I'm not robot

reCAPTCHA

Continue

2017 carf standards manual

In 2003, CARF adopted a single business practice standard for all CARF-certified organizations. These include all the standards in Section 1 of the manual. In 2008-2009, CARF changed the format and name of this section. It's ASPIRE now. The resources in this section match the 2019-2020 CARF Certification Standards Manual. About Section 1: Aspiration Excellence ID Document Title Final Fix Download Format 1.02 About Section 1: Excellence 7/30/2019 Aspire This document provides an overview of the new approach to Section 1 of all CARF standards manuals that are in ASPIRE mode. A. Leadership (Assessment of the Environment) This section provides an example of a sample organization chart that can help you define leadership roles and responsibilities in the Leadership ID document title last updated download format 2.01 Sample Organization Chart 5/31/2012. 2.05 Code of Conduct Sample 5/15/2020 Code of Ethics and written procedures to address a file of violation of the Code of Ethics; This document provides a comprehensive sample of your organization's code of conduct/behavior policies and procedures. 2.07 Corporate Compliance Policies and Procedures 9/25/2018 U.S. organizations that receive federal funds, corporate compliance policies adopted by organizational leadership. This document is a sample of comprehensive corporate compliance policies and procedures. 2.09 Corporate Compliance Guide 9/25/2018 This document provides an overview of the components of your organization's corporate compliance system. 2.11 Corporate Compliance Resolution Example 8/28/2018 This document is an example of a resolution of a director who supports internal compliance programs and policies. 2.13 Corporate Compliance Letters to Employees Sample 8/28/2018 This document is an example of a letter notifying employees that an organization is implementing an internal compliance program. 2.15 Cultural Competity and Diversity Plan 8/28/2018 Cultural Capacity and Diversity Plan. 2.17 Organization Cultural Capacity Assessment 8/28/2018 This document provides information to assist organizations assessing the environment in the field of cultural competity based on national standards of the Ministry of Minority Health. 2.19 Cultural Competency and Diversity Strategies 1/19/2015 This document provides a variety of strategies to consider when working on cultural capabilities and strategies within the organization. 2.21 Cultural Capacity Assessment Tips and Suggestions 5/10/2017 This document provides a way to complete your organization's cultural capacity assessment. 2.22 Succession Planning Policy and Procedure 8/30/2018 PolicyStandard 1 in the 2016-2017 manual. For successor planning added by A.3. 2.23 Succession Information and Action Plan Sample 8/30/2018 Added by Standard 1.A.3 of the Sample 2016-2017 Manual for Succession Planning. 2.25 LEE 1/18/2018 Federal Funds and Corporate Compliance Written procedures regarding the exclusion of individuals and organizations from U.S. organizations and federally funded medical programs that receive federal funds. LEEE's Federal Funds and Corporate Compliance Policies and Procedure Templates. 2.27 Organization Fundraising 8/30/2018 Examples of organization fundraising policies and procedures for organizations seeking direct funding in connection with programs requiring certification. Written procedures (if applicable) related to the organization's financing. C. Strategic Planning (Strategic Settings) This section contains documentation on compliance with strategic planning standards. ID Document Title Last Updated Download Format 4.01 Strategic Planning Strategy Strategy and Procedure Sample 5/15/2020 Strategy Plan. This document provides examples of strategic planning strategies and procedures that, if implemented properly, match CARF strategic planning standards. D. Inputs from servicers and other stakeholders (input-acquisition inputs for serviceees and other stakeholders) This section provides sample documentation to address standard input from the person provided and other stakeholders. IDENTITY Document Title Final Fix Download Format 5.01 Overview of Inputs and Stakeholders from Serviceees 8/30/2018 This document provides an overview of CARF's philosophy of input from stakeholders. 5.02 Focus Group Guide and Process Protocol 8/30/2018 This document provides a research-based approach to implementing focus groups. 5.03 Satisfaction/Feedback Survey Overview 8/30/2018 This document provides an overview of the process of getting feedback from stakeholders. 