Format updated 5-2021

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| --- | --- | --- | --- | --- |
| **Industries Employment Services (IES)**  **Organization will establish a self-study committee to assess and rate the organization on the following:**  **Note: Items with an asterisk (\*) indicate Absolute Standards. The other items are Critical Standards. See Accreditation Handbook for Organizations, page 5 of 17: “All absolute standards must be fully met to receive accreditation. Critical standards must be at least partially met to receive accreditation.”** | Supporting Documentation  Indicate name of file or cite page in documents you provide to show compliance. | **Review Committee Decision** | | |
| Fully Met | Partially Met | Not Met |
| 1. \*Policies for industries employment services are consistent with the organization’s mission statement and program objectives. |  |  |  |  |
| 2. Policies reflect a balance between the dual roles of providing employment opportunities and producing quality goods and services. |  |  |  |  |
| 3. Clearly defined written goals, objectives, and plans are established for services consistent with the organization’s mission statement. |  |  |  |  |
| 4. Appropriate stakeholders have input into the organization’s long- and short-range goals, objectives, and plans. |  |  |  |  |
| 5. Services are provided in accordance with applicable professional and ethical principles, laws, and governmental regulations. |  |  |  |  |
| 6. Services are based on a written individualized, goal-based plan, which is developed jointly and agreed to by the consumer. |  |  |  |  |
| 7. Business practices are consistent with acceptable standards followed by similar competitive commercial and business enterprises. |  |  |  |  |
| 8. Consideration of potential product diversification and exploration of new and expanded markets are ongoing to ensure continuity of appropriate work opportunities. |  |  |  |  |
| 9. Records relating to all business practices are maintained.  **Indicators:**   * **contracts** **and** **data** **relevant** **to** **determinations** **of** **prices** **and** **bids** **submitted** * **dates** **and** **sources** **of** **prevailing** **wage** **rate** **information** * **documentation** **of**   + **production** **standards** **for** **each** **operation**   + **statistical** **data** **used** **to** **calculate** **overhead/burden**   + **production** **and** **delivery** **schedules**   + **inventories** **of** **raw,** **in** **process,** **and** **finished** **materials**   + **inventories** **of** **equipment** **with** **maintenance** **schedules where** **appropriate**   + **reports** **of** **insurance** **and** **other** **inspections** |  |  |  |  |
| * + **applicable** **Department** **of** **Labor** **Wage** **Certificates** **and** **evidence** **of** **compliance** **from** **other** **governmental** **regulatory** **bodies**   + **budgets** **and** **cash** **flow** **information**   + **insurance** **coverage**   + **payroll** **information** |  |  |  |  |
| 10. There is a formal and effective system of quality control implemented for all products and services. |  |  |  |  |
| 11. Orientation to the work site and training for specific jobs are provided. |  |  |  |  |
| 12. Sufficient assistance is provided for each person to develop the most productive method for performing the job. |  |  |  |  |
| 13. Ongoing training and supervision are available to help each person attain and maintain the maximum possible productivity. |  |  |  |  |
| 14. Work assignments are consistent with the skills, aptitudes, and interests of the persons receiving services. |  |  |  |  |
| 15. Reasonable accommodations are made to increase individual productivity. Accommodations can include such things as modifications to equipment and the work site, and reasonable modification of methods of operations. |  |  |  |  |
| 16. Confidential work records are maintained for each worker and include: work assignments and wage rates**,** and qualifications such as copies of eye and medical reports. |  |  |  |  |
| 17. The workplace is in compliance with OSHA applicable regulations. |  |  |  |  |
| 18. Adaptations are made to address any special safety and health needs of individual workers. |  |  |  |  |
| 19. The organization encourages, facilitates, and documents the placement of qualified persons into their maximum level of employment within the most competitive and integrated settings. |  |  |  |  |
| 20. The organization pays wages based on at least the minimum prevailing wage rates pursuant to legislative and regulatory mandates. |  |  |  |  |
| 21. The organization complies with all regulations pertaining to certificate wage holders under WIOA. |  |  |  |  |
| 22. All workers are informed in writing of the applicable Department of Labor Exemption Certificate terms and conditions. |  |  |  |  |
| 23. The organization provides fringe benefits in accordance with applicable legislative and regulatory mandates. |  |  |  |  |
| 24. Benefits are consistent for employees within the organization’s policies. |  |  |  |  |
| 25. Personnel practices enhance the dignity of persons served and are consistent with the personnel practices for all employees of the organization. |  |  |  |  |
| 26. Personnel practices are based on established written policies and include, but are not limited to, equal employment opportunity, affirmative action, nondiscrimination, accumulation of earned benefits, re-employment after termination of services, and due process. |  |  |  |  |
| 27. A committee of persons receiving industries employment services meets periodically with representatives of management. |  |  |  |  |
| 28. An industries employment manual or handbook is available in alternate media for all persons receiving services. |  |  |  |  |
| Total Standards |  | /28 | /28 | /28 |
|  |  |  |  |  |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Industries Employment Services Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policies and Procedures for Industries Employment Services
  + Description of Services that includes Goals, Objectives
  + Rule and Regulations for Industries Employment Services
  + Eligibility and Admissions Criteria
  + Examples of Stakeholders Involvement in Developing Plans and Goals
  + Examples of Individualized Goal-based Plans and Related Job Placements
  + Recent NIB Compliance Review Letter
  + Quality Control Measures
  + 14(c)Wage Certificate
  + Wage Rates and Prevailing Wage Documentation
  + Description of Benefits and Supporting Documentation
  + Description of Job Placement Program
  + Grievance Procedures
  + Personnel Job Descriptions
  + Industries Employment Services Budget
  + OSHA Forms Listings Occupational Injuries and Illnesses
  + Employment Manual
  + **See** **Section** **I.** **(G)** **Program** **Evaluation** **and** **Improvement** **Required** **Documents** **and** **Submit** **Each** **Item** **for** **Industries** **Employment** **Services** **and** **Label** **“I.** **(G)** **Industries** **Employment** **Services.”**
  + Narrative to explain any standards you rated as partially met or not met.
  + Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: