

---

## NCAC News

---

### Completing the *Confirmation of Service Details* form

Information from the *Confirmation of Service Details* form is used to schedule Validation Visits. Services receive this form with the *Self-study Report* which is sent to services by NCAC. Services must ensure that they:

- return the form when they submit their *Self-study Report*
- clearly state relevant service closure periods on the form

Please note that services do not need to be operating every day within the six week timeframe nominated by NCAC within which an unannounced Validation Visit will occur. NCAC will ensure that Validation Visits are not scheduled to occur on days when a service is closed

The most common reason for delays in NCAC receipting/accepting *Self-study Reports* is missing signatures or missing/incomplete *Confirmation of Service Details* forms