

AGENCY ADHERENCE REVIEW RESIDENTIAL SECOND STAGE PROGRAMS

Update: Yes No

Agency:

External Agency Coordinator:

Date of Review:

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 Identification Information* NPR					
1.1.2	Notification of Changes* NPR					
1.1.3	Program Incorporation NPR					
1.1.4	Registration Renewals* NPR					
1.1.5	Program By-laws NPR					
1.1.6	Annual Reports* NPR					
1.2	Residential Second Stage Board of Directors					
1.2.1	Board Membership & Composition NPR					
1.2.2	Board Orientation & Training* <u>SPA</u> : 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 & Screening					
1.3.6	Human Resource Management • 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 NPR					

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	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 • Also right to request corrections to personal information					
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* NPR					
1.6.4	Protective Housing					
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 & Safety of Admitted Clients					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.2.2	Special Precautions					
2.2.3	Supervision & Safety of Children					
2.2.4	Preferred Child Care Practices					
2.2.5	Parental Permission for Children's Outings					
2.2.6	Parental Permission for Children's Counseling					
2.2.7	Children in Need of Protection					
2.2.8	Access to Housing Unit by Program Staff					
2.2.9	Communicable Disease Policy					
2.2.10	Fire Safety Plan & Procedures					
2.2.11	Critical Incidents NPR					
2.2.12	Outings & Failure to Return					
2.2.13	Interruption of Residential Services					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.2.14	Technology and Safety					
2.2.15	Health and Safety of Clients with Allergies					
2.3	Admission Criteria					
2.3.1	Admission Criteria					
2.3.2	Non-Admitted Clients					
2.3.3	Residency Guidelines					
2.3.4	Client Dismissal					
2.4	Program Resources					
2.4.1	Intake & Assessment					
2.4.2	Orientation to the Program					
2.4.3	Client-Centred Planning					
2.4.4	Individual Counselling for Women					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
2.4.5	Support Groups for Women					
2.4.6	Children's Intake & Assessment					
2.4.7	Individual & Group Counselling for Children					
2.4.8	Children's Services Consultations					
2.4.9	Protection Planning					
2.4.10	Departure Planning					
2.5	Service Monitoring & Evaluation					
2.5.1	Client Evaluation of Service					
2.5.2	Monitoring of Client Files					
	Other Financial Reports					
1.4.3	Staffing Reports* NPR					
1.4.4	Annual Operating Budget* NPR					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	BRANCH FOLLOW-UP
REF.	STANDARD	YES	NO			
1.4.5	Interim Financial Reports* NPR					
1.4.6	Board Approval of Budget and Interim Financial Reports* NPR					
1.4.7	Annual Audit* ▪ Management Letter NPR					
1.4.8	Other Required Financial Reports* ▪ Compensation Disclosure ▪ Surplus/Deficit Report NPR					

GENERAL COMMENTS: