

### Youth Program Monitoring Report

Agency Name Agency Contact Name: Agency Address Ward

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Agency Telephone Agency Email

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Program Type Program Hours Days of Operation Age Group

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PO# Fund #/Source(s) Funded Amount Funded Enrollment

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Auditor Name Telephone Email

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Visit Date Period Reviewed

No Findings  Findings

\*\*Rating subject to change pending supervisor's approval

Supervisor Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Auditor Signature Date

\_\_\_\_\_  
Agency Staff Signature Date

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Follow-up date \_\_\_\_\_

No Findings  Findings remain

\*\*Rating subject to change pending supervisor's approval

Auditor comments

\_\_\_\_\_  
Auditor Signature Date

Supervisor Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Agency Staff Signature Date

Regulation	Y/N/NA	Findings
<b>Article 3.1 &amp; 4.1 Scope of Services (Work Program)</b>		
Agency has a staff to youth ratio of 1 staff to 20 youth.		
Agency is operating during contracted program hours.		
Each intake form reported in City Span is generated, completely filled out, signed and dated by parent/legal guardian.		
<b>Out-Of-School Time - Planned vs. Reported City Span</b>		
Agency achieved 80% attendance		
<b>Counseling - Planned vs. Reported City Span</b>		
Individual service plan per client		
Client has achieved at least one goal from service plan		
Individual counseling sessions		
<b>Mentoring - Planned vs. Reported City Span</b>		
Mentor applicants with completed criminal background checks		
Signed contracts between Mentor, Mentee, and parents		
Signed mentoring agreements for each adult and child/youth paired		
<b>Homeless - Planned vs. Reported Via City Span</b>		
Youth assessments		
Youth services plans		
<b>Article 3.2 Your Personnel; Background Checks</b>		
All CDBG budgeted staff positions are filled.		
All program staff and volunteers working with children have a criminal background check.		
Program staffs have job descriptions, resumes and for counseling-only programs have the required professional license/certification.		
Program staffs have CPR certification and First Aid training (1 staff to 20 youth).		
<b>Article 3.4 Non-Discrimination Policy</b>		

Agency has a non-discrimination policy that is shared with all employees.		
<b>Article 3.10 Religious Activities</b>		
Agency does not engage in any religious activities as part of or while carrying out the funded program.		
<b>Article 3.11 Drug-Free Work Place</b>		
Agency has established policies and procedures to promote a drug-free work place and notifies all employees.		
<b>Article 3.12 Acknowledgment of Funding Sources</b>		
Agency acknowledges the co-sponsorship of the City of Chicago on all promotional materials.		
<b>Article 4.5 Monitoring: Physical Inspections</b>		
There are smoke alarms and fire extinguishers.		
Facility has two means of egress and are free from obstruction.		
There is an emergency evacuation plan posted in program area.		
Agency conducts fire drills.		
Program has a first aid kit.		
Bathrooms are clean, working and have all the necessary supplies.		
Program areas are clean, adequately heated or cooled, and have no visible safety hazard.		
<b>Article 9.12 Proof of Business Form</b>		
Board minutes indicate the Directors meet in accordance with its by-laws.		