Policies Needed for Accreditation – Fiscal Year Check\_\_\_\_\_\_\_

All policy changes must be approved by the Board and date of change should be noted clearly.

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| **Standard** | **Policy** | **Policy is changed? Yes or No** | **Staff Member Responsible** | **Date Assigned** | **Date Final Check Due** |
| **AGA5** | **Conflict of interest** |  |  |  |  |
| **AGA6** | **Referrals, transfer of cases, private practices** |  |  |  |  |
| **AC2** | **Nondiscrimination in services** |  |  |  |  |
| **AC3** | **Access for clients who do not speak English** |  |  |  |  |
| **CIC1** | **Confidentiality, written consent, and other client issues** |  |  |  |  |
| **FE3** | **Use of vehicles to transport clients** |  |  |  |  |
| **FM5** | **New hires, terminations, rates of pay, deductions** |  |  |  |  |
| **FM5** | **Review and approval of payroll and time/overtime records** |  |  |  |  |
| **P2** | **Annual review of job descriptions** |  |  |  |  |
| **P3** | **Personnel policies for staff, volunteers, agency, directors** |  |  |  |  |
| **P4** | **Agency reflection of community diversity** |  |  |  |  |
| **P5** | **Nondiscriminatory employment practices** |  |  |  |  |
| **P15** | **Performance evaluation for personnel** |  |  |  |  |
| **P16** | **Access to personnel files by staff** |  |  |  |  |