



**Canadian  
Accreditation  
Council**

**Conseil  
d'accréditation  
canadien**

**SELF-STUDY INDEX**  
2023 Edition of Standards  
Governance & Management  
Created July 13, 2023

|                                      |                          |                           |                           |        |                                           | REVIEW TEAM |
|--------------------------------------|--------------------------|---------------------------|---------------------------|--------|-------------------------------------------|-------------|
| #                                    | Standard                 | Indicator                 | Document Type             | Page # | Team Findings                             | Rating      |
| <b>1.0 LEADERSHIP AND GOVERNANCE</b> |                          |                           |                           |        |                                           |             |
| <b>1.1 Organizational Structure</b>  |                          |                           |                           |        |                                           |             |
| 1.1.1                                | Legal Entity             | Narrative                 |                           |        | <a href="#">Click here to enter text.</a> | -           |
| 1.1.2                                | Mission and Values       | Document Review           |                           |        | -                                         | -           |
| 1.1.3                                | Organizational Chart(s)  | Document Review           |                           |        | -                                         | -           |
| 1.1.4                                | Role Awareness           | Narrative                 |                           |        |                                           | -           |
| 1.1.5                                | Community Integration    | Narratives (2)            |                           |        | -                                         | -           |
|                                      |                          |                           |                           |        |                                           |             |
| 1.2.1                                | Strategic Plan           | Document Review Narrative | Document review narrative |        | -                                         | -           |
| 1.2.2                                | Operations Plan          | Document Review Narrative |                           |        | -                                         | -           |
| 1.2.3                                | Risk Management Plan     | Document Review (2)       |                           |        | -                                         | -           |
| 1.2.4                                | Risk Register            | Document Review           |                           |        | -                                         | -           |
| 1.2.5                                | Quality Improvement Plan | Document Review           |                           |        | -                                         | -           |

|       |                                           |                                       |               |        |               | REVIEW TEAM |
|-------|-------------------------------------------|---------------------------------------|---------------|--------|---------------|-------------|
| #     | Standard                                  | Indicator                             | Document Type | Page # | Team Findings | Rating      |
| 1.2.6 | Support for the Quality Improvement Plan  | Policy and Procedure                  |               |        | -             | -           |
| 1.2.7 | Annual Performance Analysis               | Document Review Narrative             |               |        | -             | -           |
| 1.2.8 | Review of Policies and Procedures         | Document Review                       |               |        | -             | -           |
|       |                                           |                                       |               |        |               |             |
| 1.3.1 | Board By-Laws                             | Document Review                       |               |        | -             | -           |
| 1.3.2 | Board Membership                          | Policy and Procedures Document Review |               |        | -             | -           |
| 1.3.3 | Board Role Awareness                      | Policy and Procedures Narrative       |               |        | -             | -           |
| 1.3.4 | Delegation and Review of CEO or ED Duties | Document Review Narrative             |               |        | -             | -           |
| 1.3.5 | Review of the Board of Directors          | Policy and Procedures                 |               |        | -             | -           |
|       |                                           |                                       |               |        |               |             |
|       |                                           |                                       |               |        |               |             |
| 2.1.1 | Accounting Practices                      | Policy and Procedures                 |               |        | -             | -           |
| 2.1.2 | Annual Budget                             | Procedures Narrative                  |               |        | -             | -           |

|       |                                                                     |                                 |               |        |               | REVIEW TEAM |
|-------|---------------------------------------------------------------------|---------------------------------|---------------|--------|---------------|-------------|
| #     | Standard                                                            | Indicator                       | Document Type | Page # | Team Findings | Rating      |
| 2.1.4 | Ethical Fundraising Practices                                       | Policy and Procedures Narrative |               |        | -             | -           |
| 2.1.5 | Donations to Organizations                                          | Policy and Procedures           |               |        | -             | -           |
| 2.1.6 | Limits to Involvement with the Financial Affairs of a Person Served | Policy and Procedures Narrative |               |        | -             | -           |
|       |                                                                     |                                 |               |        |               |             |
|       |                                                                     |                                 |               |        |               |             |
| 3.1.1 | Information Management Systems                                      | Policy and Procedures Narrative |               |        | -             | -           |
| 3.1.2 | Access to Information                                               | Policy and Procedures           |               |        | -             | -           |
| 3.1.3 | Maintenance of Information                                          | Policy and Procedures           |               |        | -             | -           |
|       |                                                                     |                                 |               |        |               |             |
| 3.2.1 | Protection of Information                                           | Policy and Procedure Narrative  |               |        | -             | -           |
| 3.2.2 | Informed Consent for Research                                       | Policy and Procedures Narrative |               |        | -             | -           |
| 3.2.3 | Release of Information                                              | Policy and Procedures Narrative |               |        | -             | -           |

