



PROGRAM ADMINISTRATION (PRG) STANDARD CHECKLIST

PRG 1: Case Records

Maintaining Quality Documentation

- Case record content and maintenance procedures
- Mock case record, table of contents, or case record outline for each service

PRG 2: Access to Case Records

Upholding Privacy and Access Rights

- Case record access policies
- Case record access procedures

PRG 3: Medication Control and Administration

Safe and Competent Medication Management

- Medication management procedures
- Resumes and job descriptions from relevant job categories
- Documentation tracking staff completion of medication management training
- Medication logs

PRG 4: Technology-Based Service Delivery

Modern Services, Ethical Standards

- List of services provided via technology
- Policies for technology-based services
- Procedures for technology-based services
- Criteria for assessing appropriateness of tech-based services for individuals
- Table of contents of training curricula
- Information for service recipients to support informed choices
- Training curricula
- Documentation tracking staff completion of required training
- Documentation of licensure

PRG 5: Services for Persons with Intellectual and Developmental Disabilities

Dignity, Support, and Empowerment

- Service planning procedures (from applicable service sections)
- Procedures for interventions limiting movement, freedom, or comfort
- Procedures for assistive technology access/use
- Procedures for family support services/referrals
- Educational materials or training curricula for families
- Educational materials or training curricula for service recipients (sexuality/relationships)

PRG 6: Personnel Training for Intellectual and Developmental Disabilities Services

Equipping Staff with Knowledge and Empathy

- Table of contents of training curricula
- Training curricula
- Documentation tracking staff completion of required training

Disclaimer: This document is intended solely as a reference checklist to support Accreditation preparation efforts. For comprehensive requirements and guidance, please refer to the full Program Administration COA Accreditation Standard.