**Expanded Written Documentation Review Worksheet**

**This Expanded Written Documentation Worksheet includes ALL standards requiring written documentation.**If a camp wishes to review only the 26 required standards, use the shorter standalone Written Documentation Review (WDR) worksheet, which is available on the Accreditation Resources page of the ACA website.

A written documentation review completed prior to the on-site visit is an important element of the educational process of the standards program. The WDR is a required review of written documentation for 26 pre-identified standards, completed prior to the start of staff training for the summer season and is an important element of the educational process of the standards program. A local office may require earlier completion. The review may be completed in person, electronically using the My Accreditation portal, via other electronic means, or via postal mail. Every camp should be encouraged to have as much written documentation reviewed before the on-site visit as possible.

The purpose of the WDR is to:

1. Educate the camp representative on the adequacy of the camp’s paperwork BEFORE the on-site visit and scoring. While the intent is for the response to the standard to be complete, the review provides the camp with the opportunity to ask questions and make needed corrections prior to the on-site visit when scoring will occur.
2. Reduce the time needed to review written documentation during the on-site visit, allowing more time for observation and discussion.
3. Help verify that the camp is prepared for their on-site visit.

 **Directions for completing the form**

1. If **all** the needed documentation for a standard is seen and is acceptable, mark the box under “SEEN.”
2. If **none** of the documentation for a standard is seen, mark the box under “NOT SEEN.”
3. If the standard requires observations of implementation of the policy, verification of practice, confirmation of certified personnel, etc., mark the box under “SEEN AND NEEDS ADDED VERIFICATION.”
4. If **some** of the documentation is not complete or changes must be made, write a description of what must be completed or changed in the box under “FOLLOWING MUST BE COMPLETED.” Also use this area for any reminders of what should be seen at the on-site visit.
5. Any standard that does not apply at all to the camp operation can be marked DNA (does not apply) under “COMMENTS.” Check the text of the standard to make sure a DNA option is available for the mode(s) scored.
6. The camp should keep a copy of the completed form. The visitor keeps the original. Remind the camp that all required paperwork must be available at the on-site visit.
7. **If all parts of the compliance demonstration have been met, the standard can be scored. If all parts of the compliance demonstration have not been seen, scoring is done on the day of the on-site visit.** After verifying compliance through observation, “SEEN” items can be marked YES on the score form. Score all other standards based on what is observed at the visit.
8. A visitor other than the assigned on-site visitors **may** complete this WDR. Forward the completed form to the on-site visitors.

**Expanded Written Documentation Review Worksheet**

Starred (\*) standards are **required**to bereviewed in the CSA. **MANDATORY** standards are **bold/italics**.

