**Written Documentation Review Worksheet**

**This Written Documentation Worksheet includes ALL standards requiring written documentation**

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 at minimum 26 pre-identified standards\* (as indicated in APG standard margin by *Included in Required Written Documentation Review*), 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 electronically using the 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.

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 to ACA Visitor for using this worksheet**

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. Give the camp 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 *not been seen*, scoring is done on the day of the on-site visit.** If all parts of the compliance demonstration have been met, the standard can be scored.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 Worksheet**

Starred (\*) standards are **required**to bereviewed in the WDR. **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  |   |   |   |   |   |
| CR.2.2\* | Camp Goals and Outcomes  |   |   |   |   |   |
| CR.2.3\* | Camp Goals and Outcomes  |   |   |   |   |   |
| CR.2.4\* | Camp Goals and Outcomes  |   |   |   |   |   |
| ***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  |   |   |   |   |   |
| AD.13.2\* | Risk Management  |   |   |   |   |   |
| AD.14.1 | Incident Reporting and Analysis  |   |   |   |   |   |
| AD.14.2 | Incident Reporting and Analysis |   |   |   |   |   |
| AD.15.1\* | Insurance Coverage  |   |   |   |   |   |
| AD.15.2\* | Insurance Coverage  |   |   |   |   |   |
| AD.15.3\* | Insurance Coverage  |   |   |   |   |   |
| AD.15.4\* | Insurance Coverage  |   |   |   |   |   |
| AD.15.5\* | Insurance Coverage  |   |   |   |   |   |
| AD.15.6\* | Insurance Coverage  |   |   |   |   |   |
| 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  |   |   |   |   |   |
| AD.21.2\* | Emergency Communication  |   |   |   |   |   |
| AD.21.3\* | Emergency Communication  |   |   |   |   |   |
| AD.22.1 | Campers in Public Areas |   |   |   |   |   |
| AD.23.1 | Camper Release/Verification  |   |   |   |   |   |
| AD.23.2 | Camper Release/Verification  |   |   |   |   |   |
| AD.24.1\* | Hiring Policies  |   |   |   |   |   |
| AD.24.2\* | Hiring Policies  |   |   |   |   |   |
| ***AD.25.1*** | ***New Staff Screening (Year-round and seasonal)***  |   |   |   |   |   |
| AD.25.2 | New Staff Screening (Year-round and seasonal)  |   |   |   |   |   |
| AD.23.3 | New Staff Screening (Year-round and seasonal) |  |  |  |  |  |
| ***AD26.1*** | ***Subsequent Criminal Background Checks***  |   |   |   |   |   |
| ***AD.26.2*** | ***Subsequent Criminal Background Checks***  |   |   |   |   |   |
| ***AD.27.1*** | ***Annual Staff Screening***  |   |   |   |   |   |
| ***AD.27.2*** | ***Annual Staff Screening***  |   |   |   |   |   |
| 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  |   |   |   |   |   |
| AD.33.2\* | Activity Information and Permission  |   |   |   |   |   |
| AD.34.1 | Emergency Assistance  |   |   |   |   |   |
| AD.34.2 | Emergency Assistance  |   |   |   |   |   |
| AD.35.1 | Trip Itinerary/Designated Person  |   |   |   |   |   |
| AD.36.1 | Extended Trip/Travel 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\**** | ***Emergency Care Personnel*** |   |   |   |   |   |
| AD.43.1\* | Healthcare Planning |   |   |   |   |   |
| AD.44.1\* | Health Information  |   |   |   |   |   |
| ***AD.44.2\**** | ***Health Information***  |   |   |   |   |   |
| AD.45.1 | Vendor Provided Specialized Program Activities  |   |   |   |   |   |
| AD.45.2 | Vendor Provided Specialized Program Activities  |   |   |   |   |   |
| AD.45.3 | Vendor Provided Specialized Program Activities  |   |   |   |   |   |
| ***AD.46.1*** | ***Vendor Provided Swimming (or use of Public Facilities)*** |   |   |   |   |   |
