

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

- 1) The Program Director(s) shall have a minimum of a Bachelor's degree in a criminal justice or social science field or a minimum of 5 years full-time experience working with offenders.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p> <input type="checkbox"/> Compliance (List Documentation) <input type="checkbox"/> Non-Compliance (See Plan of Action) <input type="checkbox"/> Not Applicable (Justification Attached) </p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p> <input type="checkbox"/> Compliance <input type="checkbox"/> POA acceptable <input type="checkbox"/> Non-Compliance <input type="checkbox"/> POA unacceptable <input type="checkbox"/> Not Applicable </p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review copy of degree. <input type="checkbox"/> Review resume, job application or previous job descriptions <input type="checkbox"/> Review position description 	<p>Recommendations and additional comments, as appropriate:</p>

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- 2) At least seventy-five percent (75%) of staff providing case management or programming to offenders shall have an Associates Degree or higher.

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<p>RECOMMENDED AUDITOR'S ACTIVITIES</p> <p><input type="checkbox"/> Review random sample of personnel records for those providing case management or programming services to verify educational requirement</p> <p><input type="checkbox"/> Experience does not count in lieu of degree</p>	<p>Recommendations and additional comments, as appropriate:</p>

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3) All services provided must be administered by staff with board certification or licensure when required.

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RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review personnel records to verify certification or licensure in the following areas: Medical, Mental Health, Alcohol and/or other Drugs, Teaching, Social Work <input type="checkbox"/> Review contract for services <input type="checkbox"/> Interview staff <input type="checkbox"/> Review group notes and/or treatment progress notes to ensure delivery is provided by or supervised by credentialed staff 	

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- 4) All full-time staff having direct contact with offenders shall receive a minimum of 24 hours of training annually relevant to changing offender behavior. Training hours for part-time staff shall be on a prorated basis. The Program or Training Administrator shall approve appropriate staff training and shall ensure training hours are completed.

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RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: Prorated basis = # of hours worked divided by 40 hours to determine the percentage of a 40 hour week the employee works. The same percentage is applied to determine how many training hours are required. Example: Employee works 30 hours per week. 30 hours divided by 40 hours equals 75%. This employee would be required to complete 75% of the 24 annual training hours, which equates to 18 training hours.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that staff training has been approved by Program Director or Training Administrator <input type="checkbox"/> Ensure training topics are related to changing offender behavior <input type="checkbox"/> Review personnel/training files to verify training hours have been completed during the program's annual training cycle. 	<p>Recommendations and additional comments, as appropriate:</p>

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5) Job performance for Program Directors and all staff shall be reviewed annually. In addition to formal written annual evaluation(s), supervisors shall monitor, guide and assist staff to ensure effective delivery of services.

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RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formal evaluation of program director <input type="checkbox"/> Sample formal employee evaluations <input type="checkbox"/> Interviews with staff <input type="checkbox"/> Case staff notes <input type="checkbox"/> Staff meeting minutes <input type="checkbox"/> Training <input type="checkbox"/> Corrective counseling <input type="checkbox"/> Review quality assurance activities and results <input type="checkbox"/> Review peer evaluations 	<p>Recommendations and additional comments, as appropriate:</p>

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6) Programs shall have a written code of ethics, which is communicated to staff. Violations of the code of ethics shall be addressed according to agency policy.

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RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review random sample of personnel files <input type="checkbox"/> Review written code of ethics <input type="checkbox"/> Verify signed acknowledgements of staff to code of ethics <input type="checkbox"/> Review documentation of staff misconduct, if applicable <input type="checkbox"/> Review staff discipline/terminations for code of ethics violations, if applicable <input type="checkbox"/> Interview staff 	

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7) Programs shall develop and implement written agency policies and procedures. Policies shall be reviewed annually by Executive Director or designee and changes approved by governing entity.

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<p>RECOMMENDED AUDITOR'S ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review policy/procedure manual <input type="checkbox"/> Observe agency activities related to policy <input type="checkbox"/> Verify annual review through meeting minutes <input type="checkbox"/> Verify staff has been trained <input type="checkbox"/> Interview staff <input type="checkbox"/> Observe staff <input type="checkbox"/> Verify approval of changes by governing entity <input type="checkbox"/> Ensure revisions and/or annual reviews are dated and signed 	<p>Recommendations and additional comments, as appropriate:</p>

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8) The Program Director shall have input in the development and review of program policies and procedures.

