



## PCR/Commission Report

Rhode Island Department of Children, Youth and Families  
Providence, RI

7170

<b>PCR Report Sent:</b>	December 11, 2024	<b>PCR Response Due:</b>	January 23, 2025
<b>Commission Report Sent:</b>		<b>Commission Response Due:</b>	
<b>Commission Report Sent:</b>		<b>Commission Response Due:</b>	
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Summary of ratings and justifications for standards that must be addressed prior to achieving accreditation:

Standard	Rating	Justifications
PA-HR	2	SITE REVIEW TEAM COMMENTS:
PA-HR 4	3	SITE REVIEW TEAM COMMENTS: Performance reviews have only been completed for supervisors and non-union staff. Performance reviews have not been given to union staff. The reviews are not kept in employee files.

COUNCIL ON ACCREDITATION

Standard	Rating	Justifications
<i>PA-HR 4.01</i>	3	SITE REVIEW TEAM COMMENTS: Performance reviews have not been given to union staff.
<i>PA-HR 4.02</i>	3	SITE REVIEW TEAM COMMENTS: Performance reviews are not completed for union staff, so this standard is not met for those staff members.
<i>PA-HR 4.03</i>	3	SITE REVIEW TEAM COMMENTS: Performance reviews are not completed for union staff, so this standard is not met for those staff members.
<i>PA-HR 5</i>	1	SITE REVIEW TEAM COMMENTS:
<i>PA-HR 5.01</i>	3	SITE REVIEW TEAM COMMENTS: The personnel records are maintained by the state. The records are out of compliance and not up to date. It is not clear that all elements of the standard are included in all personnel records.
<i>PA-ASE</i>	1	SITE REVIEW TEAM COMMENTS:
<i>PA-ASE 4</i>	1	SITE REVIEW TEAM COMMENTS:
<i>PA-ASE 4.02</i>	3	SITE REVIEW TEAM COMMENTS: The agency does not have driver's license or insurance of staff after initial hiring. It is not clear that elements e and f are met.

**Summary of requested evidence to demonstrate implementation of the identified standards:**

*Note: Submit all evidence in your My COA Portal.*

Standard	Applicable Standards	Requested Evidence
PA-HR 4	PA-HR 4, 4.01, 4.02, 4.03	<ol style="list-style-type: none"> <li>1. Performance review procedures for staff that meet the intent and all elements of Standards PA-HR 4, 4.01, 4.02, and 4.03; include a blank copy of the personnel performance evaluation form.</li> <li>2. A chart with a list of all personnel with the dates of their most recent performance evaluation. Redact surnames of personnel on the list and have the CEO or Human Resources Director sign off on the list as verification that the performance evaluations have been completed and placed in employee files.</li> <li>3. Copy of a dated memorandum disseminated to personnel informing them of performance evaluation procedures and the personnel evaluation form; include implementation/effective date for the procedures.</li> </ol>
PA-HR 5	PA-HR 5.01	<ol style="list-style-type: none"> <li>1. Detailed procedures that meet the intent and elements of the Standard PA-HR 5.01. Note: Standard Interpretation</li> <li>2. Dated memorandum to personnel notifying them of the procedures; include implementation/effective date.</li> <li>3. Chart that lists all documents kept in the organization's personnel file; by:             <ol style="list-style-type: none"> <li>a. initials/position each staff member; and</li> <li>b. most recent date that each document was checked and found in each personnel file. Include dated signature of CEO or HR Director to verify information.</li> </ol> </li> <li>4. Dated minutes of a PQI or management meeting in which the chart was reviewed and an improvement plan was implemented to complete the review and maintenance of personnel</li> </ol>

Standard	Applicable Standards	Requested Evidence
		files. Document attendance including title/position. Redact surnames.
PA-ASE 4	PA-ASE 4.02	<p>1. Provide detailed procedures governing vehicle use that address the intent and all elements of the Standard PA-ASE 4.02</p> <p>2. Dated memorandum to personnel notifying or reminding them of the procedures; include implementation/effective date</p> <p>3. A list of all vehicles currently being used to transport service recipients with the dates that validation of insurance coverage occurred; have the HR director, or a designee, sign off on the list as verification that checks have been completed within the past year</p> <p>4. A list of all personnel that require annual validation of licenses and driving records with the dates that validation occurred for each person; have the HR director, or a designee, sign off on the list as verification that checks have been completed within the past year.</p> <p>Note: If the agency does not permit transporting clients in agency- or privately-owned vehicles, documentation of this to support a request for an NA in PA-ASE 4.02 is needed (e.g. approved policy, updated procedures as needed, communication with staff, etc.)</p>

*Sections Reviewed for this organization:*

- PA-AM                      Administration and Management
- PA-FIN                    Financial Management
- PA-HR                     Human Resources Management
- PA-PQI                    Performance and Quality Improvement
- PA-RPM                   Risk Prevention and Management

<i>PA-ASE</i>	<i>Administrative and Service Environment</i>
<i>PA-BSM</i>	<i>Behavior Support and Management</i>
<i>PA-CR</i>	<i>Client Rights</i>
<i>PA-PDS</i>	<i>Personnel Development and Supervision</i>
<i>PA-PRG</i>	<i>Program Administration</i>
<i>PA-CFS</i>	<i>Child and Family Services</i>