

**BCS DOCUMENTS – FIRST QUARTER  
(Due at Manager’s Meeting in March)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS – 3	Engaged in direct services delivery	Doc of carrying caseload, co-fac gps, conduct resident meetings, crisis intervention notes, role modeling or mentoring	3-5 (for all facilities)	
BCS – 4	Programs supported by justice system	Emails/letters of support, agency utilization reports, news articles, doc of participation with reentry coalition or collab bds	1-2 (for all facilities)	
BCS – 13	70% of services target criminogenic needs	Review case plans, program calendars, weekly activity tracking	4	
BCS – 15	Offenders 40 hrs wkly in structured activities	Structured activity calendars	2-4	
BCS – 18	Duration/intensity based on risk	Review program calendar, dosage tracking sheets, program length of stay, aftercare plans	1-3	
BCS – 19	Svcs. individualized & address crim. targets	ORAS, case plan, weeklies, aftercare plan	2-4	
BCS – 20	BMS with rewards/punishers	Page of QA reports showing star cards to sanctions, samples of staff star cards	2 (for all facilities)	
BCS – 21	Completion determination criteria	Program completion form In program behavior assessments	2-4	
BCS – 23	Aftercare plan developed/provided	Case plan, weekly, aftercare plan	1-3	
BCS – 24	QA process for ORAS assessment tools	ORAS QA (combo of direct observation, dirty dozen, etc)	4-6	
BCS – 25	Case record audits for completion/accuracy	Case file reviews	4-6	
BCS – 26	Monitoring/observation in group fac/delivery	Group observation form, CM observation form, facility observation form	1x/qtr per facilitator 1x/qtr per CM 3x/qtr (for all facilities)	

**BCS DOCUMENTS – FIRST QUARTER (cont.)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS – 27	Monitor svcs provided by ext entities (if app.)	1x/qtr for each contract employee (if app)	1x/qtr per facilitator	Monitor svcs provided by ext entities (if app.)
BCS – 28	Monitor utilization ext referrals for svcs	External referral sheet Notes from meetings with providers, communication documentation with provider	1-3 (for all facilities)	Monitor utilization ext referrals for svcs
BCS – 29	Implement process for analyzing staff	Staff meeting minutes Staff suggestion box submissions Demonstrate implementation of suggestions	2	
BCS – 30	Process for analyzing offender feedback	Resident meeting minutes Resident suggestion box submissions Survey monkey feedback/input	2	
BCS – 31	Develop/implement/rev. policies/procedures	Agenda from QA/MM, emails from QA, MM Notes, QA mtg Notes	1-2 (for all facilities)	
BCS – 35	Enter intake, term. & reassessment data	CCIS timeliness		
BCS – 37	Reports of incidents to BCS w/in 2 bus. days	IRs, emails to BCS	If applicable	

**BCS DOCUMENTS – SECOND QUARTER  
(Due at Manager’s Meeting in June)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS – 3	Engaged in direct services delivery	Doc of carrying caseload, co-fac gps, conduct resident meetings, crisis intervention notes, role modeling or mentoring	3-5 (for all facilities)	
BCS – 5	Programs supported by community	Recognition certs from community, community service logs, restitution and court cost payments, child support, volunteer activities in facility, block watch or neighborhood assoc notes	5-6	
BCS – 12	Program assessment completion	Completed ORAS’, TCU Screening, RIT, any other assessments conducted (MH, S.O. responsivity, etc)	3-4	
BCS – 15	Offenders 40 hrs wkly in structured activities	Structured activity calendars	2-4	
BCS – 17	Treatment groups separated by risk/need	Group calendar Group assignment roster	1 1	
BCS – 19	Svcs. individualized & address crim. targets	ORAS, case plan, weeklies, aftercare plan	2-4	
BCS – 21	Completion determination criteria	Program completion form In program behavior assessments	2-4	
BCS – 22	Treatment groups ratio 12:1	Group sign in sheets	3-6	
BCS – 23	Aftercare plan developed/provided	Case plan, weekly, aftercare plan	1-3	
BCS – 24	QA process for ORAS assessment tools	ORAS QA (combo of direct observation, dirty dozen, etc)	4-6	
BCS – 25	Case record audits for completion/accuracy	Case file reviews	4-6	

**BCS DOCUMENTS – SECOND QUARTER (cont.)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS – 26	Monitoring/observation in group fac/delivery	Group observation form, CM observation form, facility observation form	1x/qtr per facilitator 1x/qtr per CM 3x/qtr (for all facilities)	
BCS – 29	Implement process for analyzing staff	Staff meeting minutes Staff suggestion box submissions Demonstrate implementation of suggestions	2	
BCS – 30	Process for analyzing offender feedback	Resident meeting minutes Resident suggestion box submissions Survey monkey feedback/input	2	
BCS – 36	DRC data accurate with case file			
BCS – 37	Reports of incidents to BCS w/in 2 bus. days	IRs, Emails to BCS	Any applicable	

