

## Chapter 5 GENERAL MANAGEMENT

### 5.1 ADMINISTRATIVE REPORTING PROGRAM

The agency has an administrative reporting program which requires the collection of daily, monthly, and annual information for reports of the agency activities, and statistical and data summaries based upon such reports.

- *Copy of Daily Report.*
- *Copy of Monthly Report.*
- *Copy of Annual Report. (Submit separately from self-assessment manuals).*

### 5.2 ELECTRONIC DATA STORAGE:

If the agency uses a service provider for electronic data storage, a written agreement is established addressing:

- A. Data ownership;
- B. Data sharing, access and security;
- C. Loss of data, irregularities and recovery;
- D. Data retention and redundancy;
- E. Required reports, if any; and
- F. Special logistical requirements and financial arrangements.

### 5.3 POLICY MANUAL:

A written directive requires that all employees have the current written or electronic edition of the policy manual available to them and have received training on the contents of the manual.

- *Policy Manual Receipt*
- *Proof of Policy Manual Training*