|       |                                     |                                      |               |        |               | REVIEW TEAM |
|-------|-------------------------------------|--------------------------------------|---------------|--------|---------------|-------------|
| #     | Standard                            | Indicator                            | Document Type | Page # | Team Findings | Rating      |
|       |                                     |                                      |               |        |               |             |
|       |                                     |                                      |               |        |               |             |
| 4.1.1 | Guidelines for Collecting Data      | Policy and Procedures Narrative      |               |        | -             | -           |
| 4.1.2 | Outcome Data Collection System      | Narrative                            |               |        | -             | -           |
| 4.1.3 | Measurement Tool                    | Document Review                      |               |        | -             | -           |
| 4.1.4 | Stakeholder Feedback                | Procedures Narrative                 |               |        | -             | -           |
|       |                                     |                                      |               |        |               |             |
| 4.2.1 | Analysis of Collected Data          | Procedures Narrative                 |               |        | -             | -           |
| 4.2.2 | Awareness of Diversity              | Policy and Procedures Narrative      |               |        | -             | -           |
| 4.2.3 | Identification of Outcomes Achieved | Policy and Procedures Narrative      |               |        | -             | -           |
|       |                                     |                                      |               |        |               |             |
| 4.3.1 | Review of Data Collection System    | Procedures Document Review Narrative |               |        | -             | -           |
|       |                                     |                                      |               |        |               |             |
| 4.4.1 | Corrective Action Process           | Policy and Procedures Narrative      |               |        | -             | -           |

|       |                                                      |                                 |               |        |               | REVIEW TEAM |
|-------|------------------------------------------------------|---------------------------------|---------------|--------|---------------|-------------|
| #     | Standard                                             | Indicator                       | Document Type | Page # | Team Findings | Rating      |
| 4.4.2 | Reporting Outcome Data to Community                  | Narratives (2)                  |               |        | -             | -           |
|       |                                                      |                                 |               |        |               |             |
|       |                                                      |                                 |               |        |               |             |
| 5.1.1 | Code of Ethics                                       | Document Review                 |               |        | -             | -           |
| 5.1.2 | Professional Boundaries                              | Policy and Procedures           |               |        | -             | -           |
| 5.1.3 | Abuse                                                | Policy and Procedures Narrative |               |        | -             | -           |
| 5.1.4 | Harassment                                           | Policy and Procedures Narrative |               |        | -             | -           |
| 5.1.5 | Response to Ethical and Moral Conflicts              | Policy and Procedures           |               |        | -             | -           |
| 5.1.6 | Whistleblowers                                       | Policy and Procedures           |               |        | -             | -           |
| 5.1.7 | Response to Legal Issues                             | Policy and Procedures           |               |        | -             | -           |
|       |                                                      |                                 |               |        |               |             |
| 5.2.1 | Conflict of Interest                                 | Policy and Procedures           |               |        | -             | -           |
| 5.2.2 | Disclosure of Conflicts of Interest                  | Policy and Procedures           |               |        | -             | -           |
| 5.2.3 | Personal and Familial Relationships in the Workplace | Policy and Procedures           |               |        | -             | -           |

