

JACE WorkFORCE Architect

Compliance & Accreditation Readiness Sheet

How This Tool Protects You During Audits & Accreditation

JACE WorkFORCE Architect functions as a workforce compliance engine for your organization. It builds audit-ready documentation, verifies CEU accuracy, maps training to regulatory domains, and generates survey-preparation materials — all from your approved LMS catalogs only. It does not provide legal advice or replace your accrediting body. It operationalizes your readiness.

What Surveyors Typically Review (Workforce Domains)

Whether you are preparing for CARF, state audit, Joint Commission, Medicaid review, or grant compliance, surveyors commonly examine these workforce domains:

Domain	What They Look For	What the Tool Builds for You
Staff Competency	Proof staff are trained for their roles	Role-based training matrices with competency tags
Ongoing Education	Evidence of continuous professional development	CEU tracking dashboards and renewal calendars
CEU Documentation	Accurate records, certificates, eligibility proof	CEU Verification Matrix with cross-audit labels
Supervision	Structured oversight and supervisor training	Supervisor learning pathways and accountability models
Cultural Responsiveness	Annual reinforcement and population-specific training	Cultural responsiveness schedules by role
Ethics & Boundaries	Regular refreshers and documented reinforcement	Ethics retraining cadence and compliance tracking
Documentation Quality	Staff trained in clinical documentation standards	Documentation remediation and refresher tracks
Risk Management	Corrective action protocols and incident response	Retraining protocols and corrective action plans
Performance Improvement	Data-driven quality improvement systems	KPI dashboards and pre/post training analytics

Pre-Survey Countdown Timeline

Start Using This Timeline the Moment You Know Your Survey Window

The earlier you begin, the stronger your documentation narrative will be. Do not wait for findings — build your defense before they arrive.

Timeline	Priority	Action	Prompt to Use
Immediately	Critical	Audit all CEU labeling (CEU vs. Non-CEU)	“Cross-verify CEU status for all assigned courses.”
Immediately	Critical	Confirm certificate storage and export procedures	“Build LMS audit export instructions.”
Immediately	Critical	Verify every role has a training assignment matrix	“Map all roles to required LMS courses.”
Week 1–2	High	Confirm supervision training is assigned and tracked	“Build a supervisor training accountability matrix.”
Week 2–4	High	Refresh ethics and documentation modules for all staff	“Assign ethics and documentation refreshers by role.”

30 Days	High	Confirm corrective action retraining protocol exists	"Build a corrective action retraining protocol."
30 Days	High	Build cultural responsiveness reinforcement evidence	"Create a cultural responsiveness annual schedule."
60 Days	Moderate	Implement workforce readiness dashboard	"Create a CARF workforce readiness dashboard."
60 Days	Moderate	Build wellness and staff support documentation	"Design a staff wellness integration model."
90 Days	Moderate	Conduct internal mock survey simulation	"Simulate CARF survey questions for our programs."

Compliance & Accreditation Readiness Sheet — Page 2

CEU Audit Defense Checklist

CEU documentation errors are among the most common and preventable audit findings. Use this checklist before any review:

✓	Action Item	Prompt to Use
<input type="checkbox"/>	Every assigned course is labeled CEU Eligible or Non-CEU	<i>“Label CEU status for all courses in our catalog.”</i>
<input type="checkbox"/>	CEU labels are cross-verified against both master lists	<i>“Cross-audit CEU eligibility against Non-CEU files.”</i>
<input type="checkbox"/>	CEU Verification Matrix is generated and current	<i>“Generate a CEU Verification Matrix for all licensed staff.”</i>
<input type="checkbox"/>	Completion certificates are stored and exportable	<i>“Provide LMS certificate export instructions.”</i>
<input type="checkbox"/>	Renewal calendars are built with 30/60/90 day alerts	<i>“Build a CEU renewal calendar with alert cadence.”</i>
<input type="checkbox"/>	Non-CEU courses are clearly excluded from CEU counts	<i>“Confirm which courses do NOT count toward CEUs.”</i>
<input type="checkbox"/>	Licensed staff can produce documentation on demand	<i>“Create a staff-facing CEU record checklist.”</i>

Mock Survey Questions the Tool Can Simulate

Use these to prepare leadership and supervisors for surveyor interviews:

Ask the Tool to Simulate These:

- “How do you ensure staff are competent for the populations you serve?”
- “How do you verify CEU compliance for licensed staff?”
- “How do you respond to staff performance issues or incidents?”
- “How is cultural responsiveness reinforced across the organization?”
- “How do you prevent and address staff burnout?”
- “What quality improvement data do you track for workforce development?”
- “How are supervisors trained and held accountable for oversight?”

For each question, the tool generates a structured written response, supporting LMS documentation references, and an executive-ready explanation script your team can practice.

Compliance Documents the Tool Can Generate

Document	Use Case
CARF-Aligned Training Matrix	Maps every role to required courses across workforce domains
CEU Verification Matrix	Course-level audit trail with status, completion, and certificates
Supervisor Accountability Matrix	Tracks supervisor training compliance and oversight duties
Corrective Action Retraining Protocol	Step-by-step remediation plan tied to LMS courses
Workforce Readiness Dashboard	Executive snapshot of compliance status across all domains
Cultural Responsiveness Schedule	Annual reinforcement calendar with role assignments
Mock Survey Q&A Script	Simulated questions with structured responses and evidence
CEU Renewal Calendar	30/60/90 day alert cadence for all licensed staff
Gap Analysis Report	Identifies missing training mapped to regulatory requirements
Board-Ready Compliance Summary	Executive report for leadership and governing bodies

Red Flags to Address Before Any Survey

If Any of These Are True, Act Immediately:

- CEU-eligible and Non-CEU courses are not clearly separated in your LMS
- Some roles have no structured training pathway assigned
- Supervisors have not completed required oversight or ethics training
- No corrective action retraining protocol exists in writing
- Cultural responsiveness training has not been refreshed in the past 12 months
- CEU certificates are not stored in a centralized, exportable location
- No workforce readiness dashboard or compliance tracking exists
- Staff cannot produce their own CEU documentation on demand

Compliance Disclaimer

All compliance-related outputs are operational guidance only. Your organization is responsible for confirming final interpretations with regulatory or accrediting bodies. This tool does not provide legal advice, certify CEU eligibility beyond your approved catalogs, or replace the judgment of compliance officers, HR leadership, or legal counsel.