

APPENDIX D Site Visit Questionnaire 2014

DOES THE PROGRAM HAVE ACCURATE DOCUMENTATION SHOWING:	yes	no	DOCUMENTATION
MEMBER TRAINING			
★ Does program provide members with necessary information on the organization, Ed awards, health care, child care, loan forbearance, Ed. Award, interest accrual, reasonable accommodations, etc. (contract, orientation agenda, or handbook)?			
★ Does program provide member training that meets requirements: orientation, civic engagement, and service-related training.			
★ Have full and part time members completed CPR/First Aid and/or CERT Training?			
★ Does the program have a member handbook?			
MEMBER SUPPORT AND SUPERVISION			
★ Does program allow members to serve on a jury or vote with no penalty?			
★ Does program institute necessary safety precautions for members?			
Does program provide members with adequate supervision?			
Does program prohibit members from supervising other members?			
INCLUSIVE ENVIRONMENT			
★ Does program have a written reasonable accommodation policy?			
★ Is there evidence that policy has been shared with members?			
★ Is there documentation of reasonable accommodation requests? If "yes", is there documentation of "action taken" for the request?			
Is the organization ADA compliant? (i.e. accessible location)			
★ Is there evidence of inclusive recruitment efforts? (i.e. contact with disability providers, messaging, inclusive service description etc.?)			
ACCESS TO FILES			
• Is access to general member files limited to appropriate program staff and/or Serve Wyoming/CNCS officials?			
• Are medical files kept separately from general member files? (i.e. reasonable accommodation requests, health certificates, physical exams, etc.)			
• Are medical files, and any other sensitive information (i.e. SS#) locked?			
★ DRUG FREE WORKPLACE ACT			PLEASE SEND COPY OR INDICATE HOW THIS IS SHARED
Does program comply by:			
• publishing a Drug Free Workplace Act policy statement notifying employees and members about the unlawful manufacture, distribution,			

★ ITEMS SHOULD BE ACCOMPANIED BY SUPPORTING DOCUMENTATION

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dispensing, possession, or use of a controlled substance is prohibited and specifying the consequences of violations;			
<ul style="list-style-type: none"> establishing a drug free awareness process to inform employees and members about the dangers of drug abuse in the workplace; the grantee's policy; any available employees assistance programs; and the penalties of drug abuse violations; 			
<ul style="list-style-type: none"> providing each employee and member involved in the performance of the grant a copy of the Drug Free Workplace Act policy statement; 			
<ul style="list-style-type: none"> notifying employees and members that they must abide with the terms of statement and notify the employer within 5 days of any criminal drug statute conviction occurring in the workplace; 			
<ul style="list-style-type: none"> notifying Serve Wyoming and CNCS within 10 days after receiving notification of any criminal drug statute conviction occurring in the workplace; 			
<ul style="list-style-type: none"> taking appropriate personnel action against the employee or member, up to and including termination; OR requiring the employee or member to participate in an approved drug abuse assistance program within 30 days. 			
NON-DISCRIMINATION			
★ Does program have a written policy on non-discrimination?			
<ul style="list-style-type: none"> Does grantee notify members, staff, stakeholders, and community about its non-discrimination policy? 			
<ul style="list-style-type: none"> Does the policy note appropriate point of contact for filing a complaint? 			
SUPPLEMENTATION, NON-DUPLICATION, AND NON-DISPLACEMENT			
<ul style="list-style-type: none"> Does program ensure that funds are not used to duplicate services? (i.e. position descriptions) 			
<ul style="list-style-type: none"> Does program ensure that they do not displace an employee or a position? (Documentation of compliance may include separate position descriptions, or if employees are represented by a local labor organization, they must have a letter of concurrence on file with <i>Serve Wyoming</i>) 			
Performance Measure Evaluation			
★ Does program have evidence documenting the achievement of their program objectives as reported in the 2 Quarter My Service Log report?			
★ If applicable, according their grant requirements, does program have evidence that evaluation plan is being carried out?			
TRAINING DOCUMENTATION			
★ Does program have documentation of time, location, and dates of training?			

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★ Does the program have a sign-in sheet for each training session/day that is signed by all members in attendance, indicates date, time, and title of training?			Just a sample sign in sheet for the Orientations you held.
Program Staff			
Does program have position descriptions for each staff paid or matched by the grant (other than indirect)?			
Do all grant or match funded staff have completed NSOPR and Criminal History Background Checks?			Yes or No
Host Site(s)			
★ Does program have signed and dated memo of understanding between the parent organization and service sites?			
★ Does program have a protocol for monitoring service sites (schedule, tool, feedback, follow up, etc.)?			
★ Does program have written documentation to verify monitoring? (schedule, completed tools, copy of feedback, etc)			
★ Does program ensure host sites follow AmeriCorps and other federal policies?			
Does host site identify itself with AmeriCorps (i.e. AC poster, logo, etc.)?			
Other			
★ Does program have proof of liability insurance that properly covers organization, staff, and members both on and off-site?			Name of Liability Insurance is sufficient:
★ Have any grievances been filed?			If Yes, provide documentation. If no, N/A
Do you have previous grant files available? (grantees must keep files for 3 years from the last FFR, of the latest closeout).			
★ Does program have written policies and procedures for conducting Criminal History Background Checks?			
★ How is accompaniment documented?			

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