Annual Accreditation Tasks – Fiscal Year\_\_\_\_\_\_\_

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| **Standard** | **Task** | **Staff Member Responsible** | **Date Assigned** |  **Date Due** |
| **AGA 3** | **Completion of annual Board training & training plan** |  |  |  |
| **AC1** | **Progress on/update cultural competency plan** |  |  |  |
| **AC3** | **Annual review of barriers to service** |  |  |  |
| **FE1** | **Safety inspections are up-to-date** |  |  |  |
| **FM1** | **Budget approval** |  |  |  |
| **FM4** | **Update fundraising plan** |  |  |  |
| **FM5** | **Annual report** |  |  |  |
| **FM5** | **Audit** |  |  |  |
| **P2** | **Annual review of job descriptions** |  |  |  |
| **P4** | **Progress documented/update diversity plan** |  |  |  |
| **P5** | **Assure compliance with any changes in employer/employee regulations and contracts** |  |  |  |
| **P7** | **Annual evaluation of salary/benefit schedule** |  |  |  |
| **P12** | **Update background checks (every two years)** |  |  |  |
| **P15** | **Performance evaluations for personnel** |  |  |  |
| **QA2** | **Long-term planning (not necessarily annual)** |  |  |  |
| **CS1** | **Update community resource list (every six months)** |  |  |  |
| **CS ALL** | **All service standards are met** |  |  |  |