**BCS DOCUMENTS – THIRD QUARTER  
(Due at Manager’s Meeting in September)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS-2	PD input on program staff hiring	Interview notes (showing PD interviewing for CRS, CM, Cog, Tx Mgr, OM, etc)	1-3	
BCS – 3	Engaged in direct services delivery	Doc of carrying caseload, co-fac gps, conduct resident meetings, crisis intervention notes, role modeling or mentoring	3-5 (for all facilities)	
BCS – 4	Programs supported by justice system	Emails/letters of support, agency utilization reports, news articles, doc of participation with reentry coalition or collab bds	1-2 (for all facilities)	
BCS – 8	Job perf reviewed annually and coaching and training of staff	Evaluations w/ extra sheet, staff meeting minutes/ sign in sheets of coaching of staff	1-3 2-3	
BCS – 10	Code of ethics comm./ violation	EDR for staff with COE violations; staff signed off on COE as part of new hire ort	If applicable 2 new hire examples	
BCS – 13	70% of services target criminogenic needs	Review case plans, program calendars, weekly activity tracking	4	
BCS – 15	Offenders 40 hrs wkly in structured activities	Structured activity calendars	2-4	
BCS – 18	Duration/intensity based on risk	Review program calendar, dosage tracking sheets, program length of stay, aftercare plans	1-3	
BCS – 19	Svcs. individualized & address crim. targets	ORAS, case plan, weeklies, aftercare plan	2-4	
BCS – 20	BMS with rewards/punishers	Page of QA reports showing star cards to sanctions, samples of staff star cards	2 (for all facilities)	
BCS – 21	Completion determination criteria	Program completion form In program behavior assessments	2-4	
BCS – 22	Treatment groups ratio 12:1	Group sign in sheets	3-6	

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
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BCS – 23	Aftercare plan developed/provided	Case plan, weekly, aftercare plan	1-3	
BCS – 24	QA process for ORAS assessment tools	ORAS QA (combo of direct observation, dirty dozen, etc)	4-6	
BCS – 25	Case record audits for completion/accuracy	Case file reviews	4-6	
BCS – 26	Monitoring/observation in group fac/delivery	Group observation form, CM observation form, facility observation form	1x/qtr per facilitator 1x/qtr per CM 3x/qtr (for all facilities)	
BCS – 27	Monitor svcs provided by ext entities (if app.)	1x/qtr for each contract employee (if app)	1x/qtr per facilitator	
BCS – 28	Monitor utilization ext referrals for svcs	External referral sheet Notes from meetings with providers, communication documentation with provider	1-3 (for all facilities)	
BCS – 29	Implement process for analyzing staff	Staff meeting minutes Staff suggestion box submissions	2	
BCS – 30	Process for analyzing offender feedback	Resident meeting minutes Resident suggestion box submissions Survey monkey feedback/input	2	
BCS – 31	Develop/implement/rev. policies/procedures	Agenda from QA/MM, emails from QA, MM Notes, QA mtg Notes	1-2 (for all facilities)	
BCS – 35	CCIS- Timelines	QA report highlighting CCIS timelines	1 (for all facilities)	
BCS – 37	Reports of incidents to BCS w/in 2 bus. days	IRs, emails to BCS	If applicable	
BCS – 38	Annual fire inspection and food service license	Reports, license	If applicable	

**BCS DOCUMENTS – FOURTH QUARTER  
(Due at Manager’s Meeting in December)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS - 1	PD qualifications	Regional Director Degree Regional Director Resume		
BCS – 3	Engaged in direct services delivery	Doc of carrying caseload, co-fac gps, conduct resident meetings, crisis intervention notes, role modeling or mentoring	3-5	
BCS – 5	Programs supported by community	Recognition certs from community, community service logs, restitution and court cost payments, child support, volunteer activities in facility, block watch or neighborhood assoc notes	5-6	
BCS – 6	75% of staff providing CM or programming	List of staff providing groups, 1:1, and CM along with degrees for each of these staff	all applicable staff	
BCS – 7	Services admin by board cert/lic staff	CDCA and professional licenses for those providing clinical and SA groups	All applicable staff	
BCS – 9	24-hour training completion	Current year training report; description of all trainings counted as BM on training report	All assigned staff to the facility	
BCS – 11	Target appropriate participants	Distribution of admission/rejection criteria to referral sources (via intake)	1	
BCS – 12	Program assessment completion	Completed ORAS', TCU Screening, RIT, any other assessments conducted (MH, S.O. responsivity, etc)	3-4	
BCS – 15	Offenders 40 hrs wkly in structured activities	Structured activity calendars Weekly Activity Tracking Reports	1 3-4	
BCS – 17	Treatment groups separated by risk/need	Group calendar Group assignment roster	1 1	
BCS – 19	Svcs. individualized & address crim. targets	ORAS, case plan, weeklies, aftercare plan	3	

**BCS DOCUMENTS – FOURTH QUARTER (cont.)**

Standard Number	Standard Title	Type of Documentation	Number Needed	Completed
BCS – 21	Completion determination criteria	Program completion form (in process)	2-3	
		In program behavior assessments (admission and termination)	2-3	
BCS – 23	Aftercare plan developed/provided	Case plan, weekly, aftercare plan	3-4	
BCS – 24	QA process for ORAS assessment tools	ORAS QA (combo of direct observation, dirty dozen, etc)	2-3	
BCS – 25	Case record audits for completion/accuracy	Case file reviews	4-6	
BCS – 26	Monitoring/observation in group fac/delivery	Group observation form, CM observation form, facility observation form	1x/qtr per facilitator 1x/qtr per CM 3x/qtr (for all facilities)	
BCS – 29	Implement process for analyzing staff	Staff meeting minutes	2-4	
		Staff suggestions from suggestion box	2-4	
		Demonstrate implementation of suggestions	2-4	
BCS – 30	Process for analyzing offender feedback	Resident meeting minutes	2-4	
		Resident suggestions from suggestion box	2-4	
		Demonstrate implementation of suggestions	2-4	
BCS – 36	DRC data accurate with case file	CCIS audit accuracy verification by supervisor	4-6	
BCS – 37	Reports of incidents to BCS w/in 2 bus. days	IRs, emails to BCS	If applicable	
BCS – 39	Maintain ACA Accreditation	Annual accreditation status report Outcome Measure tracking	annual	