

# **CET Virtual Itinerary**

#### **Virtual Options**

- Virtual methods of following the itinerary will vary from one Service Provider (SP) to another
  - Possible options are Zoom, Microsoft Teams, WhatsApp
- Staff or family/guardians may need to assist individuals accessing service with the virtual format
- The following slides give examples of what itineraries could look like for Day 1, Day 2 and Day 3





### **Virtual Itinerary Day 1**

Tuesday	
9:00 – 11:00 am	Virtual tour; Organizational Framework (OF) Meeting (Virtual platform? Insert email and/or phone number)
11:00 – 12:00 pm	Continuation of OF Meeting. Questions and Answers (Q&A) (Virtual platform? Insert email and/or phone number)
12:00 – 1:00 pm	LUNCH
1:30 – 4:30 pm	Virtual Reliability Check (RC) Conversation (Virtual platform or conference call. Insert email and/or phone number)
4:30 – 6:00 pm	Review of files to be decided with the Team Leader (i.e., files shared through Dropbox or other secured file sharing system)
ACDS	This is just an example itinerary. Timelines can be adjusted as needed.

## **Virtual Itinerary Day 2**

Wednesday	
9:00 – 12:00 am	Continue with file reviews (Virtual platform or conference call. Insert email and/or phone number) Start conversations with individuals
12:00 – 1:00 pm	LUNCH
1:00 – 5:00 pm	Continue with conversations (Virtual platform or conference call. Insert email and/or phone number) Survey Team Leader and SP staff available for Q&A as needed



This is just an example itinerary. Timelines can be adjusted as needed.



### **Virtual Itinerary Day 3**

Thursday	
9:00 – 11:00 am	Survey team will meet for their final review and to ask questions before the Exit Conference
11:00 – 12:00 pm	Exit Conference with survey team and SP

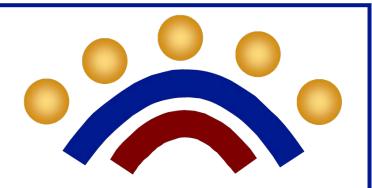
#### Note: Back-up conversations may be booked on this day if necessary

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#### This is a presentation of the **Alberta Council of Disability Services Standards and Accreditation** 160, 3015 – 12 Street NE Calgary, AB T2E 7J2 Ph: (403) 250-9495 • Fax: (403) 291-9864 Email: accred@acds.ca