|       |                                                             |                                 |               |        |               | REVIEW TEAM |
|-------|-------------------------------------------------------------|---------------------------------|---------------|--------|---------------|-------------|
| #     | Standard                                                    | Indicator                       | Document Type | Page # | Team Findings | Rating      |
| 5.2.4 | Honorariums and Gifts                                       | Policy and Procedures           |               |        | -             | -           |
| 5.2.5 | Limits to Involvement with Legal Affairs of a Person Served | Policy and Procedures           |               |        | -             | -           |
| 5.2.6 | Contravention of Policy                                     | Policy and Procedures           |               |        | -             | -           |
| 5.2.7 | Conflict Resolution Among Personnel                         | Policy and Procedures           |               |        | -             | -           |
|       |                                                             |                                 |               |        |               |             |
|       |                                                             |                                 |               |        |               |             |
| 6.1.1 | Licenses and Permits                                        | Document Review Narrative       |               |        | -             | -           |
| 6.1.2 | Emergency Response Plan                                     | Document Review                 |               |        | -             | -           |
| 6.1.3 | Working Alone                                               | Policy and Procedures           |               |        | -             | -           |
| 6.1.4 | Workplace Safety                                            | Policy and Procedures Narrative |               |        | -             | -           |
| 6.1.5 | Duty to Warn                                                | Policy and Procedures           |               |        | -             | -           |
|       |                                                             |                                 |               |        |               |             |
|       |                                                             |                                 |               |        |               |             |

|       |                                          |                                      |               |        |               | REVIEW TEAM |
|-------|------------------------------------------|--------------------------------------|---------------|--------|---------------|-------------|
| #     | Standard                                 | Indicator                            | Document Type | Page # | Team Findings | Rating      |
| 7.1.1 | Physical and Mental Health Promotion     | Policy and Procedures Narrative      |               |        | -             | -           |
| 7.1.2 | Tobacco                                  | Policy and Procedures                |               |        | -             | -           |
| 7.1.3 | Alcohol                                  | Policy and Procedures                |               |        | -             | -           |
| 7.1.4 | Other Substances                         | Policy and Procedures                |               |        | -             | -           |
|       |                                          |                                      |               |        |               |             |
| 8.1.1 | Recruitment                              | Policy and Procedures Narrative      |               |        | -             | -           |
| 8.1.2 | Recruitment Reflective of Persons Served | Policy and Procedures Narratives (2) |               |        | -             | -           |
| 8.1.3 | Indigenous Staff                         | Narrative                            |               |        | -             | -           |
| 8.1.4 | Competency-Based Hiring                  | Narrative                            |               |        | -             | -           |
| 8.1.5 | Position Descriptions                    | Document Review                      |               |        | -             | -           |
| 8.1.6 | Scope of Practice                        | Policy and Procedures Narrative      |               |        | -             | -           |
| 8.1.7 | Professional Staff                       | Policy Narrative                     |               |        | -             | -           |
| 8.1.8 | Duty to Accommodate                      | Procedures                           |               |        | -             | -           |
| 8.1.9 | Practicum Student Contracts              | Document Review                      |               |        | -             | -           |

|        |                                                      |                                 |               |        |               | REVIEW TEAM |
|--------|------------------------------------------------------|---------------------------------|---------------|--------|---------------|-------------|
| #      | Standard                                             | Indicator                       | Document Type | Page # | Team Findings | Rating      |
| 8.1.12 | Use of Contractors                                   | Document Review                 |               |        | -             | -           |
|        |                                                      |                                 |               |        |               |             |
| 8.2.1  | Personnel File –Required Documents at Time of Hire   | Narrative                       |               |        | -             | -           |
| 8.2.2  | Professional Registration                            | Document Review                 |               |        | -             | -           |
| 8.2.3  | Orientation                                          | Document Review                 |               |        | -             | -           |
| 8.2.5  | File Requirements for Drivers                        | Document Review                 |               |        |               | -           |
| 8.2.6  | Driver's Record                                      | Policy and Procedures Narrative |               |        | -             | -           |
| 8.2.7  | Supervision                                          | Policy and Procedures           |               |        | -             | -           |
| 8.2.9  | Termination of Staff                                 | Policy and Procedures           |               |        | -             | -           |
| 8.2.10 | Termination of Contractors, Volunteers, and Students | Policy and Procedures           |               |        | -             | -           |