

## SAYD Program and Agency Governance and Functioning Assessment (Levels 2-3) Program Handbook Development

<b>SAYD Competencies</b>	<u>PAGE1</u> : Provides supervision of SAY per legal regulations, standards, policies and procedures of the organization, <u>PAGE2</u> : Maintains accurate documentation for group, program, and fiscal requirements for SAY.
<b>Original Gateways SAYD Benchmarks</b>	2-4H4, 2-4H6, 2-4H7, 2-4H13, 2-4H15, 5D5, 5D6, 5D7, 5D8, 5D9, 5D10, 5D11, 5D12, 5D13, 5D14, 5D15, 5D18, 5D19, 5H1, 5H2, 5H16, 5H17, 5H20
<b>IPTS</b>	4N, 9I, 9S, 10G, 11B, 11C, 11D, 11K
<b>NAA</b>	22, 29, 31, 34, 35, 36
<b>COA</b>	1.02, 9.01, 9.02, 9.09, 9.11, 12.01-12.05
<b>ACT Now</b>	4.1-4.4, 5.1, 5.5, 8.1-8.3, 8.6, 9.1-9.4, 12.1-12.4, 13.1-13.4, 14.4, 15.1, 16.1- 16.4, 18.-18.6, 23.1-23.4, 28.2, 29.1-29.3

### Assessment Guidelines

Providing guidance and oversight is a hallmark of effective school-age and youth programming. In this assessment, you will be responsible for developing an Employee Handbook. The goal the handbook is to support employees in their development as school-age and youth practitioners.

#### Part One: Employee Handbook

Each of the prompts provided below key areas that can support employee performance in a school-age and youth environment. Fill in the information below based on state guidelines and standards as well as your knowledge of evidence-based practice.

### Employee Handbook

#### Program Commitment to Quality

- Describe your vision of a positive work environment:

#### Documentation Procedures

Outline documentation procedures, required forms, and how the procedures outlined align with program standards and legal requirements.

#### Incidents

Outline of Documentation Procedure:

Required Forms:

Alignment with Program Standards and Legal Requirements:

#### Accidents

Outline of Documentation Procedure:

Required Forms:

Alignment with Program Standards and Legal Requirements:

**Grievances**

Outline of Documentation Procedure:

Required Forms:

Alignment with Program Standards and Legal Requirements:

**Medication Distribution:**

Outline of Documentation Procedure:

Required Forms:

Alignment with Program Standards and Legal Requirements:

**Required Certifications:**

Provide an overview of required certifications and how they are documented.

**CPR**

Overview:

Documentation Procedures:

**Universal Precautions**

Overview:

Documentation Procedures:

**First Aid**

Overview:

Documentation Procedures:

**Other (please identify)**

Overview:

Documentation procedures:

**SAYD Program and Agency Governance and Functioning Assessment (Levels 2-3): Program Handbook Development Rubric**

Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
<p><b><u>SAYD PAGE1:</u></b> Provides supervision of SAY per legal regulations, standards, policies and procedures of the organization.</p> <p><b>SAYD:</b> 2-4H9, 2-4H13, 2-4H15</p> <p><b>NAA:</b> 22, 29, 31, 34</p> <p><b>IPTS:</b> 9I, 9S, 10G, 11C, 11D, 11K</p> <p><b>COA:</b> 9.01, 9.02, 9.09, 9.11, 12.01-12.05</p> <p><b>ACT Now:</b> 4.1-4.4, 5.1, 5.5, 8.3, 8.6, 9.1-9.4, 14.4, 16.1- 16.4, 18.-18.6, 23.1-23.4, 28.2, 29.1-29.3</p>	<p>Documents incidents, accidents, and grievances according to program policies and procedures, standards, and legal requirements.</p> <p>Provides supervision of school-age and youth according to legal regulations, standards, policies and procedures of the organization.</p> <p>Obtains required relevant certifications and training (e.g. CPR, universal precautions, first aid).</p> <p>Reflects on capacity to supervise and align behavior with required parameters and policies.</p>	<p>Documents incidents, accidents, and grievances according to program policies and procedures, standards, and legal requirements.</p> <p>Provides supervision of school-age and youth according to legal regulations, standards, policies and procedures of the organization.</p> <p>Obtains required relevant certifications and training (e.g. CPR, universal precautions, first aid).</p>	<p>Documents incidents, accidents, or grievances according to program policies and procedures, standards, and legal requirements.</p> <p>Provides supervision of school-age and youth according to legal regulations, standards, policies or procedures of the organization.</p> <p>Obtains required relevant certifications and training (e.g. CPR, universal precautions, first aid).</p>	<p>Incorrectly documents incidents, accidents, or grievances according to program policies and procedures, standards, and legal requirements.</p> <p>Provides inadequate supervision of school-age and youth according to legal regulations, standards, policies or procedures of the organization.</p> <p>Fails to attain required relevant certifications and training (e.g. CPR, universal precautions, first aid).</p>	
<p><b><u>SAYD PAGE2:</u></b> Maintains accurate documentation for group, program, and fiscal requirements for SAY.</p> <p><b>SAYD:</b> 2-4H4, 2-4H6, 2-4H7, 5H1, 5H2</p> <p><b>NAA:</b> 31, 35, 36</p> <p><b>IPTS:</b> 4N, 11B, 11C, 11D</p> <p><b>COA:</b> 1.02</p> <p><b>ACT Now:</b> 8.1-8.3, 12.1- 12.4, 13.1-13.4, 15.1</p>	<p>Follows policies and procedures to gain appropriate documentation for the use of program resources and to protect confidential and other sensitive information from theft, unauthorized use, damage, or destruction.</p> <p>Contributes to creating a program budget, when appropriate.</p> <p>Follows agency, legal and fiduciary policies and</p>	<p>Follows policies and procedures to gain appropriate documentation for the use of program resources and to protect confidential and other sensitive information from theft, unauthorized use, damage, or destruction.</p> <p>Contributes to creating a program budget, when appropriate.</p> <p>Follows agency, legal and fiduciary policies and procedures and documentation</p>	<p>Gains appropriate documentation for the use of program resources and to protect confidential and other sensitive information from theft, unauthorized use, damage, or destruction.</p> <p>Contributes to development of a program budget, when appropriate.</p> <p>Follows agency, legal or fiduciary policies and procedures and provides partial documentation</p>	<p>Documentation for the use of program resources and to protect confidential and other sensitive information from theft, unauthorized use, damage, or destruction is incomplete or inaccurate.</p> <p>Contributes to development of an inaccurate program budget.</p> <p>Does not comply with agency, legal or fiduciary policies and procedures or provide partial</p>	

**SAYD Program and Agency Governance and Functioning Assessment (Levels 2-3): Program Handbook Development Rubric**

Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
	<p>procedures and documentation strategies for adults working in the program (e.g. background checks).</p> <p>Articulates rationale as to why adherence to documentation and fiscal requirements is essential.</p>	<p>strategies for adults working in the program (e.g. background checks).</p>	<p>strategies for adults working in the program (e.g. background checks).</p>	<p>documentation strategies for adults working in the program (e.g. background checks).</p>	

Level 2—Yellow

Level 3—Green