

# HOW-TO: SUBMIT A COMPLIANCE APPLICATION

**FOR:** Applicants (Primary Contacts and Organization Directors)

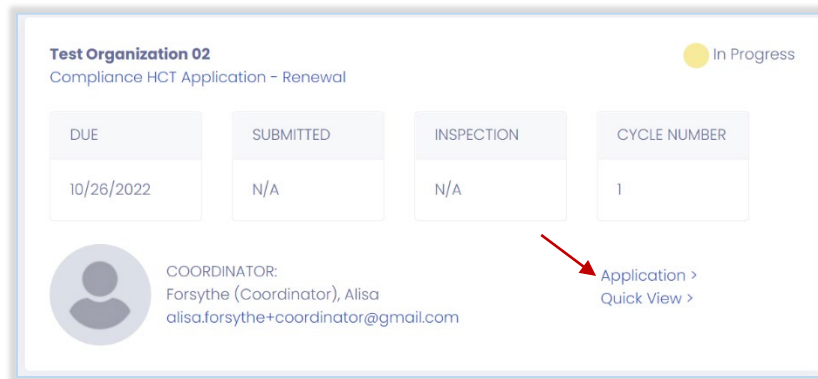
**DESCRIPTION:** The process for completing a Compliance Application.

**PREREQUISITES:**

- [How-To: Navigate the Portal \(Applicant\)](#), IT.GDE.8.004
- [How-To: Navigate the Application \(Applicant\)](#), IT.GDE.8.005

