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Fulton County Human Services Department

Basic Standards Technical Assistance Workshops

Basic Standards Elements/Indicators

<u>Sections</u>

Administration

Fiscal Management

Food Service

Medical

Personnel

Safety and Environment

Program Operations and Procedures

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Basic Standards Elements/Indicators Sufficient Documentation

Administration

A.1 Non Profit Status - The standard 501 (c) 3 letter from the IRS.

A.2 Non-Discrimination Policy - A page with a header titled Non-Discrimination Policy Status that states what the organization's non-discrimination policy is and that the organization does not discriminate on the basis of race, religion, age, gender, disability, family status, national origin, sexual orientation nor require religious participation. This policy should be posted and viewed during the site visit.

A.3 Board of Directors - Four (4) separate sets of Board minutes at least three (3) months apart.

A.4 Policy/Mission Statement - A page with a header titled Mission Statement that describes the mission of the organization or purpose for which they are organized. This statement should be viewed during the site visit.

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Basic Standards Elements/Indicators Sufficient Documentation

Administration

A.5 Applicable Regulatory Requirements - A page with a header titled Licensure and Permit Requirements that states the organization meets all state and local requirements, lists the applicable licenses and permits and provides a copy of all applicable licenses and permits.

A.6 Rights and Responsibilities - A page with a header titled Clients' Rights and Responsibilities and states what the rights of their clients are and includes how it is made available to clients.

A.7 Storage Space – N/A – will be assessed during site visit

A.8 Code of Ethics - A page with a header titled Employees Code of Ethics and states what the organization's ethics are and explains how they are made available to employees.

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Basic Standards Elements/Indicators Sufficient Documentation

Fiscal Management

B.1 Financial Reporting Practices - A page with a header titled Financial Reporting Practices and states how information about income and expenses is shared with the organization's Board of Directors, on a quarterly basis.

B.2 Independent Bi-Annual Audit - Organization must submit a recent audit (for financial period(s) after 1/1/04) conducted by a Certified Public Accountant. This must be a full certified audit that includes an Independent Auditor's Report, expressing an opinion regarding all pertinent aspects of the organization's finances.

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Basic Standards Elements/Indicators Sufficient Documentation

Fiscal Management

B.3 Financial Practices & Budget Approval - A page with a header titled Financial Practices & Budget Approval and states the organization's process for monitoring activities consistent with sound financial practices and that states the organization's process of having the budget approved and monitored by the Board of Directors.

B.4 Conflict of Interest - A page with a header titled Conflict of Interest Policy and states the organization's conflict of interest policy and that states the policy is in effect as recommended by the Georgia Center for Nonprofits.

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Basic Standards Elements/Indicators Sufficient Documentation

Food Service (if applicable)

C.1 USDA Recommendations - A page with a header titled USDA Policy that states the organization's USDA policy and that states their USDA policy is consistent with what the USDA recommends. (The URL for the USDA's food Safety Inspection Service website is www.fsis.usda.gov/Home/index.asp).

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Basic Standards Elements/Indicators Sufficient Documentation

Medical

D.1 Medical Emergency - A page with a header titled Medical Emergency Procedure that states the organization's medical procedure for staff to handle a medical emergency or death and explains how the procedure is made available to staff.

D.2 Emergency Telephone Access - A page with a header titled Emergency Telephone Access that states all staff on duty have access to an emergency phone and phone numbers and that identifies the location of the phone and phone numbers and explains how this information is made known to staff.

D.3 First Aid & CPR - A page with a header titled First Aid & CPR Policy that states who the CPR certified staff person is on each shift, that states certification paperwork is kept on file, that states medical supplies are adequate, that describes or lists the supplies, that states supplies are accessible to staff at all times and that explains how this information is made available to staff.

Basic Standards Elements/Indicators Sufficient Documentation

Medical

D.4 Referrals - A page with a header titled Referral to Medical Provider Policy that states the organization's policy for referring clients to medical providers and that explains how this information is made available to staff.

D.5 Drug Free - A page with a header titled Statement of Drug Free Workplace Policy that states the organization and its facilities are drug free. This statement should be viewed during time of site visit.

D.6 Illness & Infectious Disease Policy/Universal Precautions – A page with a header titled Illness & Infectious Disease Policy that states what the organization's policy and procedure is for addressing illnesses and infectious diseases.

Basic Standards Elements/Indicators Sufficient Documentation

Medical

D.7 Locked Storage - N/A – will be assessed during site visit

D.8 Medicine Policy - A page with a header titled Medicine Policy that states the organization's policy for staff and clients regarding alcohol, controlled substances, prescriptions and over the counter drugs.

D.9 Clearly Marked Building - N/A – will be assessed during site visit

D.10 Mental Health Issues - A page with a header titled Mental Health Issues that states the organization's policy for treating and/or referring clients and staff with mental health issues.

