

CAPRA Update as of 5/10/23

Section	Topic	Information Needed	Assigned To	Status
3.6	Records Management Policy and Procedure	Not Met	Monica	In progress
4.1.1	Code of Ethics	Met: Consistency is needed, one personnel handbook will rectify this.	Lynn & Monica	One Handbook created Under Legal Review
4.1.1.1	Staff Acceptance of Gifts & Gratuities	Needs to be in employee manual	Lynn & Monica	One Handbook created Under Legal Review
4.1.4	Selection Process	Needs separate manual	Lynn & Monica	One Handbook created Under Legal Review
4.1.9	Performance Evaluation	Met: Need Full time employee evaluations	Monica	In progress
4.1.11	Disciplinary System	Met, need one manual	Lynn & Monica	One Handbook created Under Legal Review
4.6.1	Employee Training and Development	Met, need to provide certifications available to employees, recommended for position.	Lynn & Monica	One Handbook created Under Legal Review
6.0	Program and Services Management	Met: Program formats not listed	Liz	In progress
7.5.1	Facility Legal Requirements	Met: Need a matrix of all facilities permits, licenses, inspection required with dates	Lynn	In progress
7.11	Capital Asset Depreciation and Replacement Schedule	Not Met: Replacement schedule with asset listing and depreciation schedule needed.	Intern	On Hold
10.1.2	Staff Training on how to Evaluate Programs, Services and Facilities.	Not Met: evidence of staff trainings on conducting and utilizing findings from these evaluations not provided.	Monica	In progress