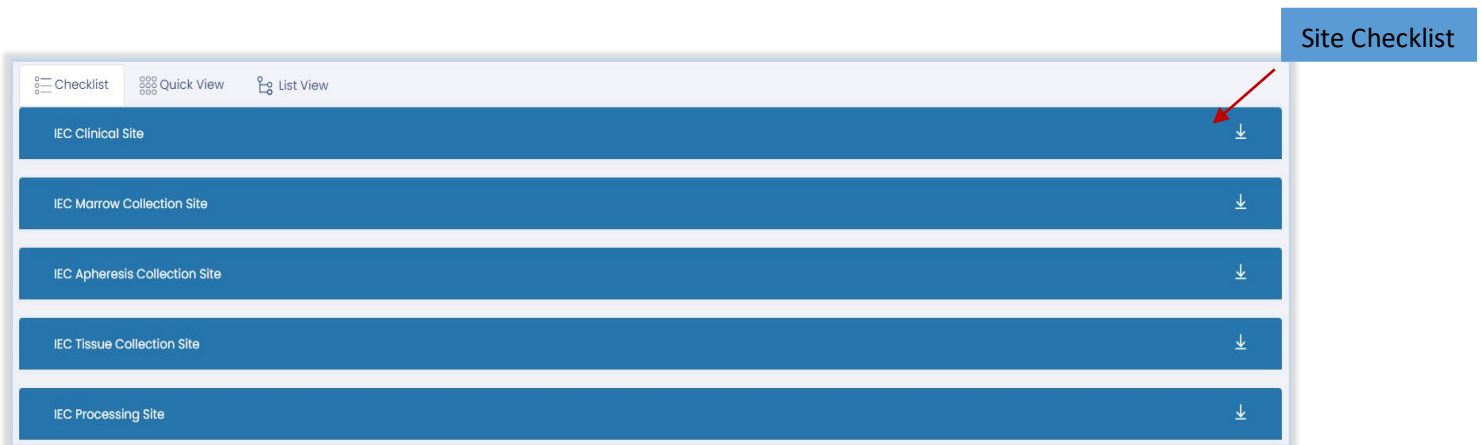
**PROCESS:**

1. Navigate to the FACT Accreditation Portal landing page, select **Application** on your Compliance Application tile.



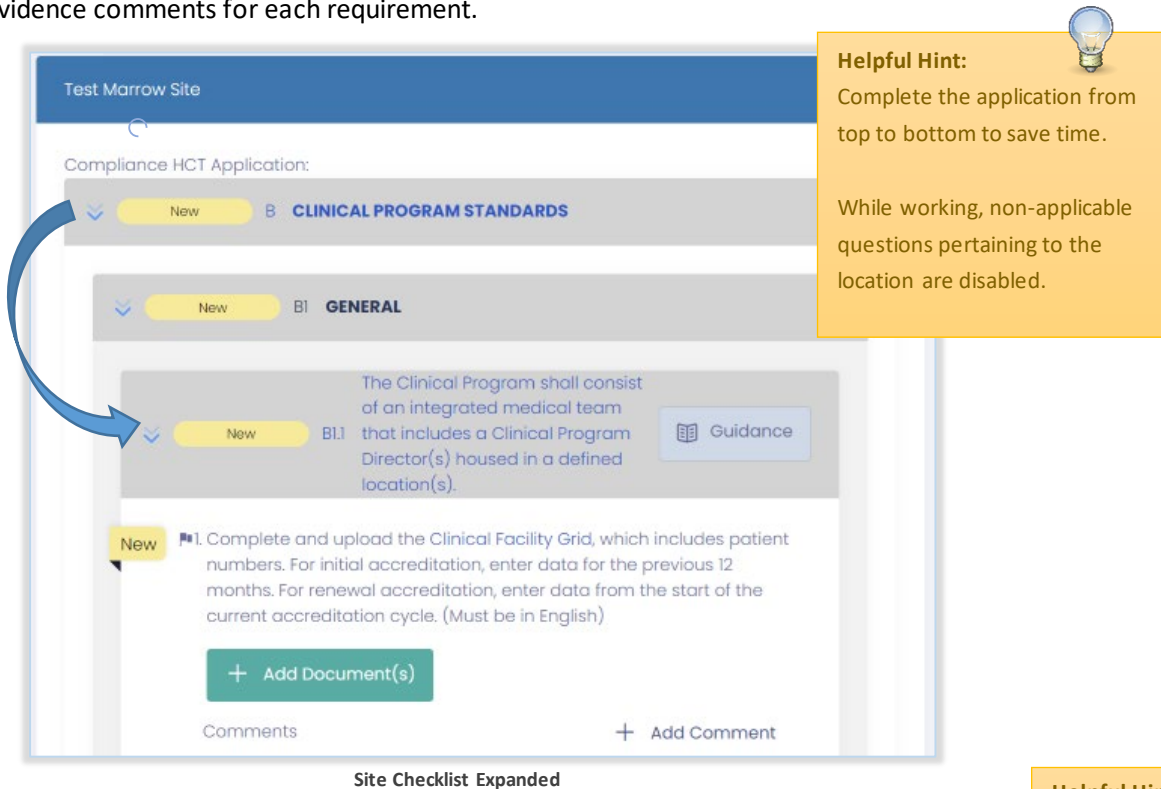
Compliance Application Tile

2. Each site that will be inspected has its own checklist.



Site Checklists

3. For each site, expand the checklist down to the lowest level and complete all questions and all required evidence comments for each requirement.



**Helpful Hint:**  
Complete the application from top to bottom to save time.

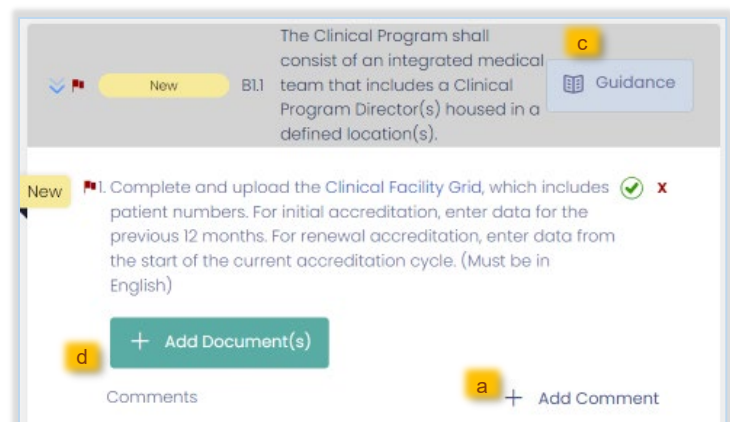
While working, non-applicable questions pertaining to the location are disabled.

Site Checklist Expanded

- a. Comments are either optional or required and are designated as such.  
Optional comments: You may select '+ Add Comment' to enter the applicable document name and page number as evidence of compliance or other comments.  
**\*REQUIRED comments (designated by an asterisk): Select '+ Add Comment' to enter the relevant document name and page number as evidence of compliance for the inspector to verify on-site.**
- b. Use *Question Level Comments* to add evidence and document how your program demonstrates compliance to the standards/question by selecting **+Add Comment**.  
*Example: refer to HCT Administration Policy, HCT.1.001, page 4, steps 6.3-6.8.*  
Comments are visible to FACT Staff and Inspectors during the review process.