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RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency.</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Interview Program Director <input type="checkbox"/> Review job description of Program Director <input type="checkbox"/> Review meeting minutes, memos 	<p>Recommendations and additional comments, as appropriate:</p>

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- 9) Programs shall submit written reports of serious incidents to the Bureau of Community Sanctions within two (2) business days of the time the incident occurred or was reported. Serious incidents should include: escapes, fires, assaults, inappropriate sexual behavior, serious agency staff misconduct, theft, building emergencies, use of force/deadly force, property loss or damage, and violation of the Ohio Revised Code that could include law enforcement involvement.

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<p style="text-align: center;">RECOMMENDED AUDITOR'S ACTIVITIES</p> <p><input type="checkbox"/> Review shift log or other appropriate logs <input type="checkbox"/> Compare incident reports received by the Bureau of Community Sanctions to shift logs other appropriate logs, etc.</p>	<p>Recommendations and additional comments, as appropriate:</p>

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10) Programs shall develop written policies and procedures requiring the retention and disposal of all grant purchased equipment and corresponding inventory list according to grant guidelines.

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<p style="text-align: center;">RECOMMENDED AUDITOR'S ACTIVITIES</p> <p><input type="checkbox"/> Review policy <input type="checkbox"/> Review inventory list <input type="checkbox"/> View equipment <input type="checkbox"/> Not applicable for halfway house programs</p>	<p>Recommendations and additional comments, as appropriate:</p>

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11) Programs shall correct all fiscal findings and provide documentation of the corrective action to the Bureau of Community Sanctions.

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RECOMMENDED AUDITOR'S ACTIVITIES	
<ul style="list-style-type: none"> <input type="checkbox"/> Independent Audit Summary Findings, if applicable, paying special attention to any "reportable conditions" <input type="checkbox"/> Auditor of State audit report <input type="checkbox"/> Business Office fiscal review <input type="checkbox"/> Bureau of Community Sanctions fiscal review 	<p>Recommendations and additional comments, as appropriate:</p>

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12) Programs shall enter intake, termination and reassessment data into the DRC Management Information System within 14 calendar days unless the Bureau of Community Sanctions grants a written waiver.

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RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review completion of intake/termination forms within 14 calendar day time frame <input type="checkbox"/> Review completion of reassessment forms within 14 calendar days of one (1) year anniversary intake date. <input type="checkbox"/> Program to achieve 95% timeliness. 	

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13) DRC Management Information System data will be accurate when compared to case file information.

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<p>RECOMMENDED AUDITOR'S ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review PSI, referral information, legal documentation, etc. <input type="checkbox"/> All fields on intake/termination forms will be compared to case file information <input type="checkbox"/> Program to achieve 95% accuracy of sample <input type="checkbox"/> Examine source of information codes 	<p>Recommendations and additional comments, as appropriate:</p>

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14) Programs shall conduct case record audits to ensure that records are current, complete and accurate.

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<p style="text-align: center;">RECOMMENDED AUDITOR'S ACTIVITIES</p> <p><input type="checkbox"/> Review documentation of case record auditing</p>	<p>Recommendations and additional comments, as appropriate:</p>

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15) Program shall retain all offender records for a minimum of five (5) years from the date of offender termination from the program.

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RECOMMENDED AUDITOR'S ACTIVITIES	
<p><input type="checkbox"/> Observe files (hard copy or electronic format)</p>	<p>Recommendations and additional comments, as appropriate:</p>

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16) Residential programs shall have an annual fire inspection and a valid food service license.

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<p>RECOMMENDED AUDITOR'S ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Certificate from local fire authority having jurisdiction <input type="checkbox"/> Review Certificate from local health authority having jurisdiction 	<p>Recommendations and additional comments, as appropriate:</p>

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17) Residential programs shall achieve and maintain ACA Accreditation. ACA reports and compliance letters shall be submitted to the Bureau of Community Sanctions annually.

