

Stoughton Area Senior Center
Accreditation & Strategic Action Plans (2012-2016) COMMISSION ON AGING

| Standard | Area of Operation or Program | Actions Needed | Resources Required | Groups Involved | Target Date | Actual Date |
|----------------------------------|--------------------------------------|---|-----------------------------------|-----------------------------|-------------|-------------------|
| Purpose & Planning | A. Mission Statement | 1. Consider reviewing mission statement. Recommendation to change "enrichment" to "health" or critical to cover case management and nutrition services | | COA | Dec. 2013 | |
| Governance | A. Documents of effective governance | 1 Conduct an orientation and distribute materials with the COA Bylaws, Budget and the City's Code of Ethics, Conflict of Interest and Whistle Blower policies to all COA members. | | Staff, COA | August 2013 | |
| Governance | B. Organizational structure | 2. Divide the Commission on Aging's Program & Evaluation Committee into two separate committees. | | | May 2013 | May 2013 |
| Administration & Human Resources | D. Unpaid Staff | 1. Review Volunteer Handbook. | | Staff and COA | Dec. 2013 | April 2013 |
| Evaluation | A. Evaluation Process | 1. Develop an Evaluation Plan that evaluates each element (i.e. Nutrition, Case Management, Information & Assistance, Fitness/Wellness, Social/Recreation, and Skill Development) of the Center's programs and services on a regular basis. | Other Senior Center plan examples | SC Staff, COA, COA-E, COA-P | Feb. 2013 | May 2013 |
| Fiscal & Asset Responsibility | C. Risk Protection | 1. Review policy & procedure of how staff documents incidents. | | COA | Dec. 2013 | |
| Fiscal & Asset Responsibility | D. Disaster Recovery | 2. Review business continuity plan/disaster recovery plan. | | COA | May 2013 | May 2013 |
| Records & Reports | B. Participant Records | 2. Review confidentiality policy and consider adding "health issue." | | Staff, COA | Oct. 2013 | |
| Records & Reports | C. Policy & Procedures Manual | 2. Continue refining the Senior Center's Policy & Procedures Manual that complements the City of Stoughton's Policy & Procedures Manual (i.e. add Procedures for Release of Information, Reports Procedure & Program Registration). | | Staff, COA | Dec. 2013 | |

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| Records & Reports | 1. Participant Records | 1.3 Establish records management policy. | None | Staff COA Dane Co. | June 2008 Dec. 2010 Oct. 2014 | |
| Facility & Operations | A. Location, Visibility & Accessibility | 1. Administer a space needs study to address parking, office, exercise and loan closet. | | COA | Dec. 2013 | |
| Facility & Operations | A. Location, Visibility & Accessibility | 2. Complete new digital sign for front of building. | donations received | COA | March 2013 | March 2013 |
| Marketing | 1.1 Broaden participation recruitment on the Commission on Aging by providing expanded opportunities to participate on COA-ad hoc committees | | | COA | May 2014 | |