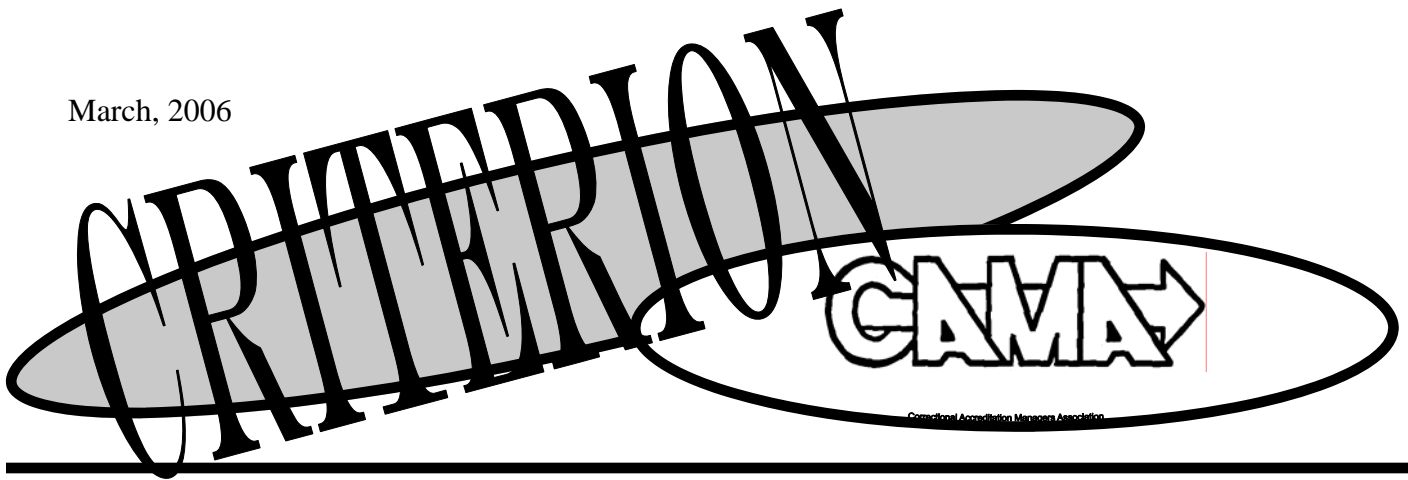


March, 2006



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**CAMA CONFERENCE, 2006**

**Indianapolis, Indiana**

**DATES: MAY 12-16, 2006**

**REGISTRATION FEE: \$125.00**

If registration is postmarked by April 13, 2006

Late Registration Fee: \$140.00

**LOCATION: Indianapolis Marriott Downtown**

350 West Maryland Street

Indianapolis, IN 46225

Phone 317/822-3500

FAX 317/951-0300

Room Rate \$110.00 per room

If registered by April 13, 2006



**19TH ANNUAL TRAINING CONFERENCE**  
**Correctional Accreditation Managers' Association**

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***Race to make your hotel reservation and Conference registration  
before April 13 as we "Race to CAMA!"***

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What's Inside...

Information on the Race to CAMA Training Conference

Registration Form

Ballots of Election of Officers

and much, much more!

You can pre-order *CAMA* products for pick up at the conference or mail order and that some products, especially shirts, will be available at the conference. Available items include shirts, jackets, canvas totes, and a canvas business bag. Contact Clare Armstrong-Seward for more information and ordering.  
[Clare@frontiernet.net](mailto:Clare@frontiernet.net)



### Accreditation Manager of the Year

CAMA loves to celebrate excellence and success. Our awards, the annual conferences, the Criterion, and contests are ways to draw attention to achievement. Annually, one outstanding member is recognized as the Accreditation Manager of the Year. This award considers the candidates leadership and commitment along with achievements. Please send nominations for this award by April 30, 2006 to:

Clare Armstrong-Seward  
427 Boos-Law Road  
Smyrna, NY 13464  
Phone: 607-627-6611  
Email: [Clare@frontiernet.net](mailto:Clare@frontiernet.net)



### Linda J. Allen Memorial Scholarship

This scholarship was named in honor of the late Linda J. Allen of South Carolina, one of CAMA's earliest members and supporters. The CAMA Board established this scholarship in January, 1990. The Linda J. Allen Memorial Scholarship is used to help defray expenses for an accreditation manager to attend the annual CAMA Conference. The scholarship award is based on the following criteria:

- Applicant's financial need
- Applicant's background and experience in the accreditation process
- How this will benefit the applicant and their facility or agency.

