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| --- | --- | --- | --- | --- | --- |
| **Standard** | **Procedure** | **Procedure changed? Yes or No** | **Staff Member Responsible** | **Date Assigned** | **Date Final Check Due** |
| ***AG1*** | **Board – selection of members, terms, officer elections** |  |  |  |  |
| ***AG1*** | **Board – organizational structure and responsibilities** |  |  |  |  |
| ***AG1*** | **Written description of various responsibilities** |  |  |  |  |
| ***AC3*** | **Access for clients who do not speak English** |  |  |  |  |
| ***CIC1*** | **Confidentiality, informed consent, and other client issues** |  |  |  |  |
| ***CIC2*** | **Documentation that client information is given** |  |  |  |  |
| ***CIC3*** | **Security, maintenance, and access of client records**  |  |  |  |  |
| ***FE1*** | **Health, fire, safety info properly accessible & maintained** |  |  |  |  |
| ***P3*** | **Personnel procedures; participation in review of policies**  |  |  |  |  |
| ***P5*** | **Process for compliance with employment regulations/contracts** |  |  |  |  |
| ***P14*** | **Description of supervision practices** |  |  |  |  |
| ***P15*** | **Performance evaluation for personnel** |  |  |  |  |
| ***P16*** | **Personnel records; staff review, addition and correction**  |  |  |  |  |
| ***QA1*** | **Collection and utilization of data** |  |  |  |  |
| ***QA2*** | **Agency planning and evaluation processes** |  |  |  |  |
| ***CS1*** | **Updating community resource list** |  |  |  |  |
| ***CS3,4,5*** | **System of specific advocacy documentation** |  |  |  |  |

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

Be sure any procedure changes have been checked to see if they comply with the relevant policy.