5.05 Satisfaction/Feedback Survey: Behavioral Health 12/31/2019 This is the paper version of the Electronic Client Satisfaction Survey. All client satisfaction surveys were updated on December 31, 2019 to more current verbs, along with additional technical questions to comply with CARF standards. The same survey is now used regardless of the type of organization. 5.07 Satisfaction/Feedback Survey: Opioid Treatment Program 12/31/2019 This is the paper version of the Electronic Client Satisfaction Survey. All client satisfaction surveys were updated on December 31, 2019 to more current verbs, along with additional technical questions to comply with CARF standards. The same survey is now used regardless of the type of organization. 5.09 Satisfaction/Feedback Survey: Children's and Youth Services (Participants) 12/31/2019 This is the paper version of the Electronic Client Satisfaction Survey. All customer satisfaction surveys have been updatedTo comply with the CARF standard, along with additional technical questions, to more current verbs. The same survey is now used regardless of the type of organization. 5.11 Satisfaction/Feedback Survey: Children and Youth Services (Parents or Parents) 12/31/2019 This is a paper version of the Electronic Client Satisfaction Survey. All client satisfaction surveys were updated on December 31, 2019 to more current verbs, along with additional technical questions to comply with CARF standards. The same survey is now used regardless of the type of organization. 5.13 Satisfaction/Feedback Survey: Employment and Community Services 12/31/2019 This is the paper version of the Electronic Client Satisfaction Survey. All client satisfaction surveys were updated on December 31, 2019 to more current verbs, along with additional technical questions to comply with CARF standards. The same survey is now used regardless of the type of organization. 5.15 Satisfaction/Feedback Survey: Medical Rehabilitation 12/31/2019 This is a paper version of the Electronic Client Satisfaction Survey. All client satisfaction surveys were updated on December 31, 2019 to more current verbs, along with additional technical questions to comply with CARF standards. The same survey is now used regardless of the type of organization. 5.17 Satisfaction/Feedback Survey: Aging Services 12/31/2019 This is a paper version of our electronic customer satisfaction survey. All client satisfaction surveys were updated on December 31, 2019 to more current verbs, along with additional technical questions to comply with CARF standards. The same survey is now used regardless of the type of organization. 5.19 Sample Client Survey 1 1/19/2015 This document is a sample of a simple feedback survey. 5.21 Sample Client Survey 2 1/19/2015 This document is a simple client satisfaction survey sample. 5.23 Sample Children's and Youth Services Survey 1/19/2015 This document is a sample of a simple satisfaction survey of children's and youth service programs. 5.25 Comprehensive Program Participant Satisfaction Survey 1/19/2015 This document is an example of the various items that may be included in the satisfaction/feedback survey. 5.27 Client Entrance Survey 1/19/2015 Thesis version of the Client Entrance Survey.The electronic version is available online under the survey > Client Survey Menu Options. 5.29 Client Exit Survey 1/19/2015 Client Exit Survey Dissertation.Electronic version is available online under survey>Client survey menu option. 5.38 Stakeholder Survey 1/19/2015 This is a paper version of the Electronic Stakeholder Survey found on the Certified Now website. E. Legal Requirements (Implementation of Planning) This section contains sample documentation to meet legal requirements standards. Identity Document Title Last Updated Download Format 6.02 Distributing Confidential Information 1/14/2016 This document provides a sample policy for conference confidentiality.Respond to legal/court requests. F. Financial Planning and Management (Implementation of Planning) This section provides sample documentation to help you meet financial planning and management standards. ID Document Title Last Updated Download Format 7.02 Annual Budget Process 1/19/2015 This document is an example of the steps to develop an annual budget. 7.03 Financial Planning Creation Analysis 10/29/2020 This document is an analysis tool for financial planning. 7.04 Annual Audit: Comprehensive and Basic Policy 1/19/2015 This document includes two approaches to conducting independent CPA audits. 7.06 Cash Management and Fraud 1/19/2015 This document provides examples of procedures for controlling the handling of funds within an organization. 