

AGENCY ADHERENCE REVIEW

MEN ARE PART OF THE SOLUTION

Update: ☐ Yes ☐ No

Agency: Men Are Part of the Solution (MAPS)

External Agency Coordinator: ??

Date of Visit:

Person(s) Interviewed:

Date of Report:

Date of last Agency Adherence Review:

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	Service Provider Identifying 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	Men Are Part of the Solution’s Board					
1.2.1	Board Membership and Composition NPR					
1.2.2	Advisory Committee Orientation & Training * SPA: Does the agency have a copy of <i>The Management Practices Guide</i> ?					
1.2.3	Accountability & Delegation NPR					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.2.4	Conflict of Interest					
1.3	Organizational Development					
1.3.1	Mission Statement NPR					
1.3.2	Goals & Objectives NPR					
1.3.3	Operational Planning NPR					
1.3.4	Organizational Structure NPR					
1.3.5	Staff Recruitment & Hiring					
1.3.6	Human Resource Management <ul style="list-style-type: none"> How are staff able to access the policies & procedures manual? 					
1.3.7	Labour Management Agreements NPR					
1.3.8	Position Descriptions NPR					
1.3.9	Fair Employment Practices					

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 and Reporting NPR					
1.4.3	Statistical Reports - Units of Service NPR					
1.5	Administrative & Client Records Management					
1.5.1	Record Storage & Access					
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					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.6.2	Local Codes & Bylaws NPR					
1.6.3	Annual Fire Inspection					
2.1	Protection of Rights					
2.1.1	Human Rights					
2.1.2	Right to Service					
2.1.3	Right to Privacy					
2.1.4	Consent to Release Information					
2.1.5	Right to Appeal – Client Complaints					
2.1.6	Right to Services with Cultural Sensitivity					
2.2	Client Safety & Health					
2.2.1	Confidentiality of Clients					
2.2.2	Special Precautions					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.2.3	Children in Need of Protection					
2.2.4	Critical Incidents NPR					
2.2.5	Communicable Disease Policy					
2.2.6	Technology and Safety					
2.2.7	Health and Safety of Clients with Allergies					
2.3	Admission Criteria and Process					
2.3.1	Admission Criteria					
2.3.2	Exception Policy: Counselling Services					
2.4	Services & Resources					
2.4.1	Intake & Assessment					
2.4.2	Orientation to Resource Centre Services					
2.4.3	Client-Centred Planning					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.4.4	Men’s Counselling					
2.4.5	Community Outreach Services					
2.4.6	Peer Assistance Program					
2.4.7	Information & Referral					
2.5	Service Monitoring & Evaluation					
2.5.1	Client Evaluation of Service					
2.5.2	Monitoring of Client Files					
	Other Financial Reports					
	Staffing Reports NPR					
	Annual Operating Budget NPR					
	Interim Financial Reports* NPR					
	Board Approval of Budget and Interim Financial Reports* NPR					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
	Annual Audit* NPR					
	Other Required Financial Reports* <ul style="list-style-type: none">▪ Compensation Disclosure▪ Surplus/Deficit Report NPR					

GENERAL COMMENTS: