

# CSFP Site Review

Revised 1/15

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Agency: \_\_\_\_\_ Clinic: \_\_\_\_\_

Item		Comments
<b>Civil Rights &amp; ADA</b>		
Staff receives Civil Rights training annually and upon hire		
LA developed Outreach Materials have non-discrimination statement with same size font (if stating the benefits of the program)		
"And Justice for All" poster posted		
Appropriate (multi-lingual) materials available		
LA discrimination log or file of complaints received		
Does the LA have a policy to comply with the American with Disabilities Act? <ul style="list-style-type: none"> <li>• Physical accommodations (i.e. wheelchair accessible)</li> <li>• Translation services—for foreign language</li> <li>• Translation services—for American sign language (hearing impaired)</li> <li>• Visually impaired</li> </ul>		
<b>Nutrition &amp; Program Education</b>		
Does the LA use materials from the Healthy Foods for Active Living Brochure (HFAL) and other messages provided by ADHS to ensure common nutrition messages?		
Is a referral list provided to clients? (obtain copy)		
<b>Outreach</b>		
Describe all outreach activities and procedures		
<b>Client records</b>		
Where are Notice of Ineligibility forms kept?		
Is a waiting list currently being maintained?		
Is the waiting list kept in HANDS or on paper?		
Paper files kept for at minimum, 5 years and 5 months		
<b>CNW offices</b>		
Staff log-ins and/or passwords are not displayed		
Computers (including laptops) and printers are in a secure location within the clinic		
The office door(s) and file cabinets have internal locks		
<b>Environment</b>		
National Voter Registration Act forms/posters available		
No smoking sign posted		
<b>Staffing</b>		
<b>Conflict of Interest</b>		
Currently signed by all staff (required upon hire and annually thereafter)		
<b>Confidentiality Statements</b>		
Currently signed by all staff (required upon hire and annually thereafter)		
<b>Adequate Staffing Pattern</b>		
Clinic staff meets the needs of the community		
<b>Manuals</b>		
Does the LA have access to CSFP Federal Regulations?		
Does the LA have access to the Arizona CSFP Policy & Procedure Manual?		

Y = Complete, done correctly

N = Incorrectly done

N/A = Not applicable