7.08 Working Capital and Crisis Management Funds 1/19/2015 This document provides a sample policy to outline how organizations manage funds to support stability in the event of a sudden loss of revenue. 7.10 Fund Investment 1/19/2015 This document provides a simple example of the organization's policy on investing funds. 7.12 Inventory of Capital Equipment: Comprehensive and Concise Policy 1/19/2015 This document provides a way to limit theft and fraud within the organization through the inventory of capital equipment. 7.14 Capital Equipment: Change status form 1/19/2015 This document is a form for tracking the movement of capital equipment within an organization. G. Risk Management (Implementation of Planning) This section provides sample documentation to help you meet risk management standards. IDENTITY Document Title Last Updated Download Format 8.02 Risk Management Policy 1/19/2015 This document provides an example of an organizational policy for risk management. 8.04 Risk Management: Assessment Form 1/19/2015 This document provides an area of organizational assessment of risk. 8.06 Risk Management Plan 1/19/2015 This document is an example of an organization's risk management plan. 8.08 Media Policy (Sample 1) January 19, 2015 Written Policy on Media Relations8.09 Media Policy (Sample 2) January 19, 2015 Written Policy on Media Relations 8.10 Social Media Policy (Sample 1) 1/19/2015 Written Policy on Social Media. 8.11 Social Media Policy (Sample 2) January 19, 2015 Written Policy on Social Media. H. Health and Safety (Implementation of The Plan) This section provides documentation to help you comply with health and safety standards. ID Document Title Last Updated Download Format 9.01 No Weapons Workplace Policy and Step 6/20/2019 This document is a sample policy for weapons brought into your organization's property. 9.03 Organization of Safety Practices: Safety Binder 1/20/2015 This document provides a practical way to organize the necessary safety practices. 9.04 Required Health and Safety Checklist 1/13/2020 This documentChecklist for tracking health and safety practices. 9.05 Health and Safety Measures Grid 7/22/2020 This document provides templates for tracking/scheduling your health and safety training and safety training requirements. 9.06 Written Analysis Template for Health and Safety 10/29/2020 Unrelended test analysis of emergency measures must be performed annually and certified in writing. 9.07 Practice of Health and Safety: Small Business 1/13/2020 This document provides a practical way to organized health and safety practices. 9.09 Safety Officer: Small to Medium-sized Organizations January 20, 2015 This document outlines the role of safety personnel in the organization's health and safety programs. 9.11 External Inspection: Small to Medium-sized Organizations January 20, 2015 This document is a sample policy that supports compliance with external inspection standards. 9.13 Self-inspection: Small to medium-sized organizations 5/10/2017 This document is a sample policy for conducting self-inspection. 9.16 Drug, alcohol, drug, drug, drug, drug prescription and procedure 6/11/2019 Examples of tissue policies and procedures regarding drugs, alcohol and drugs. 9.17 Safety training and procedures: Small to medium-sized organizations 1/20/2015 This document provides sample policies that support internal processes for conducting safety training and procedures. 9.19 Evacuation and Fire Procedures: Small to Medium-sized Organizations 1/20/2015 This document provides sample policies for facility evacuation and fire emergency procedures. 9.21 Medical Emergency Measures: Small and Medium-sized Organizations January 20, 2015 This document provides sample policies for responding to medical emergencies. 9.23 Emergency Steps for Bomb Threats - Small and Medium-sized Organizations 1/20/2015 This document is a sample policy for responding to bomb threats. 9.25 Bad weather and natural disaster procedures: Small to medium-sized organizations January 20, 2015 This document provides sample policies for responding to adverse weather and natural disaster emergencies. 9.27 Workplace Violence Procedure: Small to Medium-sized Organizations January 20, 2015 This document provides a sample policy to respond to workplace violence. 9.29 Power outage emergency procedure: Small to medium-sized organization January 20, 2015 This document provides a sample policy for responding to power failures. 9.31 Emergency equipment and first aid: Small to medium-sized organizations 1/20/2015 This document provides sample policies to support the requirements for the availability of emergency equipment and first aid supplies. 