Basic Standards Elements/Indicators Sufficient Documentation

Personnel

E.1 Organizational Chart & Job Descriptions - A page with a header titled Organizational Chart & Job Descriptions that shows the organization's organizational chart and that describes both the qualifications and responsibilities for each position.

E.2 Personnel Policies - A page with a header titled Personnel Policies that states what the organization's personnel policies are, that states how they are made available to staff and that states compliance with EEOC.

E.3 Adequate, Trained Staff - A page with a header titled Adequate, Trained Staff and states that all organizational staff are adequately trained and meet all local and state requirements.

Basic Standards Elements/Indicators Sufficient Documentation

Personnel

E.4 Staff Development - A page with a header titled Staff Development that states all organizational staff are properly trained with access to continued education and training, that explains the organization's process for maintaining updated professional certifications and/or licenses as appropriate or required and that states what those certifications and licenses are.

E.5 Trained Staff - A page with a header titled Trained Staff that states the organizational process to ensure staff is trained in emergency evacuation, operating procedures, mandatory reporting requirements, confidentiality and ethics.

E.6 Volunteers - A page with a header titled Volunteer Policy that states the organization's procedures for selecting and training all volunteers including providing job descriptions, assignment-specific training, confidentiality and ethics training and pre-training recommended for food handling and health related areas (as applicable).

Basic Standards Elements/Indicators Sufficient Documentation

Recommended Training Tiers

Tier 1

CPR

Fire Safety

First Aid

Confidentiality

Ethics

Basic Food Handling

Universal Precautions

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Basic Standards Elements/Indicators Sufficient Documentation

Recommended Training Tiers

Tier 2

Database Information Systems/Handling

Diversity Training

Domestic Violence

HIV/AIDS & STD's

Mental Illness

Substance Abuse

Anger Management

Best Practices of Case Management

Non-Violent Restraint

Resource Sharing

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Basic Standards Elements/Indicators Sufficient Documentation

Safety and Environment

F.1 General Safety - A page with a header titled General Safety Policy that states the organization's policy regarding indoor and outdoor building safety.

F.2 Transportation - A page with a header titled Transportation/ Maintenance Policy that states the organization's plan for routine maintenance of all vehicles, appropriate insurance and licenses that meets state requirements.

F.3 Fire Safety - N/A – will be assessed during site visit

F.4 Emergency Evacuation Plan - N/A – will be assessed during site visit

F.5 Emergency Phones - N/A – will be assessed during site visit

Basic Standards Elements/Indicators Sufficient Documentation

Safety and Environment

F.6 Weapons - A page with a header titled Weapons Policy that states the organization's policy regarding weapons.

F.7 Non-violence Policy - A page with a header titled Nonviolence Policy that states the organization's policy regarding non-violence.

F.8 Maintenance - A page with a header titled Maintenance Plan that states the organization's plan to perform periodic checks of equipment.

F.9 Elevator Inspection (if applicable) - A copy of the most current inspection of the building's elevator.

F.10 Health Department Inspection (if applicable) – A copy of the most current inspection conducted by the Health Department.

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Basic Standards Elements/Indicators Sufficient Documentation

Safety and Environment

F.11 Child Care Facility Inspection (if applicable) – A copy of the most current facility inspection conducted by the Georgia Department of Human Resources, Bright From the Start Early Care and Learning

F.12 Fire Department Inspection Form – A copy of the most current inspection conducted by the Fire Department.

F.13 Ventilation – A copy of the most current inspection of the building's ventilation/heating system.

F.14 Lighting - N/A – will be assessed during site visit

F.15 ADA Accessible - N/A – will be assessed during site visit

F.16 Safe & Secure Access - N/A – will be assessed during site visit

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Basic Standards Elements/Indicators Sufficient Documentation

Program Operations and Procedures

G.1 Basic Needs & Referrals to Community Services - A page with a header titled Community Resources that states the organization's procedures for making referrals.

G.2 Intake Policies & Procedures - A page with a header titled Intake Policies & Procedures that states the organization's intake policy.

G.3 Attendance List – A page with a header titled Attendance that lists the name, age and gender of attendees.

G.4 Written Rules & Regulations – A manual posted or provided to each participant that outlines the rules and regulations associated with the program.

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Basic Standards Elements/Indicators Sufficient Documentation

Program Operations and Procedures

G.5 Incident Reports – A page with a header titled Incident Reports that states the organization's process for reporting incidents that occur on site.

G.6 Program Accountability - A page with a header titled Program Accountability that states the organization's process for monitoring and evaluating program success.

G.7 Disciplinary & Grievance Policy - A page with a header titled Disciplinary and Grievance policy that states the organization's policy for handling issues that require participant discipline and grievances filed by participants.

G.8 Participant Suggestions - N/A – will be assessed during site visit

G.9 Other Licenses or Certifications – A page with a header titled Other Licenses or Certifications that lists additional information not captured in the Applicable Regulatory Requirements (Administration).

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Thank You!!

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