**Helpful Hint:**  
Use the Quick View filters to find flagged questions easily.



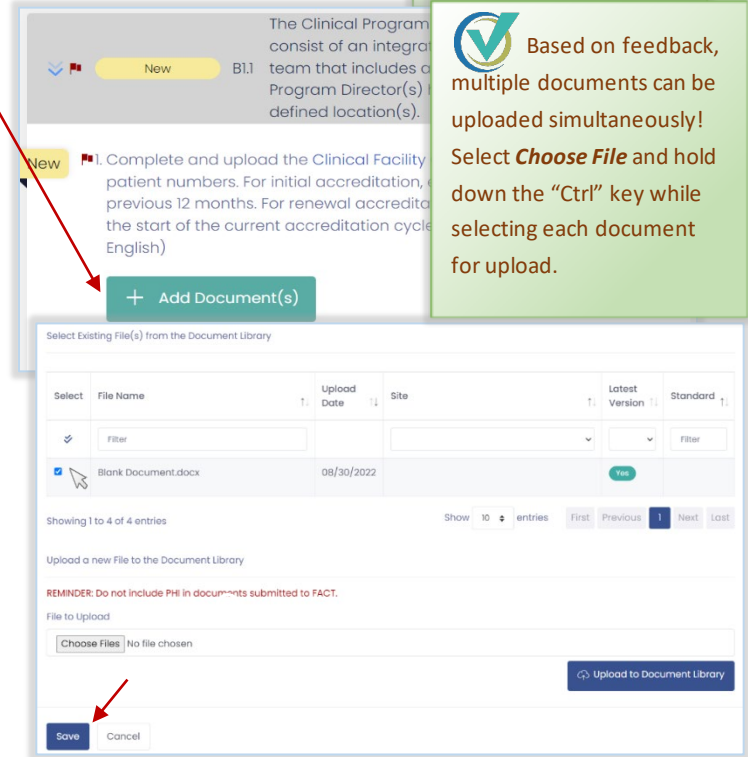
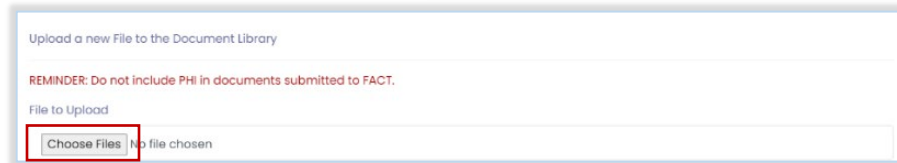
**Helpful Hint:**  
Use the Quick View filters to find flagged questions easily.

- c. *Guidance* contains excerpts from the applicable FACT Accreditation Manual to provide clarity and direction.
- d. Use *Question Level Flagging* to identify questions for review later by selecting the flag icon. All flags must be cleared to submit the application.
- e. Use **+Add Document(s)** to upload all relevant documentation.

 Based on your feedback, the portal auto-saves your answers while you work!

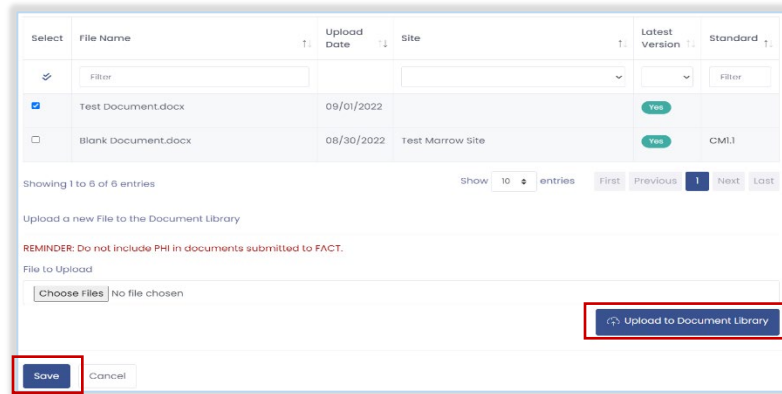
 Based on feedback, multiple documents can be uploaded simultaneously! Select **Choose File** and hold down the "Ctrl" key while selecting each document for upload.

- Select the **+ Add Document(s)** button. A document must be selected.
- To select an existing file from the document library:
  - Select the Document Name to link the existing file to the question. The selected document's row is highlighted.
  - Select **Save**.
- To upload a new document:
  - Select **Choose Files**. Select the file or files to add to the library.

- Select **Open**.
- The *File Name* field automatically populates with the existing file name. Modify the file name as needed to reflect the document's content.
- Select **Upload to Document Library** to begin the upload process.
- The file is automatically selected, and the row is highlighted.

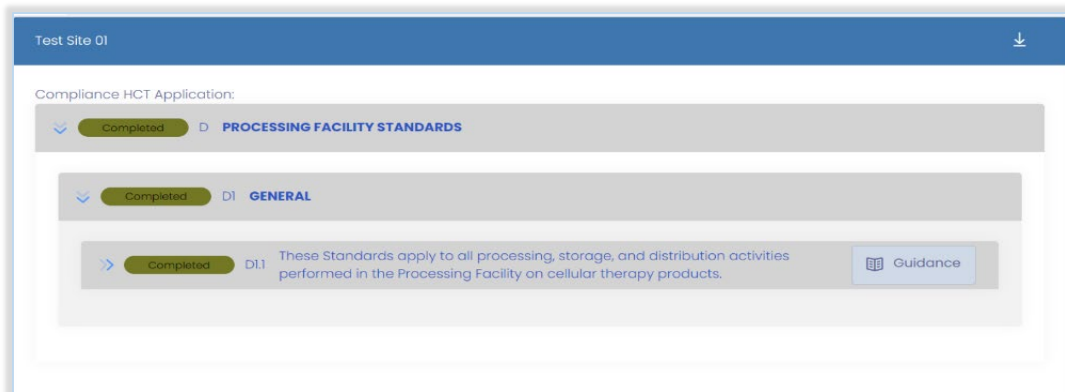
- o Select **Save**.



- o The document name displays below the original question text and is hyperlinked to the document within the document library.

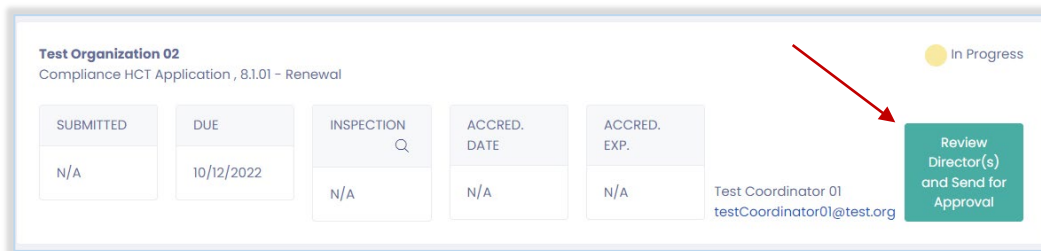
- f. Respond to all questions and add evidence in the comments until all the status indicators display green for 'Completed'.

*Helpful Hint: Quick View and List View tabs can be used to view status indicators.*



- 4. When all questions and all required comments within the application are complete, the *Review Director(s) and Send for Approval* button displays.

- a. Select **Review Director(s) and Send for Approval**.



- b. An *Approval Flow* window displays to review the Director(s) information.

- c. Review the personnel listed and if an update is required Select **Update Personnel**. If updates are not required, proceed to the next step.