| **NEW Standard #** | **Name/Title** | **SEEN** | **NOT SEEN** | **Seen and Needs added verification** | **Following must be completed**  | **Comments by Director/visitor** |
| --- | --- | --- | --- | --- | --- | --- |
| CR.2.1\* | Camp Goals and Outcomes - Written statement of overall goals  |   |   |   |   |   |
| CR.2.2\* | Camp Goals and Outcomes - Specific measurable outcomes  |   |   |   |   |   |
| CR.2.3\* | Camp Goals and Outcomes - Provided staff with training strategies  |   |   |   |   |   |
| CR.2.4\* | Camp Goals and Outcomes - Informed parents and campers |   |   |   |   |   |
| ***AD.1.1*** | ***Local Emergency Response*** |   |   |   |   |   |
| ***AD.2.1*** | ***Emergency Medical Transportation*** |   |   |   |   |   |
| AD.3.1 | Private Vehicle Use |   |   |   |   |   |
| AD.5.1\* | Transportation Information for Parents |   |   |   |   |   |
| AD.6.1 | Accident Procedures |   |   |   |   |   |
| AD.7.1\* | Transportation Safety Procedures |   |   |   |   |   |
| AD.8.1 | Transportation Orientation |   |   |   |   |   |
| AD.9.1 | Driver Requirements |   |   |   |   |   |
| AD.10.1 | Leased, Rented, or Chartered Vehicles |   |   |   |   |   |
| AD.13.1\* | Risk Management - Identified and analyzed potential risks  |   |   |   |   |   |
| AD.13.2\* | Risk Management - Identified risk control techniques  |   |   |   |   |   |
| AD.14.1 | Incident Reporting and Analysis - Complete written reports  |   |   |   |   |   |
| AD.14.2 | Incident Reporting and Analysis -Review/analyze |   |   |   |   |   |
| AD.15.1\* | Insurance Coverage - Commercial general liability  |   |   |   |   |   |
| AD.15.2\* | Insurance Coverage - Workers’ compensation  |   |   |   |   |   |
| AD.15.3\* | Insurance Coverage -Basic causes of loss on buildings  |   |   |   |   |   |
| AD.15.4\* | Insurance Coverage - Business personal property |   |   |   |   |   |
| AD.15.5\* | Insurance Coverage - Motor vehicle insurance  |   |   |   |   |   |
| AD.15.6\* | Insurance Coverage - Coverage for campers  |   |   |   |   |   |
| AD.16.1\* | Personal Property Policy |   |   |   |   |   |
| AD.18.1\* | Camp Security and Active Threats |   |   |   |   |   |
| AD.19.1\* | Safety Orientation and Emergency Plan |   |   |   |   |   |
| AD.20.1\* | Missing Person Procedure |   |   |   |   |   |
| AD.21.1\* | Emergency Communication - System to and From Incident  |   |   |   |   |   |
| AD.21.2\* | Emergency Communication - Contacting Parents |   |   |   |   |   |
| AD.21.3\* | Emergency Communication - Communicating with Media |   |   |   |   |   |
| AD.22.1 | Campers in Public Areas |   |   |   |   |   |
| AD.23.1 | Camper Release/Verification - Specify to whom released to |   |   |   |   |   |
| AD.23.2 | Camper Release/Verification - System in place |   |   |   |   |   |
| AD.24.1\* | Hiring Policies - Identify application and screening process |   |   |   |   |   |
| AD.24.2\* | Hiring Policies - Reviewed  |   |   |   |   |   |
| ***AD.25.1*** | **New Staff Screening (Year-round and seasonal) - Criminal Background Checks** |   |   |   |   |   |
| AD.25.2 | New Staff Screening (Year-round and seasonal) - Ref. checks/work history |   |   |   |   |   |
| ***AD26.1*** | ***Subsequent Criminal Background Checks - Annual staff >18 years*** |   |   |   |   |   |
| ***AD.26.2*** | ***Subsequent Criminal Background Checks - For year-round staff every 5 yrs.*** |   |   |   |   |   |
| ***AD.27.1*** | ***Annual Staff Screening - Voluntary Disclosure Statement*** |   |   |   |   |   |
| ***AD.27.2*** | ***Annual Staff Screening - Check of the NSOPW*** |   |   |   |   |   |
| AD.28.1\* | Job Descriptions/Information |   |   |   |   |   |
| AD.29.1\* | Personnel Policies |   |   |   |   |   |
| AD.31.1 | Camp Experience Evaluation |   |   |   |   |   |
| AD.32.1\* | Program Eligibility for Camp Programs |   |   |   |   |   |
| AD.33.1\* | Activity Information and Permission - Inform campers and parents  |   |   |   |   |   |
| AD.33.2\* | Activity Information and Permission - Require a signature |   |   |   |   |   |
| AD.34.1 | Emergency Assistance - Availability and accessibility  |   |   |   |   |   |
| AD.34.2 | Emergency Assistance - Procedures to follow if cannot continue |   |   |   |   |   |
| AD.35.1 | Trip Itinerary/Designated Person  |   |   |   |   |   |
| AD.36.1 | Travel Camp Procedures |   |   |   |   |   |
| AD.37.1\* | Rental Agreement |   |   |   |   |   |
| AD.38.1\* | Rental Group Responsibilities |   |   |   |   |   |
| AD.39.1 | Rental Group Food Handling Procedures |   |   |   |   |   |
| AD.40.1 | Rental Group Dishwashing Procedures |   |   |   |   |   |
| AD.41.1\* | Rental Groups - Conditions |   |   |   |   |   |
| ***AD.42.1\**** | ***Rental Groups - Emergency Care Procedures*** |   |   |   |   |   |
| AD.43.1\* | Rental Groups - Healthcare Planning |   |   |   |   |   |
| AD.44.1\* | Health Information - Advise to gather specific information |   |   |   |   |   |
| ***AD.44.2\**** | ***Health Information - Advise that all medication to be locked*** |   |   |   |   |   |
| AD.45.1 | Vendor Provided Specialized Program Activities - Specialized activities |   |   |   |   |   |
| AD.45.2 | Vendor Provided Specialized Program Activities - Adventure /challenge  |   |   |   |   |   |
| AD.45.3 | Vendor Provided Specialized Program Activities - Horseback riding  |   |   |   |   |   |
| ***AD.46.1*** | ***Vendor Provided Swimming (or use of Public Facilities)*** |   |   |   |   |   |
| ***AD.47.1*** | ***Vendor provided Watercraft - Appropriate Certifications*** |   |   |   |   |   |
| ***AD.47.2*** | ***Vendor provided Watercraft - First Aid, CPR, and AED*** |   |   |   |   |   |
| FA.3.1 | Utility Systems |   |   |   |   |   |
| FA.4.1 | Water Testing |   |   |   |   |   |
| FA.5.1 | Electrical Evaluation |   |   |   |   |   |
| FA.6.1 | Fire and Safety Equipment Evaluation |   |   |   |   |   |
| FA.13.1 | Access of Specialized Activity Areas |   |   |   |   |   |
| FA.15.1 | Food Service Areas |   |   |   |   |   |
| FA.16.1 | Refrigeration |   |   |   |   |   |
| FA.17.1 | Food Temperatures |   |   |   |   |   |
| FA.18.1 | Sanitized Utensils and Surfaces |   |   |   |   |   |
| FA.19.1 | Dish Washing |   |   |   |   |   |
| FA.20.1 | Dish Drying and Storage |   |   |   |   |   |
| FA.23.1 | Mechanical Evaluation |   |   |   |   |   |
| FA.24.1 | Safety Checks- Tires |   |   |   |   |   |
| FA.24.2 | Safety Checks- Checklist |   |   |   |   |   |
| ***HW.1.1*** | ***Camper Health History***  |   |   |   |   |   |
| HW.2.1 | Permission to Treat |   |   |   |   |   |
| HW.3.1 | Contact Information |   |   |   |   |   |
| ***HW.4.1*** | ***Health Information for Short-Term and Family Camp Participants***  |   |   |   |   |   |
| HW.5.2 | Health Exam - If required, within previous 24 months |   |   |   |   |   |
| HW.6.1 | Health Screening for Resident Camps |   |   |   |   |   |
| HW.8.1\* | Parent Notification - Inform Parents/Guardian about when |   |   |   |   |   |
| HW.8.2\* | Parent Notification - Document Communication with Parents/Guardian |   |   |   |   |   |
| HW.9.1\* | Healthcare Policies - Reviewed every three years |   |   |   |   |   |
| HW.9.2\* | Healthcare Policies - Scope, authority, and treatment procedures allowed |   |   |   |   |   |
| HW.11.1 | Healthcare Equipment, Supplies, and Emergency Assistance |   |   |   |   |   |
| ***HW.13.1*** | ***Medication Storage and Administration*** |   |   |   |   |   |
| HW.14.1 | Recordkeeping - System for documentation |   |   |   |   |   |
| HW.14.2 | Recordkeeping - Reports of Incidents |   |   |   |   |   |
| HW.15.1 | Staff Health History |   |   |   |   |   |
| HW.16.1 | Contact Information for Staff Members Who Are Minors |   |   |   |   |   |
| ST.1.1 | Food Service Supervisor |   |   |   |   |   |
| ST.2.1 | Healthcare Provider - Day Camps and Short-Term Camps |   |   |   |   |   |
| ST.2.2 | Healthcare Provider - Resident Camps |   |   |   |   |   |
| ST.2.3 | Healthcare Provider - Special Medical Needs Camps |   |   |   |   |   |
| ST.2.4 | Healthcare Provider - Non Medical Religious Camps |   |   |   |   |   |
| ***ST.3.1*** | ***First-Aid and Emergency Care Personnel - EMS is < 30 minutes*** |   |   |   |   |   |
| ***ST.3.2*** | ***First-Aid and Emergency Care Personnel - EMS is > 30 minutes*** |   |   |   |   |   |
| ***ST.3.3*** | ***First-Aid and Emergency Care Personnel - Nonmedical Religious Camps*** |   |   |   |   |   |
