

ADMINISTRATIVE AND SERVICE ENVIRONMENT (ASE) STANDARD CHECKLIST

ASE 2: Service Delivery Environment

Client Safety and Support

- Behaviour support and management policy
- Procedures for monitoring and addressing the physical, psychological, and emotional safety needs of persons served
- Procedures that address harassment and violence towards service recipients and personnel
- Procedures for preventing the need for emergency interventions, including restrictive behavior management interventions
- Written information provided to service recipients and/or parents/legal guardians about how the organization promotes positive behaviour

ASE 3: Accessibility and Accommodation

Communication and Rights

- Procedures for accommodating the communication needs of clients
- Client rights policy and procedures

ASE 4: Facility Safety and Maintenance

Transportation and Facility Oversight

- Procedures for vehicle use including license validation, insurance coverage expectations, etc.
- Monthly maintenance inspection reports for the prior six months
- Documentation of corrective action where indicated
- Documentation of license, driving records, and insurance validation
- Contracts, including safety expectations, with any outside transportation providers, if applicable
- Contracts/agreements with any host sites

ASE 5: Safety and Security

Training and Security Assurance

- Results of most recent safety and security assessment
- Table of contents of training curricula
- Documentation of measures taken to promote safety (e.g. relevant policies, procedures, work orders, etc.)
- Training curricula
- Documentation tracking staff completion of training

ASE 6: Emergency Response Preparedness

Preparedness Protocols

- Emergency Response Plan
- Emergency Response procedures
- Table of contents of training curricula
- Documentation of consultation with a health professional
- Emergency contact information
- Training curricula
- Documentation tracking staff completion of training
- Documentation tracking completion of training for persons served, as appropriate
- Fire drill logs

* Please note that ASE 1: Promotion of Health & Safety does not require self-study evidence so it is not listed.

Disclaimer: This document is intended solely as a reference checklist to support Accreditation/Certification preparation efforts. For comprehensive requirements and guidance, please refer to the full Administrative & Service Environment COA Accreditation Standard.