| ***AD.47.1*** | ***Vendor provided Watercraft***  |   |   |   |   |   |
| ***AD.47.2*** | ***Vendor provided Watercraft***  |   |   |   |   |   |
| 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.23.1 | Mechanical Evaluations |   |   |   |   |   |
| FA.24.1 | Safety Checks |   |   |   |   |   |
| FA.24.2 | Safety Checks |   |   |   |   |   |
| ***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  |   |   |   |   |   |
| HW.6.1 | Health Screening for Resident Camps |   |   |   |   |   |
| HW.8.1\* | Parent Notification  |   |   |   |   |   |
| HW.8.2\* | Parent Notification  |   |   |   |   |   |
| HW.9.1\* | Healthcare Policies  |   |   |   |   |   |
| HW.9.2\* | Healthcare Policies  |   |   |   |   |   |
| HW.11.1 | Healthcare Equipment, Supplies, and Emergency Assistance |   |   |   |   |   |
| ***HW.13.1*** | ***Medication Storage and Administration*** |   |   |   |   |   |
| HW.14.1 | Recordkeeping  |   |   |   |   |   |
| HW.14.2 | Recordkeeping  |   |   |   |   |   |
| 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  |   |   |   |   |   |
| ST.2.2 | Healthcare Provider  |   |   |   |   |   |
| ST.2.3 | Healthcare Provider  |   |   |   |   |   |
| ST.2.4 | Healthcare Provider  |   |   |   |   |   |
| ***ST.3.1*** | ***First-Aid and Emergency Care Personnel***  |   |   |   |   |   |
| ***ST.3.2*** | ***First-Aid and Emergency Care Personnel***  |   |   |   |   |   |
| ***ST.3.3*** | ***First-Aid and Emergency Care Personnel***  |   |   |   |   |   |
| ST.5.1 | Director Qualifications  |   |   |   |   |   |
| ST.5.2 | Director Qualifications  |   |   |   |   |   |
| ST.5.3 | Director Qualifications  |   |   |   |   |   |
| ST.5.4 | Director Qualifications  |   |   |   |   |   |
| ST.7.1 | Specialized Program – First Aid  |   |   |   |   |   |
| ST.7.2 | Specialized Program – CPR/AED |   |   |   |   |   |
| ST.7.3 | Aquatics Activities – First Aid |  |  |  |  |  |
| ***ST.7.4*** | ***Aquatics Activities – CPR/AED*** |  |  |  |  |  |
| ST.8.1 | Supervisor Qualifications, Specialized Activities |   |   |   |   |   |
| ST.9.1 | Adventure/Challenge Supervisor Qualifications  |   |   |   |   |   |
| ST.9.2 | Adventure/Challenge Supervisor Qualifications  |   |   |   |   |   |
| ST.10.1 | Horseback Riding Supervisor Qualifications  |   |   |   |   |   |
| ST.10.2 | Horseback Riding Supervisor Qualifications  |   |   |   |   |   |
| ST.11.1 | Aquatics Supervisor Qualifications  |   |   |   |   |   |
| ST.11.2 | Aquatics Supervisor Qualifications  |   |   |   |   |   |
| ***ST.12.1*** | ***Swim Lifeguard Certification & Skills Verification*** |   |   |   |   |   |
| ***ST.12.2*** | ***Swim Lifeguard Certification & Skills Verification*** |   |   |   |   |   |
| ***ST.12.3*** | ***Swim Lifeguard Certification & Skills Verification*** |   |   |   |   |   |
| ***ST.13.1*** | ***SCUBA Diving Activities***  |   |   |   |   |   |
| ***ST.13.2*** | ***SCUBA Diving Activities***  |   |   |   |   |   |
| ST.14.1 | Instructional Swimming Activities  |   |   |   |   |   |
| ST.14.2 | Instructional Swimming Activities |   |   |   |   |   |
| ST.14.3 | Instructional Swimming Activities |   |   |   |   |   |
| ***ST.15.1*** | ***Watercraft Guard Certification & Skill Verification*** |   |   |   |   |   |
| ***ST.15.2*** | ***Watercraft Guard Certification & Skill Verification*** |   |   |   |   |   |
| ***ST.15.3*** | ***Watercraft Guard Certification & Skill Verification*** |   |   |   |   |   |
| 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 |   |   |   |   |   |
| ST.20.2 | Motorized Watercraft Training  |   |   |   |   |   |
| ST.21.1 | Staff Training for Role in Healthcare |   |   |   |   |   |
| ST.22.1 | Camp Security Training and Rehearsal  |   |   |   |   |   |
| ST.23.1 | Emergency Plan Training and 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  |   |   |   |   |   |
