**Written Documentation Review Worksheet**

**The Written Documentation Review (WDR) is a required review of written documentation for twenty-six (26) pre-identified standards. It must be completed prior to the start of staff training for the summer season. Your local office may require earlier completion.** If a camp wishes to review all written standards, the visitor may use the Expanded WDR worksheet, which is available on the Accreditation Information and Resources page of the ACA website.

A written documentation review (WDR) completed prior to the day of the on-site visit is an important element of the educational process of the standards program. The review may be completed in person, electronically using the My Accreditation portal, via other electronic exchange of documentation, or postal mail.

This form lists the 26 standards included in the required written documentation review. 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.

**The following standards are included in the required written documentation review:**

|  |  |
| --- | --- |
| CR.2 Camp Goals and Outcomes | AD.32 Program Eligibility |
| AD.5 Transportation Information | AD.33 Activity Information and Permission |
| AD.7 Transportation Safety | AD.37 Rental Agreement |
| AD.13 Risk Management | AD.38 Rental Group Responsibilities |
| AD.15 Insurance | AD.41 Rental Group Conditions |
| AD.16 Personal Property Policy | ***AD.42 Rental Groups – Emergency Care Procedures*** |
| AD.18 Camp Security and Active Threat | AD.43 Rental Groups – Healthcare |
| AD.19 Safety Orientation and Emergency Plan | AD.44 Health Information (***AD.44.2 mandatory***) |
| AD.20 Missing Person Procedure | HW.8 Parent Notification |
| AD.21 Emergency Communication | HW.9 Healthcare Policies |
| AD.24 Hiring Policies | ST.30 Behavior Management & Discipline Training |
| AD.28 Job Descriptions | PD.2 Maintenance & Safety Checks |
| AD.29 Personnel Policies | PD.23 Trip Procedures |

Mandatory standards are ***bold/italics***

**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.

**Written Documentation Review**

| **Standard** | **Title** | **Seen** | **Not Seen** | **Seen & Needs 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.5.1 | Transportation Information for Parents |  |  |  |  | |  |
| AD.7.1 | Transportation Safety Procedures |  |  |  |  | |  |
| AD.13.1 | Risk Management - Identified and analyzed potential risks |  |  |  |  | |  |
| AD.13.2 | Risk Management - Identified risk control techniques |  |  |  |  | |  |
| 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.24.1 | Hiring Policies - Identify application and screening process |  |  |  |  | |  |
| AD.24.2 | Hiring Policies - Reviewed |  |  |  |  | |  |
| AD.28.1 | Job Descriptions /Information |  |  |  |  | |  |
| AD.29.1 | Personnel Policies |  |  |  |  | |  |
| 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.37.1 | Rental Agreement |  |  |  |  | |  |
| AD.38.1 | Rental Group Responsibilities |  |  |  |  | |  |
| 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*** |  |  |  |  | |  |
| 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 |  |  |  |  | |  |
| ST.30.1 | Behavior Management and Discipline Training |  |  |  |  | |  |
| 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.23.1 | Trip Procedures |  |  |  |  | |  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_