Many jurisdictions are experiencing budget cuts that have a direct impact on funding for travel and training; therefore, the spirit of this year's Linda J. Allen Memorial Scholarship will play an important part in providing an opportunity for an accreditation manager to attend this year's conference.

Please submit your nominations by April 15, 2006 to the scholarship chairperson at the following address:

Joe Rion, Deputy Warden of Security  
Northpoint Training Center  
PO Box 479  
Burgin, Kentucky 40310  
Phone: 859-239-7012 ext. 202  
Fax: 859-239-7001  
Email: [Joe.Rion@mail.state.ky.us](mailto:Joe.Rion@mail.state.ky.us)

## Fifth Annual Welcome Book Contest

Welcome Books will be evaluated on the basis of the information's value, creativity and effort. The winning entry will be announced at this year's CAMA Conference in Indianapolis, IN. The winning entry will give a free membership for one year to the submitter.

Welcome Books may be submitted by mail to:

Indiana Department of Correction  
ATTN: Lisa Cottingham  
Indiana Government Center—South  
302 W. Washington Street Room E334  
Indianapolis, IN 46204-2738



**OR**

the books may be submitted at the time of registration.

## Daily Training Workshops

Folder Presentation  
Adult Correctional Institutions 4th Edition  
Trends in Accreditation  
Professional Certification Program  
Auditor Refresher Training  
Quality Control/Internal Reviews  
Faith and Character Based—Housing Units  
Accreditation Requirements  
Suicide Prevention  
Accrediting Juvenile Facilities  
Medical Standards  
Professional Development Testing  
Documentation use of Force  
Methamphetamine Housing Units  
Accrediting an Older Facility  
Use of “Green” Products  
After the Audit  
Accrediting Parole Agencies  
Re-entry Overview  
Central Office Accreditation

*RACE NOW to mail your registration and reserve your hotel room.!! Registration form on page 15.*

**CAMA General Membership Meeting Minutes, January 29, 2006**  
**Nashville, TN**

Immediately following the Executive Board meeting , President Elect Joe Rion called the General Membership meeting to order at 3:00 p.m., and welcomed the executive board and CAMA members and guests. He invited all to introduce themselves.

David Haasenritter reviewed the meeting minutes from the Baltimore ACA Conference and made a motion it be accepted. Joe Rion seconded, and it was unanimously accepted.

Secretary Theresa Grenier read the Treasurer's report. The balances including dividends paid through 8/2/05 is as follows: reported that the remaining balance CAMA's account is \$45,791.07. The checking account balance is \$4,488.87 and the savings account balance is \$41,302.20.

**New Business**

Standards Committee - Pam Ploughe presented on the standards committee meetings during the week. She reported a majority of the recommended medical changes will be first field tested..

Welcome Packet Update - Scott Renshaw briefed the welcome packet project, provided a copy of the letters and pin.

CAMA Conference 2006 - Indianapolis, Indiana - Bob Fray discussed the upcoming CAMA conference and passed out fliers.

ACA Products - Theresa Grenier discussed and demonstrated some of the ACA products that can be ordered to include the CAMA shirts, Brief Bag, and Tote Bag.

President Elect Joe Rion opened the floor. Michael Bradley commented on the importance of CAMA in the time of ACA Standards and Accreditation Department staffing turnover. There were no other questions or comments so the meeting was adjourned.

Minutes submitted by:  
Theresa Grenier, CAMA Secretary



*Send your registration TODAY for the CAMA Conference in Indianapolis,  
May 12-16, 2006!!!*

## Annual Certification Statements

While practice is the backbone of accreditation, arguably paperwork is the bloodstream of the process. Papers fill our folders, policy manuals, and our wastebaskets. But one piece of paperwork overlooked is the annual certification report.

During the entire three year accreditation cycle, on the anniversary date of the accreditation award, each agency must file an Annual Certification Statement. The report is sent to the agency's designated regional manager for accreditation at the ACA.

In this report, the current standards compliance is documented. Any changes in compliance since the last audit should be noted and explained.

