

**Snohomish County Developmental Disabilities  
Career Path Services  
2013 Quality Assurance & Evaluation**

**Summary of Review Process**

<b><i>Prior to Review Date</i></b>	<b>Email the following documents to County 2 weeks before review:</b> Agency strategic plan Agency organization chart Employment/Community Access Plan forms Six-month review forms Participant work/volunteer site safety checklist Participant grievance procedure Participant agreement form Incident report form Staff training plan Job descriptions for direct service staff and program managers Agency policies protecting individual rights
<b><i>Date of Review</i></b>	<b>Have the following documents available throughout the day:</b> Agency outcome data/report Agency tracking of incident reports and grievances Proof of CARF accreditation and CARF report Financial documentation of revenue vs. direct/indirect costs Financial documentation of fiscal stability (financial statements) Internal control polices (financial) Policy and staff training manuals DOL sub-minimum wage compliance documents (if applicable) Employee files for background checks and staff training logs All participant files (review sample announced in agency interview)
<b>9am –10am</b>	<b>Agency Discussion</b> Presentation of agency outcome report by agency staff Presentation of participant planning process by agency staff Presentation of participant files by agency staff Questions from County staff
<b>10am – 12:30pm</b>	<b>Participant file reviews</b> <b>Other document reviews</b>
<b>12:30pm to 1:30pm</b>	<b>Lunch break</b>
<b>1:30pm – 4pm</b>	<b>Participant file reviews continued</b> <b>Employee file reviews</b>
<b>4pm – 5pm</b>	<b>Discussion of findings</b>