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<p style="text-align: center;">RECOMMENDED AUDITOR'S ACTIVITIES</p> <p>___ <input type="checkbox"/> Copy of ACA compliance letter</p> <p>___ <input type="checkbox"/> Review ACA annual report(s), critical incident report(s), and outcome measures.</p>	<p>Recommendations and additional comments, as appropriate:</p>

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18) Program or supervision design shall be evidence based.

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RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Observe program implementation <input type="checkbox"/> Observe opportunities for offender to practice what was learned (interview offender) <input type="checkbox"/> Review case/group notes <input type="checkbox"/> Observe reinforcement of positive behaviors <input type="checkbox"/> Review research or documentation that supports program design and/or program modality 	

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19) The Program Director shall be involved in the development, enhancement and implementation of the internal program curriculum or program operations.

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RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Review detailed supervision plan, curriculum, lesson plans, and/or program schedule to verify the Program Director has some input and control over changes <input type="checkbox"/> Interview Program Director <input type="checkbox"/> Review auditing and quality assurance activities performed by Program Director 	<p>Recommendations and additional comments, as appropriate:</p>

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20) Program staff shall have the opportunity to provide input into modification of the program.

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RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review process for staff input <input type="checkbox"/> Review staff meeting minutes <input type="checkbox"/> Review activity logs <input type="checkbox"/> Interview staff 	

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21) Offenders shall have the opportunity to provide input into the overall program.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review offender exit surveys <input type="checkbox"/> Review offender program evaluations <input type="checkbox"/> Interview offenders <input type="checkbox"/> Interview staff <input type="checkbox"/> Review case plan <input type="checkbox"/> Review supervision/progress notes 	

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

22) Agencies shall monitor program implementation and program integrity.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review that a Quality Assurance process is in place to ensure clinical services are adequately provided and operational procedures are followed <input type="checkbox"/> Review process to incorporate staff and offender feedback <input type="checkbox"/> Review staff and offender surveys <input type="checkbox"/> Observe group activities <input type="checkbox"/> Review audits of case progress <input type="checkbox"/> Review reassessment of offender on target behaviors <input type="checkbox"/> Review Correctional Program assessment inventory (CPAI) or like instrument, review recommendations and corrective action implemented <input type="checkbox"/> Review grant 	

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

24) The Program Director shall monitor the utilization of external referrals. A quality assurance process shall be in place to ensure services meet the program and offender needs.

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<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Review efforts to collaborate with mental health/AOD boards and treatment provider Directors <input type="checkbox"/> Interview Program Director <input type="checkbox"/> Review external agency's program curriculum 	<p>Recommendations and additional comments, as appropriate</p> <p>:</p>

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

25) Programs shall make positive contributions to the community.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
<p>RECOMMENDED AUDITOR'S ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review program annual report <input type="checkbox"/> Review outreach/community activities <input type="checkbox"/> Review involvement/development of volunteers <input type="checkbox"/> Review recognitions from community groups <input type="checkbox"/> Review Community Service work <input type="checkbox"/> Interview Community Service Partners <input type="checkbox"/> Review collection of restitution, child support payments <input type="checkbox"/> Review Restorative Justice activities <input type="checkbox"/> Review Open House documentation <input type="checkbox"/> Review documentation of interaction with the media <input type="checkbox"/> Review responses to public inquiries <input type="checkbox"/> Review volunteer program <input type="checkbox"/> Review staff community contributions 	<p>Recommendations and additional comments, as appropriate:</p>

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

26) Programs are supported and valued by the criminal justice system.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	
<ul style="list-style-type: none"> <input type="checkbox"/> Interview with referral sources <input type="checkbox"/> Interview judges, public defenders, prosecutor, supervision officers, community correction professionals, etc. <input type="checkbox"/> Review agency utilization rate <input type="checkbox"/> Community resource survey 	<p>Recommendations and additional comments, as appropriate:</p>

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

27) Programs shall define the process for referrals, and acceptance, rejection and termination criteria.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Compliance (List Documentation) <input type="checkbox"/> Non-Compliance (See Plan of Action) <input type="checkbox"/> Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Compliance <input type="checkbox"/> POA acceptable <input type="checkbox"/> Non-Compliance <input type="checkbox"/> POA unacceptable <input type="checkbox"/> Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review journal entry <input type="checkbox"/> Review written referral/acceptance/rejection and termination criteria <input type="checkbox"/> Review distribution of referral/acceptance/rejection and termination criteria to referral sources <input type="checkbox"/> Review annual report 	

