List of Corresponding Appendices and Resources

Appendices (Required Documents)

Appendix (2024 Standards)	Appendix (2019 Standards)	Standard(s) (2024)	Changes to be Made
Appendix A- National Theory of Change	Current Theory of Change	OHES1	No changes.
Appendix B- Crisis Management Plan	Appendix E	COM1	The plan is being rewritten and revised. Once approved, new plan will be required as part of Standards.
Appendix C- Allegation of Abuse Reporting Form	Appendix F	RM5	Review and Update. (2016)
Appendix D- Service Delivery Platform Use	Appendix SS	DOC1	Review and revise. Will focus on requirements currently contained in Appendix SS for year 1 of QA program with clarifying expectations. Will update yearly new requirements.
Appendix E- Client File Audit Instructions	Appendix EE	DOC4	Add new instructions and update checklist items based on new standards.
Appendix F- Electronic Signature Requirements	Emerging Needs And Practice Series, June 2022	DOC6	Revise to Reflect Capabilities of JotForms, etc.
Appendix G- Standard Exemption	Currently no formalized process. Several different forms.	PES1	Combine existing forms and revise.
Appendix H- Program Endorsement Form	Appendix KK	PES1	Revise current appendix as it does not reflect all the considerations necessary.
Appendix I- Mentee Application	Appendices M, MM	ITC2	Review and revise current applications. (Last Revision-2012 Appendix M, 2014, Appendix MM)
Appendix J- Informed Consent	Appendices N1, N2, N3, R1	ITC3	Review and update with current requirements (e.g., Current form provides blanket consent and no time period). Can also include media consent on this form to streamline the process. Last reviewed (N 2015, R 2016.)
Appendix K- Family Interview	Appendices O1, O2, O3, O4	ITC3	Review and revise documents based on feedback received. Combine into one document with clear instructions.
Appendix L- Offense Declaration Form	Appendix DD	GOV4, HR5, ITV3	Review and revise document. Remove witness signature requirement.
Appendix M- Volunteer Registry Agency	Appendix HH	ITV2	Review and revise document.

Information Sharing Form			
Appendix N- Mentor Application	Appendix S	ITV3	Review and revise document.
Appendix O- Volunteer Permission and Release Form	Appendices T, R2	ITV3	Review and revise document. Include Media Consent Form.
Appendix P- Confidentiality Form	N/A	ITV3	Create/Solicit an example to share in Resource Center.
Appendix Q- Reference Checks	Appendix U	ITV3	Review and revise document.
Appendix R- Volunteer Code of Conduct	Appendix D1	ITV3	Review and revise document.
Appendix S- Fitness to Mentor	Appendix V4	ITV3	Review and revise document.
Appendix T- Volunteer Screening Checklist	Appendix Y	ITV3	Review and revise document.
Appendix U- Mentor Interview	Appendices V1, V2, V3, V4, VV, VV1, VV2, VV3	ITV4	Review and revise documents based on feedback received. Combine into one guide. Include section related to home assessment.
Appendix V- Match Supervision Guidelines	Appendices AA, AA1, AA2, AA3, BB1, BB2, BB3	SUP3	Review and revise all documentation and combine into one guide. Revise based on feedback received inc. adjusting ISM and group programming monitoring schedules based on timeframe of programming and reinserting/reemphasizing child safety questions that are not addressed as part of project ignite assets.
Appendix W- Match Closure Letters	Appendices II1, II2, II3, II4, II5	CL2	Review and revise letters based on feedback. Compile into one Appendix.
Appendix X- Match Suspension Letters	Appendix G	CL2	Review and revise letters based on feedback.
Appendix Y- Closed File Audit Checklist	N/A	CL2	Create/Solicit an example to share in Resource Center.

QA Resource Centre (Templates and Examples for Reference)

Name of Document	Appendix (2019 Standards)	Standard(s) (2024)	Changes to be Made
Strategic Planning Template	Appendix NN	OHES2	Separate strategic and operational planning documents. Edit template to reflect current best practices and current standards.
Operational Planning Template	Appendix NN	OHES3	Separate strategic and operational planning documents. Edit template to reflect current best practices and current standards.
Policy Review and Development Example	N/A	OHES4	Create/Solicit an example to share in Resource Center.
DEI Commitment Example	N/A	DEI1	Create/Solicit an example to share in Resource Center.
Board of Directors Bylaws Example	N/A	GOV1, GOV2	Create/Solicit an example to share in Resource Center.
Board Conflict of Interest Policy Example	N/A	GOV2	Create/Solicit an example to share in Resource Center.
Board Terms of Reference Example	Appendix B	GOV2	Review and Update (2018).
Board of Directors Workplan Example	N/A	GOV2	Create/Solicit an example to share in Resource Center.
HR Policy and Procedures Example	Appendix D3, C2, LL2, C1	GOV3, HR1, HR2, HR3	Combine existing templates and add missing content to a comprehensive policy suite example. Request examples from network.
ED Orientation Template	N/A	GOV 3	Create/Solicit an example to share in Resource Center.
Performance Management Template	Appendix D2	GOV3, HR6	Review and Update (2019).
Succession Plan Example	N/A	GOV3, GOV4	Create/Solicit an example to share in Resource Center.
Org. Chart Example	Appendix L	GOV3	Update/Revise.
Job Description Examples	Appendix B (Mentor, ED, Fundraiser, MC)	HR4	Review and Update. (2012)
Investment Policy Example	Appendix JJ1	FIN1	Review and Update. (2018)
Finance Policy Example	Appendix JJ2, JJ3, JJ4	FIN2, FIN3, FIN4	Review and Update. (2018)

Complaints Policy Example	Appendix LL1	COM2	Review and Update
Records Management Policy Example	Appendix J	RM1, DOC3, DOC4	Review and Update. Currently working on a comprehensive policy suite with local agency to share.
Risk Management Plan Example	N/A	RM2	Create/Solicit an example to share in Resource Center.
Health and Safety Policy Example	N/A	RM3	Create/Solicit an example to share in Resource Center.
Critical Incident Policy Example	N/A	RM4	Create/Solicit an example to share in Resource Center.
Privacy and Confidentiality Policy Example	Appendix I, III	DOC2	Review, Revise and Combine existing appendices.
File Digitization Policy Example	Appendix J	DOC5	Review and Update to respond to current requirements.
Child Safety Policy Example	Appendix K	PES3	Create/Solicit an example to share in Resource Center. Current Appendix is outdated and does not cover many essential items.
MOU Example	Appendix CC	PSE4	Review and Update. (2012)
Eligibility Criteria Example	N/A	ITC1, ITV1	Create/Solicit an example to share in Resource Center.
Needs Registry Documents	Currently Part of Project Ignite	ITC5	Update as needed based on feedback.
Acceptance Letter Example	Appendix Q, Appendix X	ITC7, ITV5	Revise and Update. (2005)
Rejection Letter Example	N/A	ITC7, ITV 5	Create/Solicit an example to share in Resource Center.
Relevant Offenses Guidelines	Appendix GG	ITCV1	Update Document. Current Appendix is not reflective of current legislation or criminal code. No date of last review on document.
Developmental Relationship Documents	Currently Part of Project Ignite	TR4	Update as needed based on feedback.