



## ACCREDITED APPROVER UNIT

### Policy Manual

## Appeal of Action Taken on Application Review Decision

### Policy:

The ANA Massachusetts Approver Unit (AU) ensures that applicants seeking approval have the opportunity to appeal an adverse approval decision. An adverse approval decision may include suspension, revocation, or denial of approval. The applicant/organization wishing to appeal must have completed the approval process.

Applicants may not appeal eligibility requirements, criteria upon which the Accreditation Program is based, the scoring rubric, the setting of passing scores, or reviewer's conclusions regarding the evaluation of the applicant's written documentation.

### Procedure:

#### Appeal Process for Applicants:

Notification of intent to appeal must be received in writing at the ANA MASS office within ten (10) business days following written notification of the adverse decision. The appeal must briefly state the reason(s) for contesting the decision. This notification must be accompanied by a non-refundable appeal processing fee of \$500.

The appeal as well as the written argument will be forwarded to the Accredited Approver Unit Director or her designee for review. The AU will consider the written argument and a 2/3 vote of the committee will determine whether this argument warrants a second (for an individual activity application) or a third (in the case of a Provider Unit application) independent review, otherwise the denial stands.

The original reviewers may be involved in the discussion but must abstain from the vote. If the decision to deny is reversed at any level, the original process is continued.

The decision of the AU is final.

Parties making an appeal will be notified of the decision in a timely manner.

Revised 1/2022 JG

Reviewed 7/2018 SR, JG

2013 JG

Revised 4, 2016 JG/SR; 7/2017 JG/SR

Reviewed 1/2014 JG, 1/2015 JG/SR