If any plan of actions were required during the Commission's hearing, give an account of all progress on the previously submitted plan of actions. While a failure to achieve set goals should be described, it is equally important to verify advancements.

In the Annual Certification Statement, record any changes in the executive staff or major staffing changes, amendments to the mission, program changes, major physical plant renovations or any major incident which impacted operations over a period of time. The information provided is not limited to negative incidents but should also reflect significant beneficial news.

Accreditation is a perpetual process. Practices, folders, and principles are a lifestyle experienced all year round. The Annual Certification Statement testifies to the ongoing progress achieved through accreditation.

The CAMA Conference 2005 will offer great accommodations, terrific meals, superb speakers, excellent training workshops on a variety of subjects, many awards, much networking!

### TENTATIVE CONFERENCE AGENDA

**Friday, May 12, 2006**

ACA Spring Panel Hearings

**Sunday, May 14, 2006**

Registration  
Vendors Visitation  
CAMA Opening Session  
ACA Awards Luncheon  
Workshops



**Saturday, May 13, 2006**

ACA Spring Panel Hearings  
Evening Welcoming Reception

**Monday, May 15, 2006**

Registration  
Annual CAMA Luncheon  
Vendors Reception & Exhibits  
Workshops

**Tuesday, May 16, 2006**

Workshops  
CAMA Business Meeting  
Closing Session

# CORRECTIONAL ACCREDITATION MANAGER'S ASSOCIATION (CAMA)

## BALLOT-2006 ELECTIONS

New officers will take office at the conclusion of the 2006 American Correctional Association (ACA) summer conference. Please select one candidate for each office.

- |   |                          |                    |
|---|--------------------------|--------------------|
| President-Elect                         | <input type="checkbox"/> | David Haasenritter |
| Secretary                               | <input type="checkbox"/> | Jo Glazier         |
| Treasurer                               | <input type="checkbox"/> | Angela Arabie      |
|   | <input type="checkbox"/> | Dale Goodell       |
| Regional Director, Central Region       | <input type="checkbox"/> | Pam Ploughe        |
| Regional Director, Mid-Atlantic Region  | <input type="checkbox"/> | Byron Jasis        |
| Regional Director, Northeast Region     | <input type="checkbox"/> | Rachel Goguen      |
|   | <input type="checkbox"/> | Scott Renshaw      |
| Regional Director, North Central Region | <input type="checkbox"/> | Ruby Galpin        |
|   | <input type="checkbox"/> | Julie Ann Kuksa    |
|   | <input type="checkbox"/> | David K. Taylor    |
| Regional Director, Southeast Region     | <input type="checkbox"/> | Clayton Williams   |
| Regional Director, Western Region       | <input type="checkbox"/> | Lynnwood Baade     |

Write-In Candidates:

\_\_\_\_\_

Name

\_\_\_\_\_

Office

All ballots must be returned to: Joe Rion, Chairman Nominations and Elections  
P. O. Box 479  
Burgin, Kentucky 40310

**Ballots must be postmarked by APRIL 30, 2006.**

## AFTER THE AUDIT

By David Bornus

### DOCUMENTATION

While your memory is fresh, it is a good idea to sit down and write a chronology or narrative of the audit and everything that occurred. Also make a note of all the auditor's findings of noncompliance, nonapplicability, and any other significant observations. Your agency head will probably want a comprehensive report on the outcome of the audit.

You should also begin to formulate your agency's responses to the noncompliant standards. (See below.)

### INITIAL DRAFT OF VISITING COMMITTEE REPORT

At some point (a few weeks to a month) your regional manager will send you an initial copy of the visiting committee report. This will have been written by the chairperson of your audit team, containing the findings of the audit. Look through it carefully. The findings of noncompliance and nonapplicability may be different than what the auditors verbally reported at your exit interview. In such a case, the findings in the printed report are official.

Your regional manager will request that you respond to the findings in the visiting committee report by a certain deadline, with specific plans of action, appeals, or waiver requests for each finding of noncompliance. The regional manager will then send your responses to the audit chairperson, who will respond/comment on your responses in the final version of the visiting committee report. The final version of the visiting committee report will go before the panel that actually awards accreditation status.

### PLAN OF ACTION, WAIVER, OR APPEAL?

You will have to determine your agency's response to each finding of noncompliance. Use the "Response to Noncompliance" form (Appendix F in the AGENCY MANUAL OF ACCREDITATION POLICY AND PROCEDURE) for each, filling in the standard number in the top right corner of the form.

### Plan of Action (POA)

A plan of action is a plan to come into compliance with the standard. This should be stated concisely in the "narrative" section, followed by a chronological list of tasks with agency/unit responsible, person(s) responsible, and anticipated completion date(s). Example plans of action might include developing a new policy, implementing staff training, making a budget request for resources, etc. Most plans of action will include multiple steps.

### Waiver (Plan of Action Waiver Request)

In cases where it is impossible to come into compliance, you can request a plan of action waiver. This means that you are still in noncompliance, but the ACA accepts that you will not try to come into compliance and therefore are not required to submit a POA to come into compliance.

In many cases, you should be prepared to list "mitigating circumstances" or actions your agency will take to abate the effect of the noncompliance. You should also develop a POA to have in reserve, in case your waiver request is not granted. Examples of waiver requests would include statutory restriction, parent agency regulation, unfeasibility of replacing the facility, etc.

### Appeal (of the visiting committee finding)

If you think your auditors were way off base on a finding, and you can make a convincing case, you can write an appeal. The basis of an appeal is that the auditors made an incorrect application of a standard, or went beyond the standard's requirement, or interpreted the standard incorrectly. Explain this with concise, clear details.

If the appeal is granted, your auditor's finding is overturned and you are found in compliance with the standard. It is a gratifying feeling to improve your compliance tally by writing successful appeals. Again, you should also develop a POA to have in reserve, in case your appeal is not granted.

Continued on Page 8

*"If men were angels, no government would be necessary."*

*James Madison in the 51st Federalist Paper*

## PREPARATION FOR ACCREDITATION PANEL HEARING

The hearing on your agency's accreditation status will occur at the next ACA or CAMA conference. The hearings occur each quarter. Your regional manager will notify you of the time, date, and place of your hearing, as well as the members of the panel. The panel members will usually be distinguished individuals within corrections and ACA who will have a number of published articles, press releases, etc. You may find information about them in the ACA's STANDARDS AND ACCREDITATION NEWSLETTER, CORRECTIONS TODAY, and other publications.

You and your agency head should plan to attend the hearing. Generally the agency head will do most of the talking on behalf of your agency, but you are the one with the information about the standards and your agency's plans of action, waivers, appeals, etc. You should prepare and bring any supporting documentation for a waiver or appeal, or items from a completed plan of action, and have it ready to present at the hearing.

You will want to brief your agency head on the audit findings and your agency's responses. Sometimes, due to budgetary concerns, only your agency head will attend the hearing. In that case your briefing should be thorough. Sometimes, only you will attend the hearing. It is a lot of pressure, but by this time you are fully ready. Sometimes, your agency will elect to send no one to attend the hearing, in which case you must send your supporting materials to the regional manager who will forward the materials to the panel, and your agency will be "tried in absentia." This is not a good idea and should be avoided if possible. If your agency has been willing to invest this much time and effort in the accreditation process this is not the time to skimp on funding for someone to attend the hearing. (In many cases, your ACA accreditation contract fee includes airfare and hotel accommodation/per diem for an agency representative to attend the hearing.)

Since the hearing occurs at a quarterly conference, you may want to arrange to attend the conference during the week after the hearing. Many

accreditation managers consider this to be their due after all the hard work they have put forth to obtain their agency's accreditation.

## THE HEARING

Hearings are held on the weekend prior to the opening of the conference. You should plan to arrive well in advance of your hearing time, allowing for flight connections, taxi rides, locating the hotel, checking in, unpacking, locating the hearing room, etc. If possible, it is a good idea to arrive a day early and locate the hearing room in advance, so you will be less "rushed" and anxious on the day of your hearing, and can envision the surroundings as you mentally rehearse.

### Under the hot lights

Your regional manager acts as the "secretary" at the panel hearing. Your regional manager will call you into the hearing room and introduce you to the panel members. The panel members will be seated across the table from you. One member of the panel will be the chairperson for the panel. Keep in mind that the panel members will have been going through a number of hearings all day long and may be weary, irritated, or "short" with you. The hearing is a very formal occasion that lasts between 10-20 minutes. You or your agency head may wish to make some short (one or two sentences) opening remarks about how glad you are to be here and how your agency is dedicated to accreditation. A tape recorder will be present. Once introductions are complete, the regional manager will start the tape recorder and your hearing will begin.

