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(Staff Use Only)

**Standards & Accreditation Department**

**Annual Report**

Each accredited program must submit an annual report to the Standards & Accreditation Department. The Annual Report is due by the anniversary of accreditation. The accreditation date is noted on the Final Accreditation Report and on the Accreditation Certificate that is awarded at the panel hearings.

1. **Introduction**
   1. Governing/Parent Agency:
   2. Facility/Program Name:
   3. Date of Audit:
   4. Date Accredited:
   5. Contact Person:
   6. Contact Person’s Phone Number & Email Address:
2. **Demographics**
   1. Current Operational Capacity:

*(Number of beds or program slots authorized for the safe and efficient operation of the facility/program)*

* 1. Average Daily Population/Program Participation for the reporting year:
  2. Average Length of Time Current Population has been assigned to Facility/Program:

1. **Compliance Tally Update**
   1. Current Compliance Level (as defined in Agency Manual on Accreditation)

* 1. Changes in Compliance Level Since Last Annual Report (include both “compliance” to “non-compliance” and “non-compliance” to “compliance” changes).

* 1. Plan of Action (POA) Update
     1. Plans of action completed

* + 1. Plans of action in progress (on schedule/proceeding as approved by CAC)

* + 1. Plans of action revision needed/requested

* 1. Summary of approved Waivers

1. **Organization Updates**
   1. Major Change in Agency Administration and/or Major Staffing Changes

* 1. Mission change or significant program revisions

* 1. Significant changes in program participant population.

* 1. Major physical plant renovations (including effect on current capacity, if any).

* 1. Other Accreditation/Certification Received (i.e PREA)

* 1. Number of Staff Certified as a Certified Correctional Professional (CCP), if available

1. **Significant Incident Summary** (if applicable) shall be attached as Attachment A.

Attached

1. **Outcome Measures** (if applicable) shall be attached as Attachment B.

Attached

1. **Summary of Critical Incident Reports** (if applicable) shall be attached as Attachment C.

Attached