MONITORING CHECKLIST		
	PULL OR	NEED TO
	LOCATION	COMPLETE
ADMIN		
Agency Policies and Procedures manual, including:		
Non-discrimination statement and policies		
Limited English Proficiency (LEP) policy		
Grievance procedures for clients, staff, and volunteers		
Confidentiality policies for clients, staff, and volunteers		
Conflict of Interest Policy		
Sexual Harassment Policy		
Religious Non-Affiliation/No Proselytizing Policy		
Code of Ethics		
Notice that no fees are charged for services		
Personnel Policies that include:		
Recruitment, selection, promotion, and termination of staff;		
Employee benefits;		
Hours of work;		
Vacation, sick leave, holidays, other leave;		
Overtime and/or compensation;		
Rules of conduct;		
Disciplinary actions;		
Supervision of staff;		
Work performance evaluations;		
Employee accidents and safety;		
Attendance records;		
Staff training and evaluation of training; and		
How convictions will be addressed if found on criminal background checks or DMV reports		
How a post hire conviction is to be reported by the employee and how it will be addressed		
Financial Policies		
Financial documentation, including:		
Process for tracking grant expenditures by fund source		
Supporting documentation for in-kind match and federal expenses		
Employee time sheet/attendance records documenting fund source		
Gift card/emergency fund policies and log/tracking system (if applicable)		
Employee manual and training materials		
Employee files, including:		
Confidentiality forms		

Background check documentation (including DMV check if employee is transporting clients)		
Employee training documentation of 30 initial hours and 6 hours yearly		
Signed job descriptions		
Signed Confidentiality Policy		
Signed Sexual Harassment Policy		
I-9	I-9	
Signed Employment Letter with designated hours and pay		
Record of annual evaluations and disciplinary actions		
Which of the following written procedures or policies does your program have? (select all that apply)		
Drug-free workplace		
Employee evaluation process		
Non-violence in the workplace		
Whistle-blower policy		
Non-discrimination/Equal Employment Opportunity (EEO) Policy that includes: age, disability, race/		
ethnic origin, religion/spirituality, sexual orientation		
Banning employees from text messaging while driving		
Which of the following grievance procedures or policies does your program have?		
Clients/Victims		
Staff		
Volunteers		
Does the program have a written interpreter or Limited English Proficiency (LEP) policy?		
On what date was EEOP Certification submitted?		
Memorandum of Understanding (MOUs) with collaborative agencies, if applicable (including contract with AS)		
Drug-free workplace policy/poster		
Organizational chart		
Total agency budget		
Chart of Accounts from accounting system		
Annual Audit or Financial Review documents		
Fiscal policies		
Signed time sheets and job descriptions of personned funded by ESG, VOCA, SASP Jan-March 2019		
Back-up documentation for the expenditure reports attached to this letter including back documentation for match		
List of relevant trainings attended by VOCA, SASP funded staff in the last two years		
Relevant member program brochures		
Copies of physical inventory, detailed invoices and serial numbers of equipment, if any, funded with ESG		

VOCA and SASP funds		
Supporting documentation for performance measure data reported to Coalition		
Review of civil rights requirements compliance addressed in the pre visit monitoring form.		
SHELTER PROGRAM		
8. Shelter Facilities policy and procedures relating to the resident's stay in the shelter, including but		
not limited to:		
a. A document showing that the guest has been given and understands the contents of the intake packet		
b. A clear exit policy that delineates reasons for possible exit and the process for exiting someone from services		
c. Written statement of shelter guests' rights;		
d. A written policy for informing residents who express dissatisfaction with services about their rights and the grievance procedure		
e. Critical incident reports, if any, for instance if an emergency vehicle has been called or physical altercations between residents		
f. List of any formal complaint(s) filed against a shelter employee or a shelter program by a guest.		
Shelter policies posted for all guests to view? Yes _____ No _____		
⮂ Shelter grievance procedures are posted for all guests to view? Yes _____ No _____		
⮂ Mandated Reporting Statute and Procedure is posted for all guests to view Yes _____ No_____		
⮂ He-M 314 Rights of Persons Using Emergency Shelters is posted for all guests to view? Yes _____ No_____		
⮂ Shelter community services available are posted for all guests to view? Yes _____ No _____		
The program has the following written policies in relation to the shelter :		
⮂ No pre-determined length of stay (see Appendix)		
⮂ Rules violations and consequences, including violations that result in termination of shelter;		
⮂ Alcohol and drug use, including illegal and prescription drugs		
⮂ Discipline and supervision of children;		
⮂ Outside visitors and/or phone calls		
⮂ Smoking		
⮂ Curfew		
⮂ House responsibilities		
⮂ Grievance procedure		
⮂ Medication		
⮂ Emergency fire and first aid procedures and a disaster plan;		
⮂ Universal precautions (bio-hazardous waste disposal, etc.);		
⮂ Confidentiality of shelter location and other guests		
⮂ Policies regarding personal property		
⮂ Restricting proselytizing to shelter residents; and		
⮂ ADA compliance, which includes mental illness		
VOLUNTEER PROGRAM		
Volunteer Files to include:		

Completed volunteer application		
Signed confidentiality form		
Signed job descriptions		
Documentation showing interview completed		
Documentation showing reference checks completed		
Documentation showing 30 hours of initial training completed along with 6 hours each year afterward		
Background check documentation (including DMV check if employee is transporting clients)		
Record of annual evaluation and supervision		
Expenditures		
Volunteer sign-in sheet & time tracking forms		
Volunteer manual		