

Mission and Program Self Assessment Checklist

Standards	Documentation/ Evidence	Self Assessment	Checklist	
			Yes	No
VI-A.1(a) The Board has written documentation that defines its mission, vision and values.	Written Documentation	Does the Board have written documentation that defines its mission, vision and values?	VI-A.1(a)	
VI-A.1(b) The Governing Board has approved and adopted the statement(s) documenting the Board's mission, vision and values.	Governing Board Minutes	Has the Governing Board approved and adopted the statement(s) documenting the Board's mission vision and values?	VI-A.1(b)	
VI-A.1(c) The Governing Board reviews on a regular basis the statement documenting the Board's mission, vision and values.	Mission Statement Vision Statement Values/Principles Statement Governing Board Minutes	Has the Governing Board reviewed on a regular basis the Board's statement(s) documenting its mission, vision and values?	VI-A.1(c)	
VI-A.2(a) The Board has a multi-year Strategic Plan outlining goals, objectives, priorities and strategies consistent with its mission, vision and values. Clarifier: Strategic Plan is being interpreted as any form of written documentation that addresses at minimum the Board's vision, mission, values, goals, objectives, priorities and strategy.	Strategic Plan	Does the Board have a multi-year Strategic Plan that outlines goals, objectives, priorities and strategies consistent with its mission and vision?	VI-A.2(a)	

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VI-A.2(b) The Governing Board has approved and adopted the Board's Strategic Plan.	Governing Board Minutes	Has the Governing Board approved and adopted the Board's Strategic Plan?	VI-A.2(b)	
VI-A.2(c) The Governing Board regularly reviews progress toward achievement of goals, objectives, priorities and strategies of the Strategic Plan.	Documentation of review of Strategic Plan	Has the Board within the last year reviewed progress toward achievement of goals, objectives, priorities and strategies of the Strategic Plan?	VI-A.2(c)	
VI-A.2(d) The Board should, as necessary, update and revise its Strategic Plan.	Documentation of review of Strategic Plan Board's Previous Strategic Plans	Is there evidence that the Board has ever updated or revised its strategic plan?	VI-A.2(d)	
VI-A.3 The Board assesses the local needs for community mental health and alcohol/drug services and facilities.	Needs Assessment Data (prior utilization and input from community) Community Plans Committee and/or Board meeting minutes	Has the Board defined mechanisms for evaluating the need for community mental health and alcohol/drug services and facilities?	VI-A.3	
VI-A.4 The Board prepares and submits its community plan(s).	Community Plan and Cover letter	Did the Board submit its community plan(s)?	VI-A.4	
VI-A.5 The Board engages in ongoing planning activities coordinated with partner community organizations.	Community Plan Documentation of Planning Data Collected Needs Assessment Data	Is there evidence where the Board has engaged in ongoing planning activities that were coordinated with partner community organizations?	VI-A.5	

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VI-A.6 The Board evaluates the services and programs it funds.	Financial Audits Program Audits Client Right and Incident Reports Outcome Data Reports Performance Improvement Reports Documentation of feedback loop the Board has in place for using evaluation to measure progress toward achieving mission	Does the Board evaluate the services and programs it funds?	VI-A.6	
VI-A.7 The Board maintains a listing and description of agencies, programs, and services funded as part of the local system of care and a description of target populations.	Agency Service Plans Community Plans Board PR Materials	Does the Board have a current listing and description of agencies, programs and services funded?	VI-A.7	
VI-A.8 The Board has a policy and procedures to address grievances of client and family members.	Policy and Procedure Records of filed grievances or appeals, as applicable	Does the Board have a policy and procedures to address grievances' of clients and family members?	VI-A.8	
VI-A.9(a) The Board has provisions stating how it will monitor client grievances received by contract agencies. (ADAMH/ CMH Boards)	Written Documentation	<input type="checkbox"/> Not Applicable Does the Board have provisions stating how it will monitor client grievances received by contract agencies?	VI-A.9(a)	

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VI-A.9(b) The Board provides an annual report of grievances to the Department(s).	Annual Summary of Grievances submitted to the Department(s)	Has the Board provided annual reports to the Department(s) for grievances received?	VI-A.9(b)	
VI-A.10 The Board has a designated Privacy Officer.	Position Description Written Documentation	Does the Board have a designated Privacy Officer?	VI-A.10	
VI-A.11 The Board has a designated Security Officer.	Position Description Written Documentation	Does the Board have a designated Security Officer?	VI-A.11	
VI-A.12 The Board has an assigned Client Rights Officer. (ADAMH/ CMH Boards)	Position Description	<input type="checkbox"/> Not Applicable		
	Cover Letter to the State Department	Does the Board have and Assigned Client Rights Officer?	VI-A.12-1	
	Written Documentation	Name: _____		
		Has the Board notified the State Department of the name of the employee serving as the Client Rights Officer?	VI-A.12-2	
VI-A.13 The Board has a program to promote and protect client rights. (ADAMH/ ADAS Boards)	As communicated and shared by the Board	<input type="checkbox"/> Not Applicable Does the Board have a program to promote and protect client rights?	VI-A.13	
VI-A.14 The Board complies with Annual Notification of Civil Rights Responsibilities: Designate civil rights coordinator; Designate Section 504 coordinator. (ADAMH/ ADAS Boards)	Position Description	<input type="checkbox"/> Not Applicable		
		Has the Board designated a civil right coordinator?	VI-A.14-1	
		Has the Board designated a Section 504 coordinator?	VI-A.14-2	