The panel members will speak about different facets of your visiting committee report. They will remark on positive things that were included in the report. They may ask questions about observations made in the report, particularly if anything was unusual or sounds negative. These will be general "quality of life" observations about the agency. The panel members may ask for additional information about an agency program, activity or technology. Panel members may focus on areas of particular personal interest to them. In some cases, they are

Continued on Page 9



merely curious or seeking a positive idea to use for their own agency. You or your agency head will respond to these observations and queries as best you are able. If you do not know the answer, do not dissemble, just state that you do not have that information at hand and will have to obtain it. In such a case, the panel will likely request that you follow up with the information to your regional manager.

The panel members usually take turns reviewing sections of the report. Pay close attention to what the panel member is asking. You will also want to have your own paperwork well organized, with a copy of the audit report and your agency's plans of action, appeals, and waivers, with plenty of room to scribble notes on during the hearing. (Use tabs, clips, highlighters, whatever you need to make your notes easy to quickly peruse.) During the hearing, you will want to make a note of the panel's ruling on each POA, waiver, or appeal.

Hopefully your plans of action, waivers and appeals are so clearly written that the panel members will not need to ask follow-up questions. But if you must comment, be concise. Do not ramble on or volunteer information. The hearing is not a venue for debating with the panel members. They will rule rapidly, and will voice vote on motions whether to approve each plan of action, waiver, or appeal. In some cases they will modify a plan of action, or overrule an audit finding. They may also change decisions regarding applicability or nonapplicability of a standard. The panel has full and ultimate authority to make decisions about your agency's accreditation status, which is not awarded until the panel formally votes to award it.

After ruling on all the plans of action, waivers, and appeals, the panel will vote on whether to accredit the facility. (The panel can also vote to not accredit the facility, or to put the facility on probation, monitoring visits, etc.) Once the panel has ruled on whether to accredit your facility, the hearing is over. Shake hands, gather up your materials, go to your hotel room, and unwind. It's done.

Award Presentation

The ACA will present the accreditation certificates at an awards luncheon during the conference. Plan to attend. Sometimes the awards are given out formally during the luncheon, sometimes the awards are given out at a group "cattle call" immediately after the luncheon. There will be a photographer on hand and you may wish to have a photo of yourself and your agency head, holding the accreditation certificate, along with the panel members who conducted your hearing.

From now on the accreditation certificate is in your care. Guard it well as you convey it back to your agency.

Arriving Home

The acquisition of accreditation is an historic occasion. Your agency administration should stage a full-scale presentation ceremony, reviewing the entire accreditation effort and the challenges overcome, as well as discussing the outcome of the panel hearing. The staff should be praised and congratulated on their proud achievement. Local media, public officials, and representatives of your parent agency should be invited, making them aware that the agency has achieved a standard of excellence. You may even want to invite the public. It is a good idea to have photographs and/or videorecording of the event for posterity (and for staff on other shifts/locations who were unable to attend the ceremony).

Hang the award prominently and proudly.



Did you complete and mail your CAMA conference registration yet???

---

I hope I shall possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man. George Washington

# KEEPING IT GOING AFTER THE AWARD - "LIVING" ACCREDITATION

By David Bornus

Once you have undergone the accreditation process from file preparation through audit and panel hearing, you will be a full-fledged accreditation manager. You will know that correctional excellence is not an accident but instead is due to the constant vigilance and hard work of people like you.

As you hang the accreditation certificate on your wall, you have learned about managing a large-scale project in which you may have fundamentally transformed your agency for the better. It is likely that such an experience will transform your career as well. Many accreditation managers find that the experience is a stepping-stone to greater responsibility and bigger and better things in their corrections career.

Whether you remain the agency accreditation manager or not, you will want to make preparations for maintaining the agency's accredited status, to avoid the "accreditation roller coaster" of letting the accreditation files languish until just before the next three-year audit.

## Ongoing standards compliance files

You should immediately begin preparing new standards compliance files. The old files should be archived as you (or your successor) will want to refer to them often. You will need "practice" documentation from each year during the upcoming three-year accreditation period. In some cases old documentation (photos, schematics, certificates, etc.) may be copied and forwarded from the old file to the new file.

