

## Agency On Site Peer Review Checklist

In preparation for the peer review site visit, the agency should be sure to have the following items available:

1. Personnel Files for funded program staff
  - a. Updated background checks
    - i. DCS fingerprint results
    - ii. Sex Offender registry checks
    - iii. Local checks
    - iv. CPS checks
  - b. Completed reference checks
  - c. Proof of education or license (based on position requirements found in DCS YSB Service Standards)
  - d. Documentation for all DCS YSB Service Standards training topics or CYC Credential
2. Client files from funded programs (or DCS Clinical Audit results)
  - a. Application/Intake form with client demographics and parent/guardian signature
  - b. Assessments, if any
  - c. Treatment/Program plan with client and parent signature/input
  - d. Case/program and contact notes
  - e. Progress notes
  - f. Closure notes with client and parent signature/input
  - g. Client, parent, referral source satisfaction surveys (different than outcome assessment reports)
3. Documentation of up-to-date completed fire/severe weather drills (Safety)
4. Recent completed incident reports (if any) (Safety)
5. All required HR postings, notices, and licenses (Safety and Administration)
6. Attendance records (Recordkeeping)
7. Visitor/Client sign-in sheets (Recordkeeping)

Please be prepared to provide a tour of your agency/facility

The agency director/representative will do a presentation on their agency and include the following pieces of information: (Please feel free to involve your staff or Board members in the presentation)

- Agency history, overview and mission
- Description of all agency programs -noting which programs are YSB funded
- How agency delivers the YSB four core roles within their community (including numbers for the last two years)
- Outcomes report for the last two years highlighting strengths and areas for growth
- Answers to Programming questions A. 1 – 4, 6, & 7, and D. Evaluation
  - Utilization of evidence-based or evidence-driven programs
  - How Positive Youth Development is utilized in funded programs

- How agency incorporates Trauma-informed care practices in funded programs
- How cultural competency is utilized in service delivery
- How the YSB-funded programs meet all program minimum standards as outlined in the YSB Service Standards - please be prepared to share those minimum standards with the review team
- How the YSB-funded programs serve to reduce one or more of the identified risk factors or increase one or more of the protective factors found in the YSB Service Standards – This would be a good place to incorporate your Outcomes report
- Successes, Challenges, and ways in which the review team can be of help

Documents that demonstrate evidence-based or evidence-driven programming can include:

- Program descriptions
- Agency brochures
- Individual treatment or programming plans

Documents that demonstrate Positive Youth Development can include:

- Client satisfaction surveys (not the YSB outcome assessments)
- Program descriptions
- Individual treatment or programming plans
- Case notes of community service or service-learning project participation
- Youth advisory council meeting minutes
- Youth focus group notes

Documents that demonstrate Trauma-Informed Care can include:

- Individual treatment or programming plans
- Case notes
- Client assessments