

This document identifies the documentation necessary to meet the Organizational Standards required by USHHS. For each standard there is a list of documents; however, simply submitting one of the documents alone may not be sufficient to satisfy compliance with that particular standard. Therefore, it may be necessary to submit several of the identified documents.



Instructions: Just click on the standards in question and it will direct you to the minimum state requirements for that standard. This document also contains a break down of standards for various groupings to help organize and set up a timeline for submissions.

Click on the box below to begin.

Organizational Standards (Public)

Maintain

As needed/more
Frequently than
Annually

Annually

Every 2 Years

Every 3 years

Every 5 years



7.4 Documentation:

The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

Documentation should show:

- 1) That a policy/procedure is in place by the parent agency or municipality
 - Policy/procedures pertaining to performance appraisals

And

- 2) That the department followed that procedure.
 - Performance appraisal sign-off
 - An official email/memo/letter stating the appraisal was completed according to policy