

ADMINISTRATION CHECKLIST

Area Program:			
QUALITY ASSURANCE CHECKPOINT	Yes	No	Comments
1. Community Education and Information			
Activities documented per procedure			
2. Area Committee Memberships & Minutes			
Due Process Committee Membership			
Due Process Committee Minutes			
Safety Committee Membership			
Safety Committee Minutes			
3. Regional Committee Membership & Minutes			
Human & Legal Rights Committee Membership			
Human & Legal Rights Committee Minutes			
Governing Board Membership			
Governing Board Minutes			
Regional Advisory Committee Membership			
Regional Advisory Committee Minutes			
4. Documentation of Performance Evaluation			
5. Quality Assurance Action Plan			
Timelines met			
Areas of concern corrected			
Areas of strength preserved or built upon			
Signature	Initials	Director of Program Development	
		Position	Date
			6/02; 5/03