9.33 Dissemination of emergency information: Small to medium-sized organizations 5/10/2017 This document provides a sample policy for communicating emergency information within an organization. 9.35 Risk Mitigation and Critical Incident Reporting: Small to Medium-sized Organizations 11/19/2017 This document provides a sample policy that outlines the reporting and analysis of critical incidents.Provides a way to mitigate the risk to your organization. 9.41 Critical Incident Report form 1/20/2015 This document is a template for reporting critical incidents. 9.43 Practice of Health and Safety: Large Organizations 1/13/2020 This document is a sample policy that outlines the organization's responsibilities in providing healthy and safe services and working environments. 9.45 External Inspection: Large Organization 1/20/2015 This document is a sample policy for performing external safety checks. 9.47 Self-Inspection: Large Organizations 1/20/2015 This document provides a sample policy for conducting self-inspection in large organizations. 9.49 Self-inspection Checklist and Fix Grid 1/2015 This document provides templates for performing safe self-inspection and documenting fixes. 9.51 Safety Training and Procedures: Large Organizations 1/20/2015 This document provides a sample policy of the organization's responsibility to conduct the necessary safety training. 9.54 Evacuation and Fire Procedures: Large Organizations 1/20/2015 This document provides sample policies for responding to fire emergencies in large organizations. 9.56 Medical Emergency Measures: Large Organizations 1/20/2015 This document provides sample policies for responding to medical emergencies in large organizations. 9.58 Bomb Threat Emergency Procedure: Large Organization 1/20/2015 This document provides a sample policy to respond to bomb threats. 9.60 Procedures for Bad Weather and Natural Disasters: Large Organizations 1/20/20/2015 This document provides sample policies for responding to bad weather and natural disasters in large organizations. 9.62 Workplace Violence Prevention: Large Organizations 1/20/2015 This document provides a sample policy for responding to workplace violence in large organizations. 9.64 Power Failure Procedure: Large Organization 1/20/2015 This document provides a sample policy for responding to power failures. 9.66 Emergency Equipment and First Aid: Large Organization 1/20/2015 This document provides sample policies for emergency equipment and first aid supplies required for your organization. 9.69 Outbound Emergency Information: Large Organization 5/11/2017 This document provides a sample policy of the organization's responsibility in communicating emergency information. 9.71 Risk Reduction and Critical Incident Reporting: Large Organization 11/19/2017 This document provides examples of policies for mitigating risk by reporting critical incidents and using information. 9.73 Critical Incident Report form 1/22/2015 This is a template for recording and reporting critical incidents. 9.75 Safety Drill Report Form 1/22/2015 This document provides a format for reporting the results of safety training. 9.77 First Aid and CPR Policy 1/22/2015 This document provides sample policies for providing first aid and CPR.Organization. Note: CARF no longer needs the CPR part of the policy. 9.79 Employee Emergency Form 1/22/2015 This template provides a form for documenting employee urgent information. 9.81 People In The Emergency Information Form 1/22/2015 This document is a template for documenting emergency information for people involved in the service. 9.83 Community-Based Service Safety Guide 1/22/2015 This is a guide to help ensure the safety of service providers working in the community when providing services. 9.85 Monthly Vehicle Inspection Form 1/22/2015 This document is a template for documenting monthly vehicle inspections. 9.87 People Transportation: Safety Guide 1/22/2015 This document is a booklet that provides instructions for safe transport of people in vehicles owned or leased by the organization. 9.88 Drug Overdose Policy and Procedure 8/7/2020 This document provides a protocol for preventing, responding to, reporting, and reporting drug overdoses and determines the appropriate level of behavior. This is to be used by staff in response to drug overdose.9.89 Infection Control Policy 1/22/2015 This document provides sample policies to assist in the development of infection control policies and procedures. 