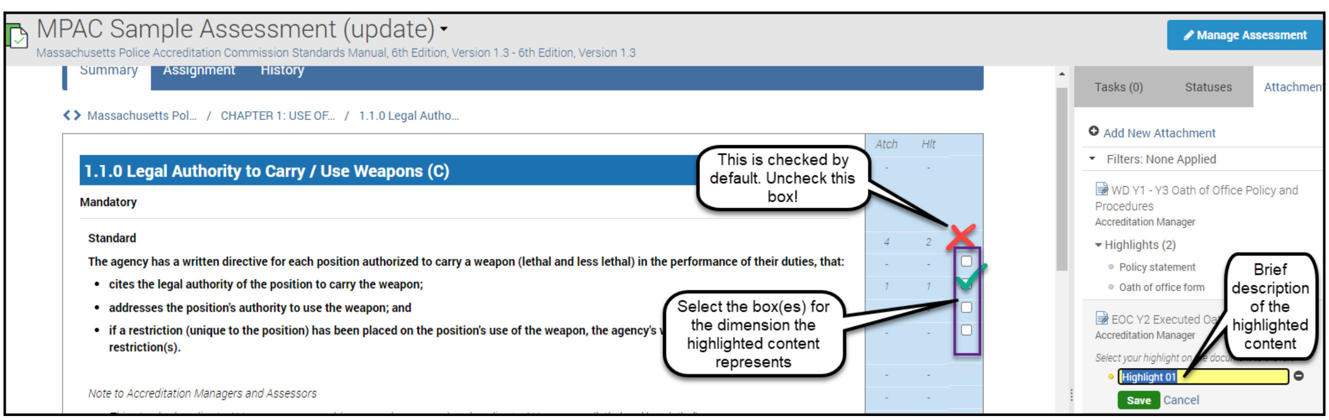
Adding Highlights

Only *Upload File* and *PowerDMS Document* attachments can be highlighted. To highlight:

1. Click the arrow on the right side of the attachment.
2. Click the **EDIT HIGHLIGHTS** icon

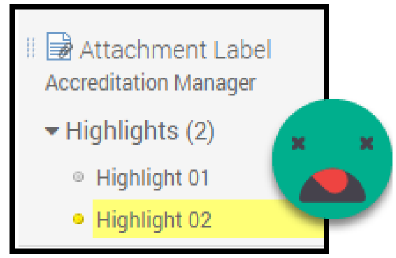


3. On the attachment viewer below the standard in the middle of your screen, scroll to the location of your document you want to highlight.
4. Click and drag your cursor to draw your highlight around the appropriate content within the document.
5. Highlight Mapping: Notice the checkboxes that appear for each row of the standard (i.e., a checkbox appears at the end of the row for the standard statement and each itemized dimension of the standard). If applicable, check the box on the row of the standard element the highlighted content represents. Be sure to uncheck the box next to the standard statement if the highlighted content does not represent standard elements on that row (see image below).
6. Notice the editable field below the title of the attachment in the right-side attachment list. Use this field to label the highlighted content. Highlight labels inform the assessor(s) what standard element is covered in the highlighted content (see image below).



7. Repeat steps 3 – 6 for additional highlights as needed. You only have to save once all highlights are complete.

8. Click **Save**.



Note: Your assessors should* NEVER *see "Highlight 01," "Highlight 02," etc. as a highlight label.

Attachment Types

Upload File
The upload option is for documents that are stored electronically outside of PowerDMS. The BEST format is PDF, but we walk you through converting Word documents to a PDF as you upload them.

PowerDMS Documents
This option is for any published document uploaded to PowerDMS document folders.

Simple Notes
In PowerDMS a simple note is an attachment type that can be used to provide MPAC assessors with additional information about the Written Directive (WD) or Evidence of Compliance (EOC) used to document compliance with the standard.

MPAC approves the use of Simple Notes in lieu of Memoranda for:

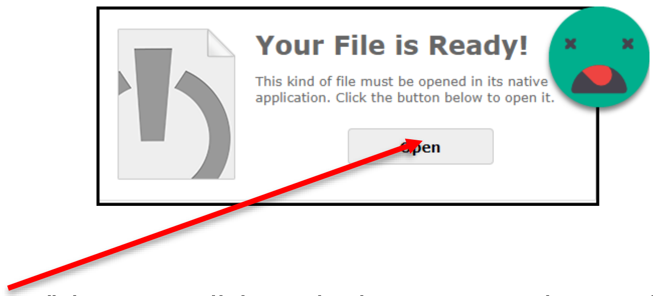
- A Non-Occurrence of the standard during the assessment year;
- Guidance for MPAC Assessors on Interviews (i.e., names, phone numbers, email addresses); or
- Guidance for MPAC Assessors on key Observations during the onsite visit when the standard indicates to do so.