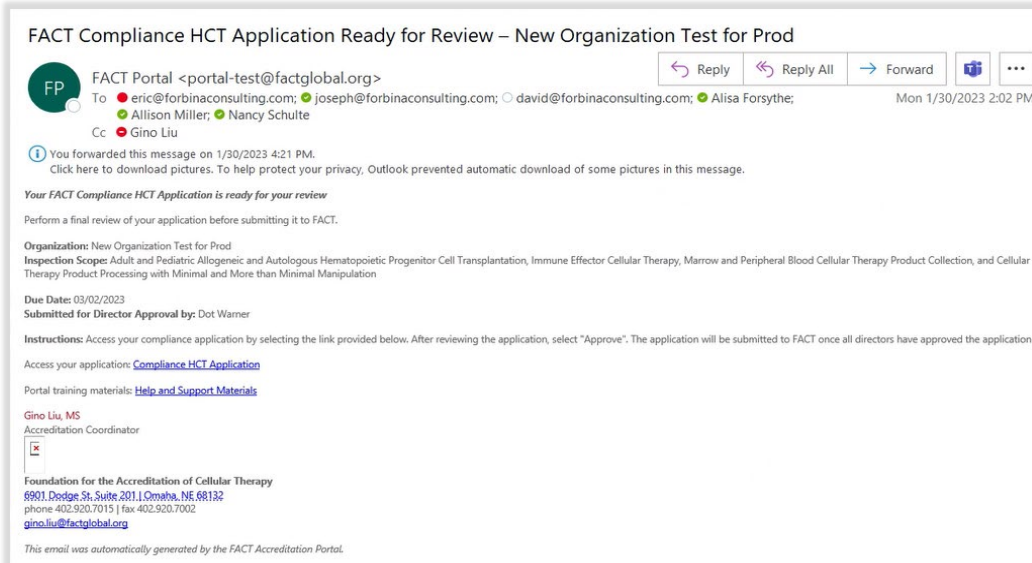
Approval Flow

Please ensure the listed information is still correct.

Name	Organization Role(s)	Email Address
Clinical Director	Clinical Program Director	ClinicalDir@test.org
Marrow Director	Marrow Collection Facility Director	MarrowDir@test.org
Test Org Director	Organization Director	OrgDir@test.org

Cancel
Update Personnel
Send for Director Approval

- d. Select **Send for Director Approval**.
- e. An automated email is sent to the director of each listed facility.
- f. Each director must use their unique link provided in the email to approve the application.

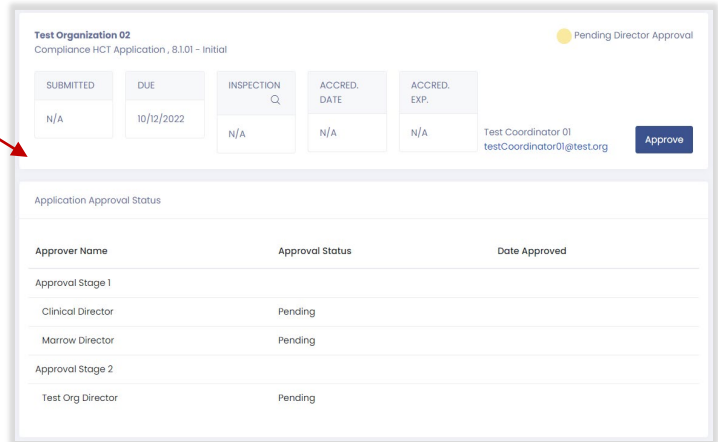


- g. Each director must select **Approve** within the portal.

h. The *Application Approval Status* table displays the approval status for each director.

- All facility directors must approve the application.
- The Organization Director approves the application after the facility directors.

i. The application is submitted to FACT.



**Test Organization 02**  
Compliance HCT Application, 8.1.01 - Initial

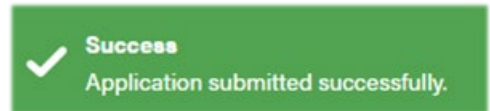
Submitted: N/A | Due: 10/12/2022 | Inspection: N/A | Accred. Date: N/A | Accred. Exp.: N/A

Test Coordinator 01  
testCoordinator01@test.org

Application Approval Status

Approver Name	Approval Status	Date Approved
Approval Stage 1		
Clinical Director	Pending	
Marrow Director	Pending	
Approval Stage 2		
Test Org Director	Pending	

5. Once the application is submitted successfully, a green confirmation notification displays at the top right corner of the screen and a confirmation email is sent.



## What Happens Next?

### 1. Submit to FACT

Submit the Compliance Application to FACT.

### 2. FACT Review and RFI

FACT reviews the information provided. If additional information or clarification is required, a Request for Information (RFI) is created for each request. The application is returned to the organization for a response.

### 3. Respond to RFI

An email is sent to the organization informing of the RFI request. For more information on this process, refer to the *How-To: Respond to an RFI*.

### 4. FACT Review and Schedule Inspection

FACT repeats steps 2 and 3 until all essential information is submitted. When the application is complete, FACT will schedule the inspection.

### 5. Inspection

The inspection is performed, and the results are entered in the Accreditation Portal.

### 6. Accreditation Outcome

The FACT Accreditation Committee reviews the inspection results and informs the organization of the outcome.