It is easy to procrastinate, thinking that you have three years to gather new documentation. But if you keep at it steadily over the three years it will be much less traumatic in the months before the next audit. Some agencies do an annual "internal audit," ensuring that the yearly "practice" documentation is gathered for each file. If you can institute an internal agency system whereby "practice" documentation is automatically forwarded to your files, it will greatly simplify your work.

As time goes on, your agency's policy and procedure, technology, architecture, programs, forms, leadership, etc. may change. Be sure to update the relevant standards compliance file(s) with the new information and "notes to file" describing how things were done one year and how they changed in the next.

## Plans of action

You must zealously follow up on your agency's plans of action. As POA's are completed, you should send the documentation to your regional manager. If your agency needs to amend a plan of action (for example due to unforeseen events changing the timeline), contact your regional manager.

## Watchdog

By this time your agency leadership should be aware of the necessity to consider ACA standards in the ramifications of all major decisions your agency makes. ACA standards call for annual review of all policy and procedure, and many accreditation managers become directly involved in the ongoing development and review of the agency's policy and procedure.

As an accreditation manager you should be alert to evolving practices in the agency which are not in compliance with the standards, or when procedures are not being followed. Your role may include inspections, rounds, or reviews of documentation. Since you are the expert on the requirements of ACA standards, you should not hesitate to let your agency leadership know when agency operations are potentially jeopardizing your agency's accreditation status.

## Annual certifications

Each year near the anniversary of the date on your accreditation certificate, you have to generate an "annual certification statement" to your regional manager. (See Appendix H in the AGENCY MANUAL OF ACCREDITATION POLICY AND PROCEDURE.) This statement must certify that your agency is continuing to maintain the standard of excellence established when your agency was awarded accreditation.

Continued on Page 11

Did you send your Conference registration yet??

The statement also includes:

1. A standard by standard "progress report" on each plan of action for all noncompliant standards. (If you have already certified a plan of action as completed, then you can just state "plan of action previously certified as completed on (date).")
2. Significant events during the past 12 months (for example, major incidents, leadership changes, new program initiatives, facility construction/remodeling, mission change, points of interest, etc.)

The annual certification statement is in letter form and should be signed by your agency head. Keep copies of all annual certifications and any other communication with the ACA. Your regional manager may request additional or follow-up information as well.

Major incidents

You are also required to notify your regional manager in the event of any major incident or situation that may affect or jeopardize your agency's standards compliance levels. Such incidents would include a major disturbance, disaster, fire, employee strike. Include supplemental information such as news articles, media reports, etc. The ACA may request that your agency respond to public criticism, notoriety, etc. if it looks like your agency may not be faithfully following the standards.

Monitoring visits

Occasionally the ACA may desire to send some special auditors to visit your facility, to confirm that your agency is still maintaining the standards of excellence. In this case, you would prepare just as you would for a regular audit, except that you will not be preparing files for the auditors unless they request it. A monitoring visit occurs at the ACA's expense.

Keep in mind that the accreditation certificate is ACA's property and they can revoke it if warranted, or request that it be returned to them.

During the Winter ACA Conference in Nashville, TN, an Auditor's Refresher Training Workshop was held. As part of the workshop, 12 standard's-related scenarios were presented. The scenarios are reprinted below.

The first line identifies where the standard can be found. A brief description of that standard is then given. Next, is the scenario. Based on the information given, you are to determine if the institution passes or fails the standard. The answers are on page 12.

Good luck!

**1) ACI 4-4214**

Institution facilities are equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout the living quarters in the institution, etc.

There are no combustible cans available since this is a no-smoking facility.

Pass or Fail

**2) ACI 4-4218**

There is a written plan for preventive maintenance of physical plant; the plan includes provisions for emergency repairs, etc.

There is a plan. Inspections are done and a report of needs generated. There is no indication identified problems have been corrected.

Pass or Fail

**3) ALDF 2A-38**

If youthful offenders are housed in the facility, they are housed in a specialized unit for youthful offenders except when...etc.

Age range is 13-22 and all adjudicated as adults by state statute. No specialized unit.

Pass or Fail

**4) ALDF 7F-03**

The facility actively identifies and implements activities that contribute to the community.

Inmates are prohibited by state statute from engaging in activities within the community.