Simple notes allow Accreditation Managers to explain, justify, or detail anything they wish to communicate to assessors. If a standard is Not Applicable by Function or a Non-Occurrence, the Accreditation Manager must provide a full explanatory justification why the prefix (WAIVER or NO) was selected.

New Rich Text
The New Rich Text option allows for creativity in preparing accreditation files. Using this option allows you to present pictures, hyperlinks, and videos without extra formatting.

Best Practices for Uploaded Attachments

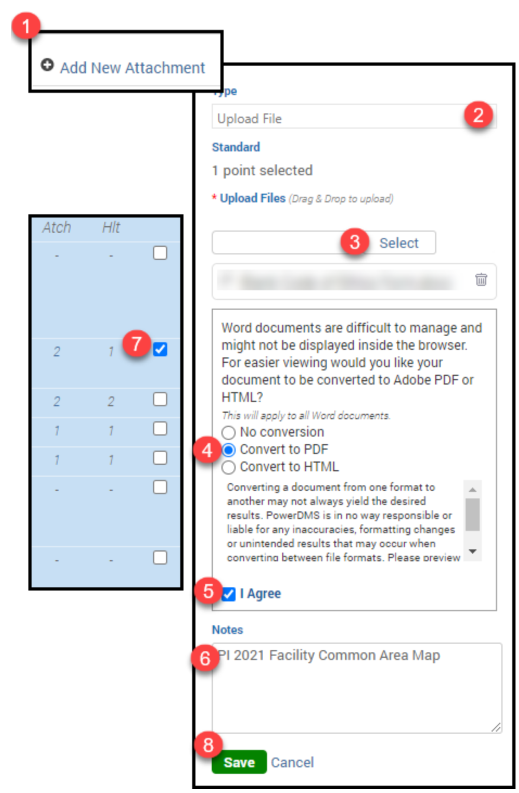
PowerDMS allows for any file type (i.e., Word, Excel, PowerPoint, PDF, PNG, etc.) to be attached to a standard as an "Upload File" attachment type. However, Word, Excel, and PowerPoint file types will not be viewable as documents in the assessment. In fact, your assessor will see:



Clicking the "OPEN" button will launch the computer's Word, Excel, or PowerPoint application and open the document. You will not be able to use PowerDMS' highlighting tool, and you risk the assessor downloading your proprietary (and possibly) confidential document.

It is recommended that you upload *Excel and PowerPoint* files as a PowerDMS document before uploading to the assessment. Once this is done, the file will be automatically converted to a PDF.

PowerStandards has the ability to convert *Word* files to a PDF format as you attach them to the assessment by following these steps.



- Click "Add New Attachment"
- Select "Upload File" from the dropdown list.
- Select the file by browsing your computer files or dragging and dropping the file into the box indicated.
- If a Word is uploaded, a pop-up box appears. Select "Convert to PDF" as seen in the picture. When you select "Convert to PDF," the box will expand and "I Agree" appears at the bottom in blue lettering. You **MUST** select "I Agree" to continue with the conversion.
- Check "I Agree"
- If the title of the document needs editing to adhere to the best practices outlined in this resource guide for prefixes and labeling, edit the text that appears in the **NOTES** field, directly below the conversion pop-up box.
- Ensure the uploaded file is anchored to the standard statement.

- Click **Save**

Standards with Bullet Points

PowerDMS recommends attaching a document only once to the standard.

When you add the attachment, you will see checkboxes next to the standard root and each bullet point. PowerDMS recommends anchoring the attachment to the standards statement and mapping highlights to all applicable bullet points. This process ensures attachments copy appropriately when updates are made to the standards manual.

Setting Statuses

The following statuses are available for use during your assessment period:

Met (Mandatory): (*color-coded*) Use this status to indicate compliance with mandatory standards. An agency's accreditation manager can initially set this status while building an assessment or it can be set by an MPAC Assessor or MPAC Staff during their reviews.

Met (Optional Taken): (*color-coded*) Use this status to indicate compliance with optional standards. An agency's accreditation manager can initially set this status while building an assessment or it can be set by an MPAC Assessor or MPAC Staff during their reviews.

Met (Repaired): (*color-coded*) This status applies to the MPAC Assessors and/or MPAC Staff only, to show that a standard required repairing prior to establishing compliance.

Not Met (Needs Repair): (*color-coded*) This status applies to Mock Assessors, MPAC Assessors and MPAC Staff only, to show that the file is in need of repair before compliance can be determined.

Not Met (Non-Compliance): (*color-coded*) This status applies to Mock Assessors, MPAC Assessors and MPAC Staff only, and is used when the agency is out of compliance with a standard after attempts to repair have failed or are not feasible.

N/A by Function (Waiver): (*color-coded*) Select this status when the agency meets the guidance in the standard statement or with written approval from MPAC. Refer to Appendix B in the Standards Manual for more information.

N/A to Certification (Accreditation Standard): (*color-coded*) This status is used by agencies seeking Certification only. All Accreditation standards will be set to this status.

Optional – Not Taken: (*color-coded*) This status applies to agencies seeking Accreditation only and is used to identify the optional standards they may elect not to provide evidence for.

In Progress: (*color-coded*) Use this status for standards you have added attachments to but may need to add additional evidence.

Preparing for MPAC Mock or Final Assessment

Accreditation Managers will need to add MPAC staff, Mock and MPAC assessors to the assessment manually. This section will provide you with the necessary steps to make these assignments.

Step 1: Groups

- If your PowerDMS site does not have the following groups, you will need to create them.

  (1) MPAC Staff

  (2) Mock Assessors

  (3) MPAC Assessors

- To verify that the groups exist in your PowerDMS site, (1) click the groups icon in the dark blue side-bar menu on the left side of your screen and (2) look through the groups for each of the above groups. They will appear alpha-numerically.
- If any of the groups do not exist, (1) locate the **NEW** dropdown menu at the top of your PowerDMS site and select **GROUP**, (2) In the *GROUP NAME field, type "MPAC Staff", (3) click Create. Repeat these steps for all three groups.

Step 2: Assign the Groups

- Navigate to your assessment and click on the root of the standards manual.
- Click on the "Assignments" tab.
- Click ***Add New Assignment***
- In the **User / Group** dropdown field, type the group name you created for your MPAC Staff and select the group from the dropdown menu to populate the field.
- In the **Role** dropdown field, select the MPAC Staff role from the list.

- In the **Responsibility** dropdown field, select *Participate* from the list.
- Click 

- Click ***Add New Assignment***
- In the **User / Group** dropdown field, type the group name you created for your MPAC Staff and select the group from the dropdown menu to populate the field. This is the same group you added to the MPAC Staff role in bullets 4 – 6 above.
- In the **Role** dropdown field, select *Accreditation Manager* from the list.
- In the **Responsibility** dropdown field, select *Observe* from the list.
- Click 

Repeat ALL of these steps for the MPAC Assessor group and for the Mock Assessor group. Instead of assigning these groups to the MPAC Staff role in the 4th bullet point above with Participate responsibility (5th bullet point), you will assign them to their corresponding roles with Participate responsibilities.

Your MPAC assessors **MUST** have the ability to PARTICIPATE in the MPAC Assessor role to set status, clear tasks, and add simple notes. Your MPAC Assessors **MUST** have the ability to OBSERVE the role all your attachments are in, which is recommended to be the Accreditation Manager role.

Step 3: Adding Users to Groups

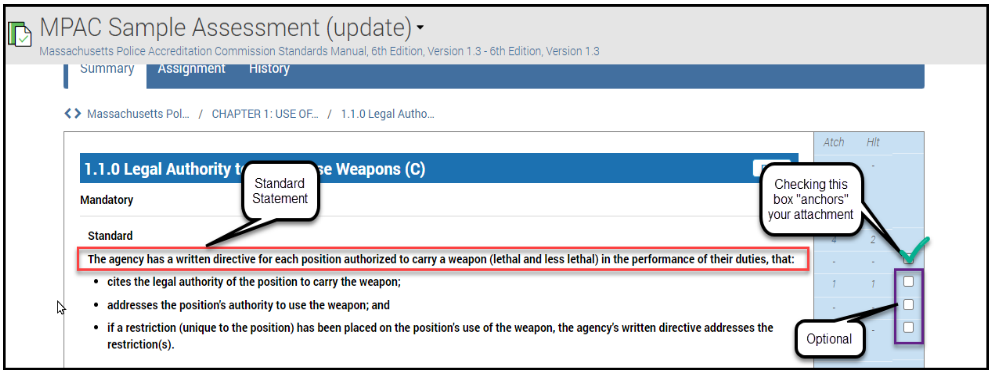
Once your groups are created and assigned to the assessment, you may leave these groups empty of users until the MPAC Staff or Mock Assessor, or MPAC Assessors are assigned to your agency. Once assigned, you simply add the users to the appropriate group, and their access to your assessment is complete.

To add users to corresponding groups:

- Click the groups icon in the dark blue side-bar menu on the left side of your screen.
- Hover your cursor over the name of the group from within the blue side-bar menu.
- Slide your cursor, slowly, to the right until three vertical dots appear (we call this the ***triple dot menu***).
- Hover your cursor over the triple dot menu and select “Add New User” from the pop-up box.

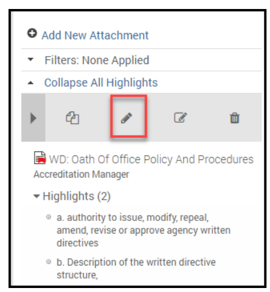
Updating an Assessment to a New Version of the Manual

It is a PowerStandards *best practice* to **anchor** attachments to the standard statement and **map** highlights to specific bullet points. When adding or editing attachments, ensure the ***check box next to the standard statement is checked for all attachments (i.e., Written Directives, Evidence of Compliance, Protocols, Process Indicators, etc.).*** It is OK to check boxes next to bullet points *as long as* the box next to the standard statement is checked.



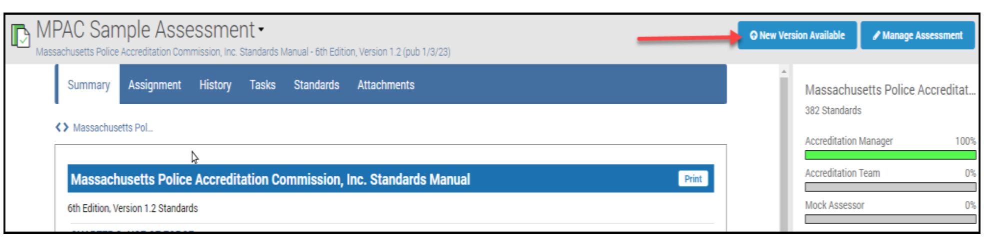
To anchor attachments to the standard statement that were anchored directly to bullet points:

1. Edit the attachment.
2. Check the box next to the standard statement.



The last step is to update your assessment.

Click "New Version Available" in the upper right corner of your assessment.



Use the Compare Selected Versions feature by checking the boxes next to both the updated manual revision and the revision the current assessment is built against.

Compare Selected Version located below the table.

Expand the color-coded key in the top of the left side panel to view the effected standards and select any desired standard to see the side-by-side comparison.

Finish the review and follow the on-screen prompts to Upgrade your assessment.

Note: When updating an assessment from Version 1.2 to Version 1.3 compare selected versions will have a large number of changes and updates based on the transition from checklists.

Communicating with Assessors

When your assessors are assigned and added to PowerStandards, you will need to communicate the following information to give them access to your assessment:

1. Site ID
2. Username
3. Temporary Password

The site ID is located in the Welcome, Name dropdown menu in the upper right corner of your screen.

Archiving the Assessment

Do not archive the assessment until you are directed to do so by MPAC Staff. If your agency only has one assessment license, consider using your folders to house your compliance documents until you can archive your assessment and open a new assessment.

MPAC may require agencies to export assessments. MPAC Staff will advise if this step is necessary as part of your assessment process.

Helpful Accreditation Tips using PowerDMS

To ensure continuity for your agency's accreditation program, follow these steps using PowerStandards:

1. Utilize PowerDMS tools to establish consistency in the accreditation process, even as agency Accreditation Managers change. This will help maintain the MPAC standard procedures and requirements for building assessments.
2. Implement the best-practice suggestions provided by PowerDMS to maintain continuity in your agency's accreditation program. By leveraging these features

effectively, you can ensure a smooth transition between different managers and uphold the necessary standards for accreditation.

3. Explore and make use of the various features offered by PowerDMS, regardless of the specific modules your agency has purchased. These features are designed to support and enhance your agency's accreditation process.

Examples for using PowerDMS Features to Maintain Accreditation

Folders:

- Create a structured folder system for policy manuals and compliance documentation.
- Encourage personnel to upload evidence of compliance into assigned folders for easier access and in lieu of email or hard copies that you have to scan and save to your computer.
- Keep historical records of evidence of compliance in folders for reference.