| ST.5.1 | Director Qualifications - Supervisory Experience |   |   |   |   |   |
| ST.5.2 | Director Qualifications - Professional Development Hours |   |   |   |   |   |
| ST.5.3 | Director Qualifications - Age |   |   |   |   |   |
| ST.5.4 | Director Qualifications - Experience with Campers with Special Needs |   |   |   |   |   |
| ST.7.1 | First-Aid, CPR/AED, Specialized and Aquatics - First Aid  |   |   |   |   |   |
| ***ST.7.2*** | ***First-Aid, CPR/AED, Specialized and Aquatics - CPR and AED*** |   |   |   |   |   |
| ST.8.1 | Supervisor Qualifications, Specialized Activities |   |   |   |   |   |
| ST.9.1 | Adventure/Challenge Supervisor Qualifications - Certification and Age |   |   |   |   |   |
| ST.9.2 | Adventure/Challenge Supervisor Qualifications -Experience |   |   |   |   |   |
| ST.10.1 | Horseback Riding Supervisor Qualifications - Certification and Age |   |   |   |   |   |
| ST.10.2 | Horseback Riding Supervisor Qualifications - Experience |   |   |   |   |   |
| ST.11.1 | Aquatics Supervisor Qualifications - Certification and Age |   |   |   |   |   |
| ST.11.2 | Aquatics Supervisor Qualifications - Experience |   |   |   |   |   |
| ***ST.12.1*** | ***Swim Lifeguard Certification & Skills Verification - Current Certs and Positioned*** |   |   |   |   |   |
| ***ST.12.2*** | ***Swim Lifeguard Certification & Skills Verification - Demonstrated rescue skills*** |   |   |   |   |   |
| ***ST.12.3*** | ***Swim Lifeguard Certification & Skills Verification - Advise rental groups***  |   |   |   |   |   |
| ***ST.13.1*** | ***SCUBA Diving Activities - Provided by camp*** |   |   |   |   |   |
| ***ST.13.2*** | ***SCUBA Diving Activities - Provided by Rental Groups*** |   |   |   |   |   |
| ST.14.1 | Swimming Lessons - Instructor Qualifications |   |   |   |   |   |
| ST.14.2 | Swimming Lessons - Lifeguard on Duty |   |   |   |   |   |
| ST.14.3 | Swimming Lessons - Advise Rental Groups of Lifeguard on Duty Requirement |   |   |   |   |   |
| ***ST.15.1*** | ***Watercraft Guard Certification - Appropriate certification type*** |   |   |   |   |   |
| ***ST.15.2*** | ***Watercraft Guard Certification - Rescue Skills Demonstration*** |   |   |   |   |   |
| ***ST.15.3*** | ***Watercraft Guard Certification - Rental Groups advised of requirements*** |   |   |   |   |   |
| ST.16.1 | Extended Trip/Travel Leader Qualifications |   |   |   |   |   |
| ***ST.17.1*** | ***Extended Trip/Travel Aquatic Supervisor Qualifications*** |   |   |   |   |   |
| ST.18.1 | Vehicle Nondriver Training |   |   |   |   |   |
| ST.19.1 | Training for Drivers |   |   |   |   |   |
| ST.20.1 | Motorized Watercraft Training - General |   |   |   |   |   |
| ST.20.2 | Motorized Watercraft Training Craft Specific |   |   |   |   |   |
| ST.21.1 | Staff Training for Role in Healthcare |   |   |   |   |   |
| ST.22.1 | Camp Security Training and Rehearsal  |   |   |   |   |   |
| ST.23.1 | Emergency Plan Rehearsal |   |   |   |   |   |
| ST.24.1 | Missing Person Training and Rehearsal |   |   |   |   |   |
| ST.25.1 | Precamp Staff Training |   |   |   |   |   |
| ST.27.1 | Supervisor Training |   |   |   |   |   |
| ST.28.1 | Camp Staff Responsibilities for General Camp Activities |   |   |   |   |   |
| ST.29.1 | Staff-Camper Interaction Training |   |   |   |   |   |
| ST.30.1\* | Behavior Management and Discipline Training |   |   |   |   |   |
| ST.32.1 | Extended Trip/Travel Staff Training  |   |   |   |   |   |
| ST.33.1 | Skill Verification |   |   |   |   |   |
| ST.34.1 | Staff Observation (specialized activities, aquatics, trip staff) |   |   |   |   |   |
| ST.35.1 | General Camp Activities Supervision Ratios and Staff Age - General |   |   |   |   |   |
| ST.35.2 | General Camp Activities Supervision Ratios and Staff Age - Exceptions |   |   |   |   |   |
| ST.35.3 | General Camp Activities Supervision Ratios & Staff Age - Minimum of 2 |   |   |   |   |   |
| ST.35.4 | General Camp Activities Supervision Ratios and Staff Age - Staff Minimum age |   |   |   |   |   |
| ST.35.5 | General Camp Activities Supervision Ratios and Staff Age - 80% > 18yrs |   |   |   |   |   |
| ***ST.36.1*** | ***Training on 1:1 Camper-to-Staff Interactions - Train staff*** |   |   |   |   |   |
