



**ANNUAL COMPLIANCE ONSITE
REVIEW PROCESS**

EFFECTIVE DATE 09/01/2013

SIGNATURE: 

SOP 3.3

PROPOSED BY: Director of Sponsorship

PURPOSE

The ANNUAL COMPLIANCE ONSITE REVIEW PROCESS provides for consistency in review of school documentation necessary to maintain school's compliance with all applicable laws, rules, and applicable contractual obligations. The goal of the annual compliance on-site review visits is to assist schools in achieving overall compliance in all areas.

SCOPE

The ANNUAL COMPLIANCE ONSITE REVIEW PROCESS is relevant to all CSS partner schools that are sponsored by St. Aloysius and applies to all CSS staff conducting reviews.

PROCEDURE

The ANNUAL COMPLIANCE ONSITE REVIEW PROCESS is conducted according to the following procedures:

1. The Compliance Department will finalize and distribute all applicable on-site review tools and provide training to CSS staff and schools prior to annual compliance on-site review visits.
2. Upon arrival at the school, CSS staff will meet with the school administrator/principal and other relevant staff to review the procedures for data collection.
 - a. CSS staff will be reviewing the school's compliance and collecting data relative to all rules, laws and applicable contractual obligations as provided in the compliance spreadsheets, staff roster, and student files.
 - b. CSS staff will bring a digital copy of the previous school's years annual compliance



- i. If an area needing improvement is identified, the written report will specify the steps or timeframes for doing so and request relevant status updates from the school.
- ii. The Compliance Department and/or Legal Department will review relevant status updates from the school regarding its progress in the area.
- iii. The Compliance Department will also review areas needing improvement and determine if technical assistance should be provided to the school.

DOCUMENTATION / VERIFICATION

All ANNUAL COMPLIANCE ONSITE REVIEW PROCESS documents will be saved as working copy and will be saved to a distribution copy when available for proofing. Once the assigned staff member uploads to the distribution folder, the Compliance Department will verify accuracy and consistency in formatting. The Compliance Department will resave the final to annual compliance assessment process folder identifying the school name as an Excel and PDF file.

Location of documentation:

S:/SITE VISITS

Naming convention: Year + Document + School

Ex: S:/SITE VISITS/ [School Year] SITE VISITS/ ANNUAL COMPLIANCE ASSESSMENT
PROCESS /SCHOOL NAME

Spring Site Visits/Working Copy School Name

Supporting documentation included with this process:

1. Compliance Assessment Spreadsheets
2. Staff Roster
3. Student File Checklist
4. Assignments and Tracking Sheet
5. Site Visit Report Summary Template

DOCUMENT HISTORY

Orig. Date May 2012

Rev. Sept. 2012

Rev. Sept. 2015

Rev. February 2015

Rev. March 2017

Rev. October 2018



REVIEW AND APPROVAL

Reviewer of the ANNUAL COMPLIANCE ONSITE REVIEW PROCESS is as follows:

Reviewed By: Management Team

Date: 11/19/18

Approved By: President David L. Cash, Jr.

Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The ANNUAL COMPLIANCE ONSITE REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.