9.93 Smoking and Tobacco Use Policy 6/11/2019 This document is a sample policy of an organizational approach to smoking and tobacco use. I. Workforce Development and Management (Implementation of Planning) This section provides documentation to help you comply with human resources standards. ID Document Title Last Updated Download Format 10.01 Sample Competency-Based Job Description 5/24/2012 This document is a sample description of a competency-based job. 10.02 Job posting policies and steps 7/7/2020 This document provides policy and procedure templates for posting jobs. 10.03 Credential Document Primary Source ID Form 1/22/2015 This document provides a form for documenting credential identification with the primary source in a personal file. 10.05 Credentials and Background Policy Primary Source ID 1/22/2015 This document provides examples of policies to verify that employee credentials and backgrounds are validated and checked before employment. 10.06 Examples of organization policies and procedures for drugs, alcohol, drugs, drugs, and drugs 6/11/2019.10.07 Performance Assessment Policy 1/22/2015 This document is a sample policy for conducting performance assessments for all employees. 10.08 Performance Assessment Form 1/22/2015 This document is the form that you use to perform performance assessments. It meets CARF standards and is a best practice for human resource development. 10.09 Sample Performance Assessment Form with Embedded Job Description 1/22/2015 This document isThe evaluation form has an embedded job description. It is important to describe the job in a competency-based style and embed it in the performance evaluation form. 10.10 Alcohol and/or Human Resources Drug Screening 6/11/2019 Examples of drug screening of alcohol and/or personnel policies and procedural documents in tissues. 10.11 Sample Corporate Compliance Officer Job Description 10/21/2019 This sample can be

used to create a corporate compliance officer's job description and explain the duties and responsibilities of the organization's corporate compliance officer. 10.12 Disciplinary Action Policies and Procedures 7/7/2020 This document provides policies and procedural templates that define the disciplinary actions of the organization. 10.13 Employee Feedback Survey 7/7/2016 This document is a paper version of the Electronic Employee Feedback Survey. 10.14 Staff Dismissal Policy and Procedure 7/7/2020 This document provides sample policies and procedure templates for voluntary and involuntary retirement of employment. 10.15 Employee Clock-out Survey 1/22/2015 This document is the same as the employee feedback survey and has only been changed to reflect the perspective of past times. 10.16 Promotion Policies and Steps 8/13/2020 This document provides policies and procedure templates for promoting people in your organization. 10.17 Employee Complaint Policy Sample 10/3/2017 This document is a sample of the employee complaint policy. Consult with your legal advisor before implementing policies in this area. 10.18 Non-Violent Harassment Prevention Policy and Procedure 7/7/2020 This document provides policies and procedure templates for violence and harassment prevention and improvement in the workplace. J. Technology (Perform Plan) This section provides examples of technical policy and procedures in Document 2020 to assist in the acceptable use of the Technical Standard ID Document Title Last Updated Download Format 11.01 Technical Policy and Procedures. 11.02 Continuous Evaluation - Technology 8/13/2020 This document is an example of an ongoing assessment of technology. This is to identify gaps and opportunities in the use of technology. 11.03 Human Resources Confirmation Form 2/18/2020 This document provides an example of a personnel confirmation form that must be provided to all staff with regard to the organization's technical policies. 11.04 My Device Confirmation Form 2/18/2020 This document provides a sample confirmation form for using a personally owned device for business use. 11.05 Website Privacy Policy 5/19/2020 This document provides an example of a website privacy policy notice that must be included on your organization's website. 11.06 IT Service Change Control Request Form 3/2/2020 Change ControlManage, validate, approve, and track new technologies, software updates, operating system updates, and firmware updates. 11.07 Discard and Release Log Form 2/18/2020 This form is used to record the destruction of inactive records and the accounting release of sensitive information. 11.08 Audit Review Feature 2/18/2020 The purpose of the audit review policy and procedures is to ensure that all servers are configured according to security standards. 11.09 Business Continuity and Disaster Recovery Policies and Procedure 8/13/2020 This document provides examples of business continuity and disaster recovery policies and procedures. 