| ***ST.36.2*** | ***Training on 1:1 Camper-to-Staff Interactions - Advise Rentals*** |   |   |   |   |   |
| ST.38.1 | Camper Supervision Away from Camp or at Vendor Provided Program  |   |   |   |   |   |
| ST.39.1 | Transportation Supervision |   |   |   |   |   |
| ST.40.1 | Supervision of Campers in Public Areas  |   |   |   |   |   |
| ST.41.1 | Supervision Ratios for Specialized Program Activities and Trips/Extended Trips - Sufficient ratios |   |   |   |   |   |
| ST.41.2 | Supervision Ratios for Specialized Program Activities and Trips/Extended Trips - Minimum of two  |   |   |   |   |   |
| ST.41.3 | Supervision Ratios for Specialized Program Activities and Trips/Extended Trips - Two on trips |   |   |   |   |   |
| ST.42.1 | Aquatic Supervision Ratios to include Trips and Extended Trip/Travel - Ratios |   |   |   |   |   |
| ST.42.2 | Aquatic Supervision Ratios to include Trips and Extended Trip/Travel - 2 minimum |   |   |   |   |   |
| PD.2.1\* | Program Equipment Maintenance and Safety Checks - All program equipment |   |   |   |   |   |
| PD.2.2\* | Program Equipment Maintenance and Safety Checks - For Specialized Activities or Trips |   |   |   |   |   |
| PD.2.3\* | Program Equipment Maintenance and Safety Checks - Adventure/Challenge  |   |   |   |   |   |
| ***PD.3.1*** | ***Food Prep and Water Quality on Trips of Any Length - Use of Stoves/Flammables*** |   |   |   |   |   |
| PD.3.2 | Food Prep and Water Quality on Trips of Any Length - Safe Drinking Water |   |   |   |   |   |
| PD.3.3 | Food Preparation and Water Quality on Trips of Any Length - Safe Food Handling |   |   |   |   |   |
| PD.3.4 | Food Prep and Water Quality on Trips of Any Length - Sanitized Food Utensils |   |   |   |   |   |
| PD.3.5 | Food Prep and Water Quality on Trips of Any Length - Minimize Impact  |   |   |   |   |   |
| PD.4.1 | Documentation and Emergency Info for all Trips/Travel - Health Forms and Permission to Treat |   |   |   |   |   |
| PD.4.2 | Documentation and Emergency Info for all Trips/Travel - Docs to Identify Group |   |   |   |   |   |
| PD.5.1 | Safety Orientation |   |   |   |   |   |
| PD.6.1 | Spotters and Belayers |   |   |   |   |   |
| PD.7.1 | Safety and Emergency Procedures |   |   |   |   |   |
| PD.11.1 | ATV Safety |   |   |   |   |   |
| PD.14.1 | Annual Inspection of Adventure/Challenge Course Elements |   |   |   |   |   |
| ***PD.15.1*** | ***Protective Headgear for Horseback Riding - Campers and Staff < 18 yrs.*** |   |   |   |   |   |
| ***PD.15.2*** | ***Protective Headgear for Horseback Riding - Campers and Staff >18 yrs.*** |   |   |   |   |   |
| PD.23.1\* | Trip Procedures |   |   |   |   |   |
| PD.24.1 | Trip Orientation - General Information |   |   |   |   |   |
| ***PD.24.2*** | ***Trip Orientation - Medical and Emergency Assistance Information*** |   |   |   |   |   |
| PA.2.1 | Safety Regulations - In writing |   |   |   |   |   |
| PA.2.2 | Safety Regulations - Communicated |   |   |   |   |   |
| PA.3.1 | Emergency Procedures - Established  |   |   |   |   |   |
| PA.3.2 | Emergency Procedures - Rehearsed or Communicated |   |   |   |   |   |
| PA.7.1 | Swimming Pools |   |   |   |   |   |
| PA.8.1 | Natural Bodies of Water Used for Aquatic Activities  |   |   |   |   |   |
| PA.9.1 | All Aquatic Sites Away from Camp/On a Trip |   |   |   |   |   |
| ***PA.10.1*** | ***Staff Swimming*** |   |   |   |   |   |
| ***PA.11.1*** | ***Watercraft Safety for Staff and All-Adult Groups*** |   |   |   |   |   |
| PA.15.1 | Watercraft Instruction - Instructor Rating in appropriate craft |   |   |   |   |   |
| PA.15.2 | Watercraft Instruction - Instructor rating for appropriate activities |   |   |   |   |   |
| PA.16.1 | Watercraft Maintenance - Nonmotorized watercraft |   |   |   |   |   |
| PA.16.2 | Watercraft Maintenance - Motorized watercraft |   |   |   |   |   |
| Do you offer any activities that are conducted by others (a third-party/non-camp staff)? | If so, please list: |

Notes:

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Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camp Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_