

VOAGO Residential Reentry

Monthly Operations QA Report

Operations QA Areas 2014 Facility:	Cincinnati			Dayton			Mansfield			Toledo			YTD Totals	THRES HOLD %
Topic, Criteria for monthly review, # reviewed, # and % in compliance with criteria	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
1. Sign-in / Sign-out Logs - Randomly Review at least 15 Residents' Sign In/Out Logs for 5 days; assure signed in timely and Alco/Pat Down logs match SM sign-in; assure accuracy of logs														
# Sign In/Out Logs Reviewed													0	90%
# Completed per protocol													0	
% Completed per protocol													N/A	
2. **Resident Pass Forms - Randomly Review a minimum of 20 (all documentation and activities compliant with established protocol)														
# Pass Forms Reviewed													0	90%
# Completed per protocol													0	
% Completed per protocol													N/A	
3. Change of Shift Reports - Randomly review minimum of 5 days of reports (include all three shifts); 15 end of shift reports (5 from each shift); assure compliance with protocol														
# of reports reviewed													0	90%
# Completed per protocol													0	
% Completed per protocol													N/A	
4. Head Counts Forms - Randomly review minimum of 10 days per month (counts done hourly each shift); 10 random head counts from each shift - total of 30														
# Forms reviewed													0	95%
# Completed per protocol													0	
% Completed per protocol													N/A	
5. **Medication Logs - Randomly review at least 5 residents logs. Check form and count meds, check for med dispensing in SecurManage.														
# residents' forms reviewed													0	95%
# Completed per protocol													0	
% Completed per protocol													N/A	
6. **Searches / Secure Manage - Randomly review a minimum of 12 Searches/month - include 3 of each type: 1. Dorms, 2. Common Areas, 3. Personal property, and 4. resident (searches completed as scheduled and incident reports correspond)														
# of Searches reviewed													0	90%
# Completed per protocol													0	
% Completed per protocol													N/A	
7. Urine Collections - Randomly review 10 days of UDS tasks in SecurManage and assure Urine Samples are collected on date scheduled														
# of days reviewed for compliance													0	90%
# Completed per protocol													0	
% Completed per protocol													N/A	
8. House Chores - Randomly review 7 consecutive days of house chores, 3 shifts per day - total 21														
# of reviews of House chores													0	80%
# Completed per protocol													0	
% Completed per protocol													N/A	

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9. RS LOGS - assure 5 log entries (2 Staff Intervention & 3 resident Observation) are written each shift by each staff member for 7 days - a total of 45 entries														
# of Staff Members reviewed													0	90%
# Staff in compliance per protocol													0	
% Staff in compliance per protocol													N/A	
10. Meal Audits - 3 meal audits (1 for each meal served) are to be completed each month.														
# of meals reviewed													0	90%
# completed in compliance per protocol													0	
% in compliance per protocol													N/A	
11. Facility Review (weekly) - Review all Facility Review documentation and assure compliance with protocol														
# of Facility reviews done													0	95%
# Completed per protocol													0	
% Completed per protocol													N/A	
12. **Circulation Reports - Randomly review 10 days/month; assure circulation rounds occurred one time per shift														
# of Circulation Reports rev. for compliance													0	100%
# Completed per protocol													0	
% Completed per protocol													N/A	
13. **Video Surveillance - Randomly review 15 minutes of footage each shift of video surveillance tapes; 3 documented observations each month; assure staff compliance with protocol														
# shifts reviewed													0	100%
# in compliance with protocol													0	
% in compliance with protocol													N/A	
14. Vehicle Searches - Review resident Vehicle Search documentation; assure that all residents who have vehicle on site have a minimum of one random search for contraband														
# of residents with vehicles on site													0	100%
# Completed per protocol													0	
% Completed per protocol													N/A	
15. GPS / ELECTRONIC Monitoring QA - Randomly review 5 residents; assure that all GPS/EM violation are reported & followed up, documented as log notation in Secure Manage														
# of residents reviewed for compliance													0	95%
# Completed per protocol													0	
% Completed per protocol													N/A	
16. All First Aid Kits are inventoried monthly - Review all inventory sheets completed; assure that any supplies missing were replaced.														
# of First Aid Kits in facility													0	100%
# Kits with all supplies present													0	
% in compliance with protocol													N/A	