

Abuse Prevention - Program Safety Management System Assessment

Organization: _____ Division: _____
 Department: _____ Date Completed: _____
 Completed by: _____

Risk Identification

Begin with determining where your organization will look to identify risk. Consider implementing new ways to identify risk as needed.

COLLECT - <i>Check the sources you will use.</i>			
<input type="checkbox"/>	Incident Reports	<input type="checkbox"/>	Staff Exit Interviews
<input type="checkbox"/>	Injury Reports	<input type="checkbox"/>	Former Staff/Volunteer Surveys
<input type="checkbox"/>	Restraint Reports	<input type="checkbox"/>	Enrollment/Referrals
<input type="checkbox"/>	Staff Turnover	<input type="checkbox"/>	Parent/Guardian Complaints
<input type="checkbox"/>	Employee Disciplinary Problems	<input type="checkbox"/>	Participant Absenteeism
<input type="checkbox"/>	Satisfaction Surveys	<input type="checkbox"/>	Grievances
Notes/Comments:			

COMPILE - <i>Check mechanisms you will use.</i>			
<input type="checkbox"/>	Grievance Procedure	<input type="checkbox"/>	Attendance Tracking
<input type="checkbox"/>	Anonymous Reporting Method	<input type="checkbox"/>	HR Tracking System
<input type="checkbox"/>	Incident Reporting System	<input type="checkbox"/>	Survey Tracking System
Notes/Comments:			

ANALYZE - <i>Check patterns/trends you will track.</i>			
<input type="checkbox"/>	Disproportionate number of incidents	<input type="checkbox"/>	Staff Dissatisfaction
<input type="checkbox"/>	Pattern consistent with sexual offenders	<input type="checkbox"/>	Disproportionate number of injuries
<input type="checkbox"/>	Participant Dissatisfaction		
Notes/Comments:			

Sample Action Plan

Organization: _____ Division: _____

Department: _____ Date Completed: _____

Completed by: _____

Operations Data

Data Source	Pattern(s) – What to Look For	Mechanism(s) – How to Obtain
Grievances		
Enrollment/Referrals		
Staff Turnover		
Parent/Guardian Complaints		
Participant Absenteeism		

Reporting Data

Data Source	Pattern(s) – What to Look For	Mechanism(s) – How to Obtain
Incident Reports		
Injury Reports		
Restraint Reports		
Employee Disciplinary Problems		

Surveys and Interviews

Data Source	Pattern(s) – What to Look For	Mechanism(s) – How to Obtain
Satisfaction Surveys		
Staff Exit Interviews		
Former Staff/Volunteer Surveys		

Identify Needs

Need	Description	Date Wanted	Owner

Notes:

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