Abuse Prevention - Program Safety Management System Assessment

Organization:_____ Division: _____

Department: _____ Date Completed: _____

Completed by: _____

Risk Identification

Begin with determining where your organization will look to identify risk. Consider implementing new ways to identify risk as needed.

COLLECT - *Check the sources you will use.*

☐	Incident Reports	☐	Staff Exit Interviews
☐	Injury Reports	☐	Former Staff/Volunteer Surveys
☐	Restraint Reports	☐	Enrollment/Referrals
☐	Staff Turnover	☐	Parent/Guardian Complaints
☐	Employee Disciplinary Problems	☐	Participant Absenteeism
☐	Satisfaction Surveys	☐	Grievances

Notes/Comments:

COMPILE - *Check mechanisms you will use.*

☐	Grievance Procedure	☐	Attendance Tracking
☐	Anonymous Reporting Method	☐	HR Tracking System
☐	Incident Reporting System	☐	Survey Tracking System

Notes/Comments:

ANALYZE - *Check patterns/trends you will track.*

☐	Disproportionate number of incidents	☐	Staff Dissatisfaction
☐	Pattern consistent with sexual offenders	☐	Disproportionate number of injuries
☐	Participant Dissatisfaction		

Notes/Comments:

Sample Action Plan

Organization:_____ Division: _____

Department: _____ Date Completed: _____

Completed by: _____

Operations Data

Data Source	Pattern(s) – What to Look For	Mechanism(s) – How to Obtain
Grievances		
Enrollment/Referrals		
Staff Turnover		
Parent/Guardian Complaints		
Participant Absenteeism		

Reporting Data

Data Source	Pattern(s) – What to Look For	Mechanism(s) – How to Obtain
Incident Reports		
Injury Reports		
Restraint Reports		
Employee Disciplinary Problems		

Surveys and Interviews

Data Source	Pattern(s) – What to Look For	Mechanism(s) – How to Obtain
Satisfaction Surveys		
Staff Exit Interviews		
Former Staff/Volunteer Surveys		

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Identify Needs

Need	Description	Date Wanted	Owner

Notes:

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