Pass or Fail

Continued on Page 12

**Test Your Knowledge** Continued from Page 11

**5) ALDF 1A-10**

Multiple-occupancy rooms/cells house between two and 64 occupants and provide 25 square feet of unencumbered space per occupant...etc.

The housing unit has 85 occupants and 35 square feet unencumbered per occupant.

Pass or Fail

**6) JTS 5D-03**

Educational and vocational training and work opportunities are available to all juveniles except when there is substantial evidence to justify otherwise.

There are educational programs and job opportunities around campus, but the legislature has frozen funds for vocational training.

Pass or Fail

**7) ACI 4-4417**

There are sufficient bathing facilities in the medical housing unit and infirmary area to allow offenders there to bathe daily.

There are no bathtubs or showers in the infirmary. Patients use either a wash basin or go next door to the general population housing area.

Pass or Fail

**8) ACI 4-4228**

A rulebook that contains all chargeable offenses, ranges of penalties, and disciplinary procedures is given to each inmate and staff member...etc.

Changes to the rules are posted on a bulletin board in each housing unit.

Pass or Fail

**9) ACI 4-4215**

Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials.

There is a storage shed 200 feet outside the perimeter fence where combustibles used in maintenance are stored. They are not inventoried, however, no inmates are ever allowed access to this building.

Pass or Fail

Effective upon his retirement (after over 20 years) from the United States Army, Sergeant Major Mark Flowers will become the new Director of Standards and Accreditation for the American Correction Association.  
Congratulations, SGM Mark Flowers!!

**10) ALDF 5C-05**

Library services are available to all inmates. A qualified staff member coordinates and supervises library services.

Inmates are allowed one library visit a week, and the library cart comes around one day a week.

Pass or Fail

**11) ACI 4-4221**

There is a written evacuation plan to be used in the event of fire or major emergency. The plan is certified by an independent, outside inspector trained in the application of national fire safety codes...etc.

The facility uses the fire inspector for the county to certify the plan.

Pass or Fail

**12) ACI 4-4419**

Offenders have access to toilets and hand washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when confined in the medical housing unit or in the infirmary are. Etc.

Rooms in the infirmary do not have toilets, but inmates are provided plastic urinals.

Pass or Fail

Answers:

- 1) Fail
- 2) Pass
- 3) Pass
- 4) Pass
- 5) Fail
- 6) Fail
- 7) Fail
- 8) Pass
- 9) Fail
- 10) Pass
- 11) Pass
- 12) Fail

Did you send your Election Ballot yet??

Your Score:

12 correct: You belong on the Standard's Committee.

9 – 11 correct: You should be an auditor.

6 – 8 correct: You are an experienced accreditation manager.

3 – 5 correct: You have some experience as an accreditation manager.

0 – 2 correct: You are new to the accreditation process.

## It's in the Details

As an accreditation manager, you are by virtue a detailed-oriented person. But scrutinizing the paperwork for your standard folder's insertion is really just half of the process. The other half is making sure that what's in the folders accurately reflects the practice taking place inside your facility or institution.

Below is a non-comprehensive checklist that you can add to as you or a designee uses to ensure that routine inspections of your facility or institution is in compliance with the standards and practices in the accreditation folders. A checklist for inspections also aids in keeping focused on the primary objective: The accreditation process is not a three-year event, but a daily occurrence.

- Proper use of cleaning supplies.
- MSDS sheets for products on hand.
- Proper cleaning techniques.
- Proper inventory control of toxics and caustics.
- Cleanliness of all areas, including the grounds.
- Use of wet floor signs.
- No insects in overhead light fixtures, door, and window openings.
- Check for any pest control problems.
- Appearance of floor polishing machines.
- Staff appropriately attired.
- Clean and barren mechanical rooms.
- Proper inventory and controls of tools.
- No inappropriate signs, pictures, cartoons, etc.
- Post orders accurate and up to date.
- Evacuation plans posted and current.
- Fire drills routinely conducted.
- Electrical fixtures are free from hazards.
- All locks, doors, gates, keys, etc. work properly.
- Cooler, freezer, and shelf goods storage at appropriate temperatures.
- Dishwasher temperatures in appropriate range.
- Security rounds conducted at prescribed intervals.
- Metal detectors routinely tested.
- Perimeter surveillance & security equipment functioning properly.
- Annual sanitation and hygiene inspection conducted.
- Annual fire/safety and code inspection conducted.
- Fire extinguishers inspected annually.
- Vents and screens routinely cleaned.
- Proper storage of combustibles.
- Proper hazardous waste disposal.
- Proper needle and syringe control.
- Four minute medical response-time drill conducted.