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<p>VI-A.15 The Board shall have a Civil Rights Compliance Policy to assure that all programs, services and benefits administered, supervised, authorized and/ or participated in by Boards and contracted providers are operated in accordance with nondiscriminatory requirements or on the basis of race, color, sex, creed, age, disability, national origin, religion or inability to pay. (ADAMH/ADAS Boards)</p>	Policy	<p><input type="checkbox"/> Not Applicable</p> <p>Does the Board have a Civil Rights Compliance Policy?</p>	VI-A.15	
<p>VI-A.16 The Board has policy and procedures for investigating any complaint alleging abuse or neglect of any person receiving services from a community mental health or alcohol/drug agency, or for delegating investigation to another entity.</p>	Policy and Procedures	Does the Board have Policy and Procedures for investigating any complaint alleging abuse or neglect of any person receiving services from a community mental health or alcohol/drug agency or delegate investigation to another entity?	VI-A.16	

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<p>VI-A.17 The Board has policy and procedures for investigating any complaint alleging abuse or neglect of any person receiving services from a residential facility licensed under ORC Section 5119.22, or for delegating investigation to another entity. (ADAMH/CMH Boards)</p>	Policy and Procedures	<p><input type="checkbox"/> Not Applicable</p> <p>Does the Board have policy and procedures for investigating any complaint alleging abuse or neglect of any person receiving services from a residential facility licensed under ORC Section 5119.22 or delegate investigation to another entity?</p>	VI-A.17	
<p>VI-A.18 The Board has policy and procedures for taking action, when it receives a complaint alleging abuse or neglect of an individual with mental illness or severe mental disability that resides in an adult care facility. (ADAMH/CMH Boards)</p>	Policy and Procedures	<p><input type="checkbox"/> Not Applicable</p> <p>Does the Board have policy and procedures for taking action when it receives a complaint alleging abuse or neglect of an individual with mental illness or severe mental disability that resides in an adult care facility?</p>	VI-A.18	
<p>VI-A.19 The Board has policy and procedures for taking action it determines to be necessary to correct the situation if an investigation substantiates charges of abuse or neglect, including notification of appropriate authorities.</p>	Policy and Procedures	<p>Does the Board have policy and procedures for taking action it determines to be necessary to correct the situation if an investigation substantiates charges of abuse or neglect, including notification of appropriate authorities?</p>	VI-A.19	

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VI-A.20 The Board has a process to review Major Unusual Incidents (MUI's)/ Reportable Incident (RI) information that agencies report.	As communicated and shared by the Board Documentation of Major Unusual Incidents/Reportable Incidents	Does the Board have a process to collect Major Unusual Incidents/ Reportable Incident information that agencies report to the State Department?	VI-A.20-1	
		Does the Board have a mechanism in place to review internally Incident information that agencies report to the Boards/State Department?	VI-A.20-2	
VI-A.21(a) The Board prepares an annual report of the programs funded by the Board.	Copy of Annual Report	Does the Board prepare an annual report of the programs funded by the Board?	VI-A.21(a)	
VI-A.21(b) The Board submits the annual report of the programs funded by the Board to the Department Director(s) and County Commissioners or their equivalent.	Copy of Annual Report Verification that report sent to various entities	Did the Board submit the annual report to the Department Director(s) and County Commissioners or their equivalent?	VI-A.21(b)	
VI-A.21(c) The Board makes the annual report of the programs funded by the Board available to the public.	Copy of Annual Report Verification that the report was sent to various entities	Did the Board make the annual report available to the public?	VI-21(c)	
VI-A.22 The Board establishes to the extent resources are available, a community support system that provides treatment, prevention, and support services. (ADAMH/CMH Boards)	Community Plans Contracts	<input type="checkbox"/> Not Applicable Has the Board established a community support system that provides treatment, prevention, and support services?	VI-A.22	

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VI-A.23 The Board in its community plan(s) or service contracts makes provisions to respond to crisis situations which occur within its service district.	Community Plan(s) Service Contract(s)	Does the Board in its community plan(s) or service contract(s) make provisions to respond to crisis situations which occur within its service district?	VI-A.23	
VI-A.24 The Board has written documentation regarding the delivery of services to persons with mental illness or severe mental disability residing in adult care facilities. (ADAMH/CMH Boards)	Agency Service Plans Policy and Procedures Written Documentation	<input type="checkbox"/> Not Applicable Does the Board have written documentation regarding the delivery of services to persons with mental illness or severe mental disability residing in adult care facilities?	VI-A.24	
VI-A.25 The Board designates a Chief Clinical Officer. (ADAMH/CMH Boards)	Position Description Personnel Records	<input type="checkbox"/> Not Applicable Does the Board have someone designated as the Chief Clinical Officer?	VI-A.25	
VI-A.26 The Board has procedures in place to meet requirements related to involuntary commitment. (ADAMH/CMH Boards)	Procedures Activity of Probate Court (notices, dispositions of hearings) on file	<input type="checkbox"/> Not Applicable Does the Board have procedures in place regarding involuntary commitment? Does the Board have a method for evaluating referrals for involuntary commitment and affidavits filed?		
			VI-A.26-1	
			VI-A.26-2	