11.12 Sample Business Contracts 3/2/2020 This is a sample business associate agreement provided by the U.S. Department of Health and Human Services. 11.15 Technology and System Planning 8/13/2020 Sample Technology and System Planning and Writing Plan for Technology 11.17 Technical Plan Blank Template 7/7/2020 This is a blank technical planning template to help you develop and support intentional strategies in this area. K. Servicer's Rights (Implementation of Plan) This section provides documentation to help meet the rights of those who serve. ID Document Title Last Updated Download Format 12.02 Rights and Responsibilities 1/24/2015 This document provides a sample policy that outlines the rights granted to people in the CARF Certification Program. 12.04 Program Participant Complaint Policy 1/24/2015 This document provides examples of complaint handling for those who have served. 12.05 Formal Complaints - Write Analysis Template 8/13/2020 This is the template used to complete the analysis of all formal complaints. The information collected will be used for performance-improving activities such as training, education, and prevention to promote changes that will result in better customer service and results for faster service. 12.06 Sample Complaint Handout/Procedure 6/18/2018 This document provides examples of what may be distributed to program participants to explain the steps to file a complaint. This is an example of not following our complaint policy closely because it provides several alternative ways to approach this process. 12.07 Complaint/Complaint Form 1/24/2015 This is a sample form of complaints/complaints that can be used to enable clients to report complaints/complaints to the organization. 12.08 Rights Handouts and Approval Forms 1/24/2015 This document contains signature blocks to show examples of handouts to 1/24/2015 who describe rights and responsibilities and to verify that the form has been reviewed. 12.10 Confidential Information Dissemination Policy 1/14/2016 This document is an example of a policy covering confidentiality and legal issues related to the disclosure of information. 12.12 LegalConfidentiality Guidelines Policy 1/24/2015 This document provides a sample procedure for responding to legal information requests. Consult with your legal advisor before implementing policies in this area. 12.14 Suspected Abuse or Neglect Policy 1/24/2015 This document provides an example of the steps to take in the event of abuse or neglect issues within the Service Provider. Consult with your legal advisor before implementing any policies or procedures in this area. 12.16 Person Records of January 24, 2015 This document provides sample policies and procedures for managing records of people who are involved in the program and discharged from the program. 12.18 Information Form Release 1/24/2015 This document provides an example of a form that is used to find information from sources outside your organization. L. Accessibility (Plan Implementation) This section provides sample documentation to help you meet accessibility standards. ID Document Title Last Updated Download Format 13.02 Accessibility Plan 1/24/2015 This document provides examples of organizational accessibility plans and provides some tips and suggestions for developing plans. M. Performance measurement and management (review of results) This section provides sample documentation to help you meet information measurement and management standards. Identity Document Title Final Fix Download Format 14.02 Management Team: Meetings, Agendas, Minutes 1/24/2015 This document outlines the concept of a central hub that runs a management team, or CARF-certified organization, managing information and processes related to meeting CARF standards. 14.04 Sample Management Team Meeting 1/24/2015 This document provides an example of how administrative team minutes are written to meet many document requirements related to multiple CARF standards. 14.06 Meeting Standard 4: Service Delivery Performance Improvement Overview 1/24/2015 This document provides an overview of service delivery performance improvement criteria to help organizations develop systems that measure and report service delivery outcomes. N. Performance improvement criteria (change of effectiveness) This section provides resources to support compliance with performance improvement standards. ID Document Title Last Updated Download Format 15.02 Sample Performance Improvement Analysis 1/24/2015 This document is a performance improvement analysis sample that covers both business and service delivery areas for improving your organization's performance, depending on CARF's requirements. Calf.