| ST.35.1 | General Camp Activities Supervision Ratios and Staff Age |   |   |   |   |   |
| ST.35.2 | General Camp Activities Supervision Ratios and Staff Age |   |   |   |   |   |
| ST.35.3 | General Camp Activities Supervision Ratios and Staff Age |   |   |   |   |   |
| ST.35.4 | General Camp Activities Supervision Ratios and Staff Age |   |   |   |   |   |
| ST.35.5 | General Camp Activities Supervision Ratios and Staff Age |   |   |   |   |   |
| ***ST.36.1*** | ***Training on 1:1 Camper-to-Staff Interactions***  |   |   |   |   |   |
| ***ST.36.2*** | ***Training on 1:1 Camper-to-Staff Interactions***  |   |   |   |   |   |
| ST.38.1 | Camper Supervision Away from Camp or at Vendor Provided Program  |   |   |   |   |   |
| ST.39.1 | Transportation Supervision |   |   |   |   |   |
| ST.40.1 | Supervision Ratios for Specialized Program Activities |   |   |   |   |   |
| ST.40.2 | Supervision Ratios for Specialized Program Activities |  |  |  |  |  |
| ST.41.1 | Supervision Ratios for Trips of Any Length |   |   |   |   |   |
| ST.41.2 | Supervision Ratios for Trips of Any Length |   |   |   |   |   |
| ST.41.3 | Supervision Ratios for Trips of Any Length |   |   |   |   |   |
| ST.42.1 | Aquatic Supervision Ratios |   |   |   |   |   |
| ST.42.2 | Aquatic Supervision Ratios |   |   |   |   |   |
| PD.2.1\* | Program Equipment Maintenance and Safety Checks  |   |   |   |   |   |
| PD.2.2\* | Program Equipment Maintenance and Safety Checks  |   |   |   |   |   |
| PD.2.3\* | Program Equipment Maintenance and Safety Checks  |   |   |   |   |   |
| ***PD.3.1*** | ***Program Safety***  |   |   |   |   |   |
| PD.3.2 | Program Safety |   |   |   |   |   |
| PD.3.3 | Program Safety |   |   |   |   |   |
| PD.3.4 | Program Safety |   |   |   |   |   |
| PD.3.5 | Program Safety |   |   |   |   |   |
| PD.4.1 | Documentation and Emergency Information for Trips of Any Length |   |   |   |   |   |
| PD.4.2 | Documentation and Emergency Information for Trips of Any Length |   |   |   |   |   |
| PD.5.1 | Safety Orientation for Specialized Activities |   |   |   |   |   |
| 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***  |   |   |   |   |   |
| ***PD.15.2*** | ***Protective Headgear for Horseback Riding***  |   |   |   |   |   |
| PD.23.1\* | Trip Procedures |   |   |   |   |   |
| PD.24.1 | Trip Orientation  |   |   |   |   |   |
| ***PD.24.2*** | ***Trip Orientation***  |   |   |   |   |   |
| PA.2.1 | Safety Regulations  |   |   |   |   |   |
| PA.2.2 | Safety Regulations  |   |   |   |   |   |
| PA.3.1 | Emergency Procedures  |   |   |   |   |   |
| PA.3.2 | Emergency Procedures  |   |   |   |   |   |
| PA.7.1 | Swimming Pools |   |   |   |   |   |
| PA.8.1 | Natural Bodies of Water Used for Aquatic Activities  |   |   |   |   |   |
| PA.9.1 | Aquatic Sites |   |   |   |   |   |
| ***PA.10.1*** | ***Staff Swimming*** |   |   |   |   |   |
| ***PA.11.1*** | ***Watercraft Safety for Staff and All-Adult Groups*** |   |   |   |   |   |
| PA.15.1 | Watercraft Instruction  |   |   |   |   |   |
| PA.15.2 | Watercraft Instruction  |   |   |   |   |   |
| PA.16.1 | Watercraft Maintenance  |   |   |   |   |   |
| PA.16.2 | Watercraft Maintenance  |   |   |   |   |   |
| Does camp offer food service and have written documentation of health inspection report that includes the kitchen? *The report must indicate that the inspection has been conducted within the past 15 months resulting in a passing score. The visitor must confirm/view the report to DNA FA.15 to FA.20 and ST.1* |  |
| Does the camp offer any activities that are conducted by others (a third-party/non-camp staff)? If so please indicate. |  |

Notes:

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

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

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