



## OFFICE OF DOMESTIC VIOLENCE

### FY 24-25 REQUEST FOR DOCUMENTS

#### WHAT TO EXPECT

Below are a list of the documents that will be requested during the monitoring process. Some documents will be reviewed onsite, so copying will not be necessary. Others will need to be emailed to the Certification and Compliance Specialist during the monitoring process. All file samples will be provided by the Certification and Compliance Specialist during the Entrance Conference. **TIP:** Starting with the month following the center's last monitoring, prepare reports, statements, forms, etc. and update as needed. Please **DO NOT** prepare the documents as one file; scan/save each item number as a **separate** file.

**\*\*Please redact any participant or shelter identifying information. Note that all files for the monitoring scope are subject to review.**

#### **FISCAL DOCUMENTATION**

- 1 Dates for reports, statements, forms, and all other applicable supporting documentation and file samples will be provided by the Certification and Compliance Specialist.
- 2 **Will email to monitor-** Current chart of accounts including funding source and program segments. (Note – if Quick Books is used, please include the Class and Customer categories).
- 3 **Will email to monitor in Excel-** Operating account check register (include, at a minimum, check date, check number, payee, check amount) for the period of:  

<i>will be provided</i>	through	<i>will be provided</i>
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- 4 Images of cleared checks for the month of:  

<i>will be provided</i>
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- 5 Bank/Financial Institution statements for **ALL** accounts (operating, payroll, investments, reserves, etc.) for the period of:  

<i>will be provided</i>	through	<i>will be provided</i>
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- 6 Bank reconciliation(s) for the Center's general operating account(s) for the period of:  

<i>will be provided</i>	through	<i>will be provided</i>
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- 7 Credit card(s) statements and payment verification for the period of (3 months):  

<i>will be provided</i>	through	<i>will be provided</i>
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Include supporting documentation (i.e. receipts, invoices) and coding of expenses/charges for the period of:

<i>will be provided</i>	through	<i>will be provided</i>
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- 8 **Will email to monitor-** Travel Reimbursement register (include, at a minimum, check date, check number, payee, check amount) for the period of:  

<i>will be provided</i>	through	<i>will be provided</i>
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- 9 **Will email electronic version to monitor-** Self-Evaluation and Attestation. **Please, complete, sign, date and provide applicable attachments.**
- 10 **Will email electronic version to monitor-** Fiscal Review Questionnaire. **Please complete, sign, date, and provide applicable attachments.**



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#### **ADMINISTRATIVE DOCUMENTATION**

- 1 Dates for reports, statements, forms, and all other applicable supporting documentation and file samples will be provided by the Certification and Compliance Specialist.
  
- 2 **Will email to monitor in Word/Excel-** A current roster listing the members of the Board of Directors. Please only include: names, any titles held, service start dates, cities of residence and email addresses. For Officers, please note the position title and position term. Also, indicate which member(s) is an employee of a local, municipal, or county law enforcement agency.
  
- 3 **Will email to monitor in Excel-** A roster listing current employees **and** employees who were hired/terminated/separated since the last monitoring. Please include position titles, departments, dates of hire, **and** dates of termination/separation- if applicable. (\*\*The employee roster must be an ongoing list of employee changes since the last monitoring.)  
Note: **ALL** employees are to be included on this list and those that are **direct-service employees** are to be highlighted/identified.  
  
\*\*Notate if the employees are DVS (i.e. DVTF, FVPSA, TANF, GR), STOP, JFF, VOCA (match, funded or both), etc. Include percentage of funding.
  
- 4 **Will email to monitor in Excel-** A roster listing current volunteers **and** volunteers who started/became inactive since the last monitoring, including their position titles, departments, service start dates, **and** service end dates, if applicable. Notate both the service start date **and** the direct-service start date, if they are not the same.  
Note: **ALL** volunteers are to be included on this list and those that are **direct-service volunteers** are to be highlighted/identified.
  
- 5 **Will email to monitor in Excel-** Policy Checklist. **Please complete and provide applicable policy attachments. Please include Staff Training and Development Plan.**
  
- 6 **Will email to monitor-** Interview Schedule form- Complete and return the form. The Certification and Compliance Specialist will interview (virtually) each employee at the scheduled time. \*\*Please complete a separate form for each shelter site.
  
- 7 Complete Board of Directors packet including, but not limited to, all committee, financial and Executive Director's reports for the last **three (3)** meetings.



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#### **PROGRAMMATIC DOCUMENTATION**

- 1 Dates for reports, forms, and all other applicable supporting documentation and file samples will be provided by the Certification and Compliance Specialist.
  
- 2 **Will email to monitor in Excel-** Print-outs of all Shelter and Outreach file numbers for participant intakes during the period listed below. Reports of service file numbers should be separated into categories of service files, as applicable: Adult Resident, Child Resident, Adult Outreach and Child Outreach. In addition, please number each of the files (i.e. 1, 2, 3...) on each print-out. Run reports using participant IDs, NOT names.  

*will be provided* through *will be provided*
  
- 3 **Will email to monitor in Excel-** Hotline call statistic reports (list of hotline calls with dates and time) via Osnum WS and logs, as applicable, for the period listed below. In addition, please number the hotline report (i.e. 1, 2, 3...).

*will be provided* through *will be provided*

  
- 4 **Will email to monitor-** Copy of service file forms, handouts, and publications for both shelter and outreach services. **Please highlight/notate any changes made since the last monitoring.**
  
- 5 Participant grievances and/or complaints and responses for the period of:  

*will be provided* through *will be provided*
  
- 6 **Will email to monitor-** Most current health inspection and fire inspection reports.
  
- 7 **Will email to monitor-** Motor Vehicle Checklist. **\*\*Please complete a separate checklist for each agency vehicle; sign and date each.**
  
- 8 **Will email to monitor-** Participant Handbook(s).
  
- 9 **Will email to monitor-** Notification of Exceptions to Confidentiality form (Shelter and Outreach).
  
- 10 **Will email to monitor-** Exit Interview/Satisfaction Survey (Shelter).
  
- 11 **Will email to monitor-** Law Enforcement Endorsements.
  
- 12 Participant grievances and/or complaints and responses for the period of:  

*will be provided* through *will be provided*
  
- 13 Documentation of Professional Training – education on the dynamics of domestic violence provided to law enforcement personnel and other professionals for the period of:  

*will be provided* through *will be provided*



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→ 14 Documentation of Community Education – efforts, activities and presentations performed to increase public awareness about domestic violence and the availability of services for the period of:

*will be provided*

through

*will be provided*

→ 15 Participant Feedback – copies of completed exit surveys for the period of:

*will be provided*

through

*will be provided*