

PATHWAYS ABILITIES SOCIETY

PROCEDURE: QUALITY ASSURANCE

Applies to: All Personnel, Volunteers, Persons Served and Visitors

Original Effective Date: September 19, 2005

Effective Date: April 6, 2020

Replaces Procedure Dated: December 21, 2012

1. Every three years Pathways participates in a Commission on Accreditation of Rehabilitation Facilities (CARF) survey that ensures the quality of our services meet internationally recognized standards. Preparation for the survey starts the year before in October starting with preparing the CARF Survey Planning Timeline.
2. In the month of December the executive director reviews the ShareVision "Monthly to Do List," with input from the leadership team.
3. The leadership team reviews and completes their assigned monthly items from the "Monthly to Do List."
4. At the first leadership meeting of the completed prior month, the leadership team reviews the responsibilities ensuring the monthly requirements were completed.

Quality Assurance Reports

1. The supervisors and managers are responsible for completing Quality Assurance Report in ShareVision by April 30 and October 31. They notify the executive director when the report is completed.
2. The supervisors and managers starts the next Quality Assurance Report on the first day following the submission of the prior reporting period's Report. They add information to the report throughout the reporting period.