Obviously you can create your own checklist of areas to spot check. But the point is to be actively involved in not only the administrative process of accreditation, but also the practical side. You need to make sure that the paperwork matches the practice on a regular basis.

Scott A. Renshaw, CCS  
Northeast Regional Director

**DON'T FORGET —**

- ✓ **Register TODAY for the CAMA Conference in Indianapolis, Indiana**
- ✓ **Send Nominations for the Linda J. Allen Scholarship**
  - ✓ **Send or bring Welcome Books**
- ✓ **Send Nominations for Accreditation Manager of the Year**
  - ✓ **Sign up for Certification exams**

**CAMA Regional Directors**

Western Region

Jason Kovnesky, Director of Development and Administration  
Community Counseling and Correctional Services  
66 West Broadway Street  
Butte, Montana 59701  
Phone: 406-723-6006  
Fax: 406-723-1170  
Email: ccc2@in-tch.com

North Central Region

Julie Riley, Chief  
Bureau of Internal Audits & Standards Compliance  
Ohio Department of Rehabilitation & Correction  
1050 Freeway Drive North  
Columbus, Ohio 43229  
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**Correctional Accreditation Managers Association  
19TH ANNUAL TRAINING CONFERENCE**

Indianapolis Marriott Downtown  
350 West Maryland Street  
Indianapolis, Indiana  
(317) 822.3500 front desk  
(317) 822.1002 fax



**May 12-16, 2006**

Apply online at:  
**www.corrections.com/CAMA or www.in.gov/indcorrection/cama**

**Advance registration must be postmarked by April 13, 2006.**  
Please register and reserve rooms at the Indianapolis Marriott before April 13th  
to receive the conference **room rate of \$110.00.**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Agency \_\_\_\_\_ Facility \_\_\_\_\_  
Work Address \_\_\_\_\_ City \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Fax \_\_\_\_\_  
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<input type="checkbox"/> 3-Day (Full) Registration	\$125.00	\$ _____
<input type="checkbox"/> 1-Day Registration	\$50.00	\$ _____
<input type="checkbox"/> Non-Members	\$140.00	\$ _____
<input type="checkbox"/> Late Registration (After 4/13/06)	\$140.00	\$ _____
<b>SUB TOTAL</b>		\$ <input type="text"/>
<i>(Optional Purchases)</i>		
<input type="checkbox"/> Additional Meal Ticket	\$25.00	\$ _____
<input type="checkbox"/> Auxiliary Registration*	\$50.00	\$ _____
<b>TOTAL AMOUNT ENCLOSED</b>		\$ <input type="text"/>

*\* Auxiliary registration is available to a spouse or family member. This will allow access to workshops and social events. ACA Award luncheon on Sunday and CAMA luncheon on Monday will each require the purchase of an "Additional Meal Ticket."*

**ENCLOSED IS:** Make checks or money orders payable to: Indianapolis CAMA Conference  
Confirmation will be sent via provided email address.

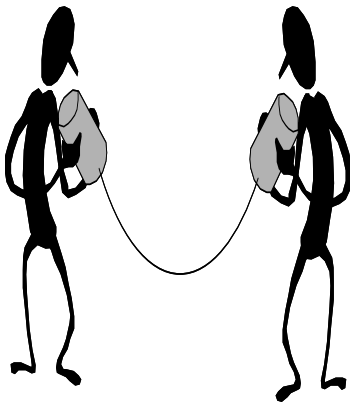
Mail Pre-Registration Form to:  
Indiana Department of Correction  
Attn: Lisa Cottingham  
Indiana Government Center - South  
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Indianapolis, Indiana 46204-2738

For additional information or questions:  
Bob Fray (317) 232.5972  
email: bfray@doc.in.gov  
Tim Brown (317) 234.0323  
email: tjbrown@doc.in.gov  
Fax: (317) 232.6798

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Phone: 585-591-2000 ext. 3100  
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*Stay in touch  
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is your  
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and concerns.*

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Regional Directors

*See Page 6 for Regional Directors' List*