

# **AGENCY ADHERENCE REVIEW**

## **Wahbung Abinoonjiiag**

**Agency:** Wahbung Abinoonjiiag

**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	FVPP 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	Agency Boards					
1.2.1	Board Membership & Composition NPR					
1.2.2	Board Orientation & Training					
1.2.3	Accountability & Delegation NPR					
1.2.4	Conflict of Interest					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	FVPP FOLLOW-UP
REF.	STANDARD	YES	NO			
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  ● 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					
1.4	Financial Management					
1.4.1	Service Purchase Agreement NPR					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	FVPP FOLLOW-UP
REF.	STANDARD	YES	NO			
1.4.2	Financial Controls & 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					
1.6.2	Local Codes & Bylaws NPR					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	FVPP FOLLOW-UP
REF.	STANDARD	YES	NO			
1.6.3	Physical Space NPR					
<b>2.1</b>	<b>Client Rights and Protection</b>					
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 Sensitivity					
<b>2.2</b>	<b>Client Safety &amp; Health</b>					
2.2.1	Threats to Safety					
2.2.2	Children in Need of Protection					
2.2.3	Critical Incidents					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	FVPP FOLLOW-UP
REF.	STANDARD	YES	NO			
2.2.4	Safety					
2.2.5	Supervision and Safety of Children					
2.2.6	Parental Permission for Children’s Outings					
2.2.7	Parental Permission for Children’s Counselling					
2.2.8	Fire Safety Plan and Procedures					
2.2.9	Interruption of Services					
2.2.10	Technology and Safety					
2.2.11	Health and Safety of Clients with Allergies					
<b>2.3</b>	<b>Admission Criteria</b>					
2.3.1	Admission Criteria					
2.3.2	Intake and Assessment					
2.3.3	Exception Policy					

STANDARDS		COMPLIANCE		ACTION PLANNED/EXPLANATION	COMPLETION	FVPP FOLLOW-UP
REF.	STANDARD	YES	NO			
2.3.4	Withdrawal of Services					
2.4	Agency Services					
2.4.1	Youth Circles					
2.5	Service Evaluation					
2.5.1	Client Evaluation of Services					

GENERAL COMMENTS: