

Program Administration & Finance:

In our program funding sources are transparent and funding requirements are well managed

In our Program...	Low Quality Indicators	Approaching Quality Indicators	Quality Indicators
<p>Element A</p> <p>Funding sources are transparent and funding requirements are well managed</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Only the ED is aware of the funding sources <input type="checkbox"/> Funding requirements are often not met, or late <input type="checkbox"/> Staff are not aware of the funding requirements or program goals 	<ul style="list-style-type: none"> <input type="checkbox"/> ED communicates funding sources and their funding timelines to staff and board <input type="checkbox"/> A reflection process is used to ensure all activities meet funder required standards and hours of operation <input type="checkbox"/> Program director and management staff are aware of funder grant requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> The management team have a working knowledge of the program's funding sources <input type="checkbox"/> Reporting requirements for each funding source are easily accessible in an organizational tool (i.e. binder, spreadsheet) <input type="checkbox"/> Reporting deadlines are met in a timely and non-stressful manner. <input type="checkbox"/> A process is used to share information about funder requirements (in a staff meeting, a logic model, etc.)

NOTES:

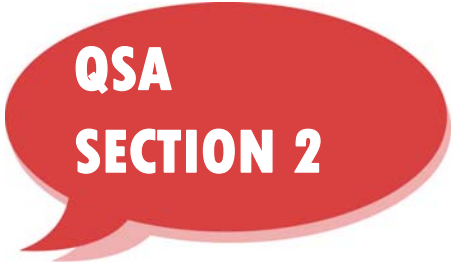


Program Administration & Finance:

In our program we ensure the timely recruitment, employment, and termination of all personnel

In our Program...	Low Quality Indicators	Approaching Quality Indicators	Quality Indicators
<p>Element B</p> <p>We ensure timely recruitment, employment, and termination of all personnel</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Organization does not aggressively recruit and retain staff <input type="checkbox"/> Positions are often left open for more than 2 months <input type="checkbox"/> Staff hired do not have enough of the qualifications needed to work independently and efficiently 	<ul style="list-style-type: none"> <input type="checkbox"/> Job description competencies are used to hire staff. <input type="checkbox"/> References are checked when hiring <input type="checkbox"/> New hires attend a new hire orientation <input type="checkbox"/> New hires are placed on a 90 day probation period to ensure they are a good fit for the organization 	<ul style="list-style-type: none"> <input type="checkbox"/> ED, staff and youth participate in the interviewing process, and utilize case studies and sample presentation (i.e. interviewee presents a mock lesson) <input type="checkbox"/> New hires receive training and shadow a senior employee as job orientation <input type="checkbox"/> Supervisor conducts an exit interview with employees who choose to leave the organization <input type="checkbox"/> ED conducts regular surveys of employee satisfaction and works hard to understand and respond to needs of staff

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Program Administration & Finance:

In our program we have the ability to establish and implement effective financial policies and procedures

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<p>Element C</p> <p>We have the ability to establish and implement effective financial policies and procedures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Organization does not work from a budget <input type="checkbox"/> Financial matters are not transparent to the staff <input type="checkbox"/> Resources (petty cash) are not available to cover basic expenses <input type="checkbox"/> Employees' paychecks are delayed a few times a year due to cash flow issues <input type="checkbox"/> Organization relies solely on one funding source 	<ul style="list-style-type: none"> <input type="checkbox"/> Organization produces an annual budget that is balanced and sustains the programs <input type="checkbox"/> Staff are able to access resources in time to meet program needs <input type="checkbox"/> Organization continuously monitors cash flow and takes immediate action to address problems <input type="checkbox"/> Organization has at least 2 funding sources 	<ul style="list-style-type: none"> <input type="checkbox"/> Organization actively pursues new sources of funding and in-kind resources to enhance sustainability <input type="checkbox"/> Youth are involved in grassroots fundraising to fund special programs <input type="checkbox"/> All staff are trained in accounting and book keeping to empower their financial literacy <input type="checkbox"/> Organization has at least 5 diverse funding sources (government, private, individual donors, foundation, etc.)

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QSA
SECTION 2

Program Administration & Finance:

In our program we maintain accurate records and follow reporting procedures and the Board provides governance to the organization

In our Program...	Low Quality Indicators	Approaching Quality Indicators	Quality Indicators
<p>Element D</p> <p>We maintain accurate records and follow reporting procedures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attendance is not maintained or enforced <input type="checkbox"/> Weeks go by without anyone entering funder required data (CMS for DCYF grantees) <input type="checkbox"/> Record-keeping and reporting is not accurate <input type="checkbox"/> Participant enrollment and registration forms are incomplete (allergy, media release, zip codes, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate attendance is taken daily <input type="checkbox"/> Funder required data is submitted on time <input type="checkbox"/> Reimbursement requests are accurate and submitted on time <input type="checkbox"/> A procedure for incident reporting is used (accidents, criminal activity, serious violation of program rules, etc.) <input type="checkbox"/> Staff know youth medications, special needs (asthma, inhalers, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Staff review attendance and contact youth who are missing sessions <input type="checkbox"/> The organization uses data to make strategic decisions about programming & operations <input type="checkbox"/> Forms for each type of incident reporting are easily accessible to staff and filed appropriately
<p>Element E</p> <p>The Board provides governance to the organization</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The organization has no board, or board meets sporadically and informally <input type="checkbox"/> The board is comprised of figure heads who offer no strategic value to the program 	<ul style="list-style-type: none"> <input type="checkbox"/> The board meets regularly to hear ED updates, review budgets, and provide input on hiring and firing decisions <input type="checkbox"/> The board is comprised of community members or those with particular relevant expertise 	<ul style="list-style-type: none"> <input type="checkbox"/> The board is a combination of highly skilled experts in legal, finance, and organizational development and are reflective of the community <input type="checkbox"/> The board reviews programmatic updates from ED and coaches ED to see issues from multiple perspectives