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			Yes	No
<p>VI-A.27 The Board has written documentation to ensure that Board and/ or designated agency staff be present at probate hearings to assist the probate division of the court of common pleas in determining whether there is probable cause for involuntary hospitalization and what if any alternative treatment is available and appropriate. (ADAMH/CMH Boards)</p>	<p>Written Documentation</p>	<p><input type="checkbox"/> Not Applicable</p> <p>Does the Board have written documentation to ensure that Board and/or designated agency staff are present at probate hearings to assist the probate division of the court of common pleas in determining whether there is a probable cause for involuntary hospitalization?</p>	<p>VI-A.27</p>	
<p>VI-A.28 The Board has designated a forensic monitor to monitor forensic clients in the hospital and in the community as defined by the court. (ADAMH/CMH Boards)</p>	<p>Community Plan</p> <p>Written Documentation</p> <p>Quarterly reports to the Office of Forensic Services on the current status of forensic clients</p>	<p><input type="checkbox"/> Not Applicable</p> <p>Does the Board have a designated forensic monitor?</p> <p>Does the Board have a process in place to monitor forensic clients in the hospital and in the community?</p> <p>Does the Board report quarterly to the Office of Forensic Services the status of the forensic clients?</p>		
			<p>VI-A.28-1</p>	
			<p>VI-A.28-2</p>	
			<p>VI-A.28-3</p>	
<p>VI-A.29 The solicits consumer, family member, key informant and community member input that is utilized in planning and decision-making.</p>	<p>Satisfaction Surveys and Reports on Data Collected</p> <p>Documentation of meetings with family members and/or consumers</p> <p>Governing Board Roster</p>	<p>Does the Board solicit consumer, family member, key informant and community input?</p>	<p>VI-A.29</p>	

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			Yes	No
VI-A.30(a) The Board has external satisfaction/ dissatisfaction measure in place. Clarifier: External satisfaction/ dissatisfaction measures are instruments used to measure satisfaction/ dissatisfaction of the overall county behavioral health system.	Copy of Satisfaction Tool Description of how the Board measures satisfaction	Does the Board have some tool used to measure satisfaction/ dissatisfaction of consumer and family members?	VI-A.30(a)-1	
		Does the Board have some tool used to measure satisfaction/ dissatisfaction of referral sources?	VI-A.30(a)-2	
VI-A.30(b) The Board regularly reviews the results of external satisfaction measures.	As communicated and shared the Board	Is there evidence where the Board has used the results of the external satisfaction/ dissatisfaction tool in planning?	VI-A.30(b)	
VI-A.31(a) The Board has internal satisfaction/ dissatisfaction measures in place. Clarifier: Internal satisfaction/ dissatisfaction measures are instruments used to measure satisfaction/ dissatisfaction with the Board's operations.	Copy of Satisfaction Tool(s) Description of how the Board measures satisfaction	Does the Board have some tool used to measure internal satisfaction/ dissatisfaction of providers and other organizations that interact with the Board?	VI-A.31(a)	
		Does the Board have some tool used to measure internal satisfaction/ dissatisfaction of providers and other organizations that interact with the Board?	VI-A.31(a)	
VI-A.31(b) The Board regularly reviews the results of internal satisfaction measures.	As communicated and shared by the Board	Is there evidence where the Board has used the results of the internal satisfaction/ dissatisfaction tool in planning?	VI-A.31(b)	

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VI-A.32 The Board is an active member of Family and Children First Council(s) and participates in intersystem collaboration as defined by its local system.	Minutes of FCFC Meetings Input from FCFC	Is the Board an active member of the Family and Children First Council(s)? Does the Board participate in intersystem collaboration as defined by its local system?	VI-A.32-1	
			VI-A.32-2	
VI-A.33 The Board ensures that the agencies with which it contracts for services comply with the local Family and Children's First Council(s)' Children's Service Coordination Plan.	Contract(s)	Does the Board ensure that the agencies in which they contract for services comply with the local Family and Children First Council(s)' Children's Service Coordination Plan?	VI-A.33	
VI-A.34 The Board participates in the Child Fatality Review Board(s).	As communicated and shared by the Board	Does the Board participate in the Child Fatality Review Board?	VI-A.34	
VI-A.35 The Board has notices posted regarding: civil rights, ADA, Federal Labor Laws and Ohio Labor Laws.	Postings	Does the Board have postings regarding Federal Labor Laws?	VI-A.35-1	
		Does the Board have postings regarding Ohio Labor Laws?	VI-A.35-2	
		Does the Board have postings regarding civil rights?	VI-A.35-3	
		Does the Board have postings regarding ADA?	VI-A.35-4	