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

28) All programs designed to reduce offender risk and needs shall administer a validated and reliable risk and needs instruments upon intake.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review type of instrument(s) used <input type="checkbox"/> Review random sample of case files to verify administration of risk/needs upon intake 	

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

29) All programs designed to reduce offender risk and needs shall ensure services are individualized and address criminogenic targets, based on the results of a validated and reliable risk and needs instrument. Offender shall have input into the development of their program.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Compliance (List Documentation) <input type="checkbox"/> Non-Compliance (See Plan of Action) <input type="checkbox"/> Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Compliance <input type="checkbox"/> POA acceptable <input type="checkbox"/> Non-Compliance <input type="checkbox"/> POA unacceptable <input type="checkbox"/> Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: CRIMINOGENIC TARGETS: Attitudes; personal/emotional orientation; impulsivity; substance abuse; associates/social interaction; community functioning; communication skills; problem solving skills; self control skills; family/marital; and employment/vocation/education.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review assessment results <input type="checkbox"/> Review individualized treatment/programming protocol <input type="checkbox"/> Review clinical staffing notes <input type="checkbox"/> Review clinical supervision <input type="checkbox"/> Review case plan <input type="checkbox"/> Review curriculum <input type="checkbox"/> Review progressive completion of program based upon accomplishment of case plan objectives <input type="checkbox"/> Review discharge summary and/or aftercare plan <input type="checkbox"/> Interview staff <input type="checkbox"/> Interview offenders 	<p>Recommendations and additional comments, as appropriate:</p>

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

30) Prior to the offender's successful program termination, an aftercare plan shall be developed with and provided to the offender, containing recommendations for appropriate linkages.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	<p>Recommendations and additional comments, as appropriate:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review case plan <input type="checkbox"/> Review placement plans <input type="checkbox"/> Review field officer notes <input type="checkbox"/> Review aftercare plan for offender input/signature <input type="checkbox"/> Interview with supervising officers: <ul style="list-style-type: none"> ▪ Current employment status ▪ Ongoing areas of concern ▪ Compliance with special conditions; reentry accountability plan ▪ Date of termination ▪ Status of financial sanctions (paid & outstanding) <input type="checkbox"/> Interview offenders 	

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

31) The Program Director shall have input in the hiring of program staff.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Compliance (List Documentation) <input type="checkbox"/> Non-Compliance (See Plan of Action) <input type="checkbox"/> Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Compliance <input type="checkbox"/> POA acceptable <input type="checkbox"/> Non-Compliance <input type="checkbox"/> POA unacceptable <input type="checkbox"/> Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Review hiring practices <input type="checkbox"/> Interview Program Director <input type="checkbox"/> Review documentation of Program Director participation 	<p>Recommendations and additional comments, as appropriate:</p>

BUREAU OF COMMUNITY SANCTIONS
PERFORMANCE-BASED AUDIT STANDARDS

32) The Program Director shall be engaged and involved in the delivery of direct services to offenders.

SELF EVALUATION AGENCY PERSONNEL	STANDARDS COMPLIANCE AUDIT VISITORS COMMITTEE
<p>Staff Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance (List Documentation) ___ Non-Compliance (See Plan of Action) ___ Not Applicable (Justification Attached)</p> <p>Prepare one of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. List documentation to support compliance; 2. Explain non-applicability of standard 	<p>Auditor Signature(s)</p> <p>_____</p> <p>_____</p> <p>___ Compliance ___ POA acceptable ___ Non-Compliance ___ POA unacceptable ___ Not Applicable</p> <p>List deficiencies, if standard is in non-compliance:</p>
RECOMMENDED AUDITOR'S ACTIVITIES	
<p>NOTE: The Program Director is the person responsible for the day-to-day program as determined by the agency</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Interview Program Director <input type="checkbox"/> Review case file notes <input type="checkbox"/> Interview offenders and staff members to determine if the delivery of service is regular, routine, deliberate, consistent, and/or scheduled <input type="checkbox"/> Observation/documentation of direct service involvement, such as carrying a small caseload, co-facilitating groups, conducting intakes or assessments, house meetings, crisis intervention, role modeling or mentoring 	<p>Recommendations and additional comments, as appropriate:</p>