

**AGENCY ADHERENCE REVIEW**  
**SPIRIT OF PEACE PROGRAM – MA MAWI WI CHI ITATA, INC.**

<b>Update:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Agency:</b>	Spirit of Peace Program, Ma Mawi Wi Chi Itata Inc.
<b>External Agency Coordinator:</b>	??
<b>Date of Visit:</b>	??
<b>Person(s) Interviewed:</b>	??
<b>Date of Report:</b>	??
<b>Date of last Agency Adherence Review:</b>	??

**NPR** = No policy required. Agencies are not required to have a policy regarding these items; compliance is based on fulfilment of obligations as outlined in the *Standards Manual*.

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.1	Incorporation & Bylaws					
1.1.1	Organizational Identification Information* NPR					
1.1.2	Notification of Changes* NPR					
1.1.3	Agency Incorporation NPR					
1.1.4	Registration Renewals* NPR					
1.1.5	Agency By-laws NPR					
1.1.6	Annual Reports* NPR					
1.2	Agency Boards					
1.2.1	Board Membership & Composition NPR					
1.2.2	Board Orientation & Training*  SPA: Does the agency have a copy of <i>The Management Practices Guide</i> ?					
1.2.3	Accountability & Delegation					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.2.4	Conflict of Interest					
<b>1.3</b>	<b>Organizational Development</b>					
1.3.1	Mission Statement <b>NPR</b>					
1.3.2	Goals & Objectives <b>NPR</b>					
1.3.3	Operational Planning <b>NPR</b>					
1.3.4	Organizational Structure <b>NPR</b>					
1.3.5	Staff Recruitment & Screening					
1.3.6	Human Resource Management  • How are staff able to access the policies & procedures manual?					
1.3.7	Labour Management Agreements <b>NPR</b>					
1.3.8	Position Descriptions <b>NPR</b>					
1.3.9	Fair Employment Practices <b>NPR</b>					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.4	Financial Management					
1.4.1	Service Purchase Agreement NPR					
1.4.2	Financial Controls & Procedures NPR					
1.4.3	Preliminary Budget Submissions* NPR					
1.4.4	Final Budget Submissions* NPR					
1.4.5	Interim Financial Reports* NPR					
1.4.6	Board Approval of Interim Financial Reports* NPR					
1.4.7	Annual Audit* NPR					
1.4.8	Supplementary Reports* NPR					
1.4.9	Statistical Reports – Units of Service* NPR					
1.5	Administrative & Client Records Management					
1.5.1	Record Storage & Access					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.5.2	Record Retention & Destruction					
1.5.3	Client Record Contents* NPR					
1.5.4	Client Record Maintenance					
1.5.5	Confidentiality of Client Records					
1.5.6	Client Access to Records					
1.6	Physical Facilities					
1.6.1	Adherence to Legislation/Regulations NPR					
1.6.2	Local Codes & Bylaws NPR					
1.6.3	Physical Space NPR					
2.1	Client Rights and Protection					
2.1.1	Human Rights					
2.1.2	Right to Service					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.1.3	Right to Privacy					
2.1.4	Consent to Release Information					
2.1.5	Right to Appeal – Consumer Complaints					
2.1.6	Right to Services with Cultural Sensitivity					
2.2	Client Safety & Health					
2.2.1	Confidentiality & Safety of Admitted Clients					
2.2.2	Special Precautions					
2.2.3	Children in Need of Protection					
2.2.4	Critical Incidents NPR					
2.3	Admission Criteria					
2.3.1	Admission Criteria:					
2.3.2	Exception Policy					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.3.3	Non-Admitted Clients					
2.3.4	Withdrawal of Service					
2.4	Women’s Services					
2.4.1	Intake & Assessment					
2.4.2	Protection Planning NPR					
2.4.3	Individual Counselling NPR					
2.4.4	Group Counselling NPR  SPA:					
2.4.5	Information & Referral NPR					
2.5	Men’s Services					
2.5.1	Intake & Assessment					
2.5.2	Control Planning NPR					
2.5.3	Individual Counselling NPR					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.5.4	Group Counselling NPR					
2.5.5	Information & Referral NPR					
<b>2.6</b>	<b>Children’s Services</b>					
2.6.1	Intake & Assessment					
2.6.2	Protection Planning NPR					
2.6.3	Individual Counselling NPR					
2.6.4	Group Counselling NPR					
2.6.5	Information & Referral NPR					
<b>2.7</b>	<b>Service Monitoring &amp; Evaluation</b>					
2.7.1	Client Evaluation of Counselling Services					
2.7.2	Monitoring of Client Files					
2.7.3	Service Monitoring & Evaluation Measures					



**GENERAL COMMENTS:**