Client Protection Checklist – County Review

☐ Client Protection files must all be kept in a locked, fireproof filing cabinet (or safe).
☐ Ensure that the key/combination for the filing cabinet/safe is kept in a secure place.
- o Who has access to the filing cabinet?
- o Who has access to the files?
☐ Ask what the office procedure is for handling incoming files.
- o What does the administrative assistant do with each file as they are received at the office?
- o How are they kept secure from the time that they are received, until they are placed in the locked, fire-proof filing cabinet (or safe)?
☐ The filing cabinet should be divided into program areas. (Color coding each program area is a good *option*.)
☐ The files in each program area should be sub-divided into five sections:
- o Client Protection Committee
    - ▪ CPC roster
    - ▪ Agendas for each meeting
    - ▪ Minutes for each meeting
    - ▪ Correspondence from the CPC to each Program Council regarding the volunteers that have been accepted into their program area.
- o Client Protection Checklist – County Review results
- o In-process / Under review
- o Active, accepted volunteers
- o Inactive volunteers
☐ Ask for a printout of all volunteers from each program area. (This should be requested prior to your arrival.)
☐ Compare the printout to the volunteer files.
☐ Randomly select several files from each program area. (A random selection should be made from both the printout as well as from the files in each program area of the filing cabinet.)
☐ Each volunteer must have an individual file.
☐ Verify that each file is complete.
- o Completed application.
- o Every signature page is signed.
- o All three checks are stapled into the Volunteer Application Packet (VAP)
    - ▪ (Criminal Record, Sex Offender, Child Abuse Network)
- o Interview notes and reactions / written responses to 10 open-ended questions are stapled into the VAP.
- o References are stapled into the VAP.
- o Each VAP includes a personalized Volunteer Position Description, which is signed and dated by both the agent and the volunteer.
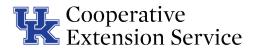
☐ Confirm that the Social Security and Driver's License numbers have been redacted on each file.

☐ The most recent Criminal Record (Background) Check is less than four years old for each volunteer.

☐ Compare the printout of volunteers to 4-H Online.
  o First, compare the numbers of volunteers on the printout with the number of volunteers enrolled in 4-H Online for each program area.
  o If a discrepancy exists, determine where it is and why it's there.
  o Verify that the entry for each volunteer in 4-H Online is accurate and up to date.
    ▪ Email address
    ▪ Cell number
    ▪ Date of the most current criminal record check

☐ Ask for a printout of ES-237 for the previous year. (This request should be made prior to your arrival.)
  o Compare the number of volunteers reported on ES-237 with the number entered in 4-HOnline, as well as the number of files present in the 4-H Program Area of the locked, fireproof filing cabinet (or safe).

Notes: _____

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Signature   Date

Client Protection Checklist 2023 Ken Culp, III 8.10.23