	Description	]	Written Doc	Int Ctr Rep	Int Pers	Yes	No	DNA	
A1	Is there written evidence the center has a recognized legal structure?		x		x				Natalea update docs
A2	Is there written evidence that general commercial liability insurance coverage is in place?		x						Natalea puts new policy in book
A3	Is there an implemented written organizational chart that depicts the following:		x		x				Natalea prints new org chart and inserts
A4	Is there written evidence that the center has job descriptions for all persons and personnel identified in A3?		x						Nat & Rach review and update
A5 DNA	~~Is there an implemented procedure for services to be provided by a consulting health professional?~~			x	x			X	
A6	Does the center meet federal, state and local laws?			x					rach gets letter from Fire and Tom Kootz, Kenzie prepared to discuss
A7	For the purpose of risk management planning, is there written evidence that general health and safety concerns have been identifi ed, and that there are established written procedures to respond to possible accident and emergency situations unique to the center and its services, related to each of the following categories:1. Natural hazards specifi c to the site? 2. Manmade hazards specifi c to the site? 3. Operation of facilities and/or equipment? 4. Disasters such as fi re, fl ood, tornado, hurricane, earthquake, etc.? 5. Hazards specifi c to the use of equines? 6. Conduct of personnel, participants and guests?		x						Natalea prints updated policy and sigs & inserts, Rachel re-writes conduct portion
A8	DNA (does not apply): If center does not lease or borrow equines. Is there a written contract for leasing or borrowing an equine?		x						NAtalea prints updated contracts Rachel shows horse files on Drive May need Warning section
A9	Are there implemented written policies that establish the following:1. Eligibility of participants?2. Discharge of participants?		X		x				Need to review with staff
A10	Are there implemented written policies for the dismissal of volunteers and guests from center activities?		x		x				Need to review with staff
A11	Does the center record and maintain current written registration information on each participant, volunteer and personnel that includes the following: 1. Name? 2. Address? 3. Telephone number? 4. Date of birth? 5. Parent/guardian (if applicable) name and phone number? 6. Caregiver (if applicable) name and phone number? 7. Attendance information and hours? 8. Names of person(s) to contact in case of emergency and phone numbers?		Random Selected docs						Rachel on Drive plus notebooks
A12	Does the center record and maintain written attendance information and hours on each participant and volunteer?		X						Rachel on Drive
A13	DNA (does not apply): If center does not have paid personnel. Does the center record and maintain current written information on paid personnel that includes the following: 1. Name? 2. Address? 3. Phone number? 4. Name(s) of persons with phone numbers to contact in case of emergency?		X						Na & Rachel make sep folder
*A14	Does the center require a signed, dated, written waiver or release of liability available on-site from all participants, volunteers or from a participant's parent/legal guardian?		Random Selected docs						Drive & notebooks
A15	Does the center have an implemented procedure for consent or non-consent for use of still and video photography that includes a signed form available at each activity site for all personnel, volunteers and participants?		Random Selected docs		x				Drive & notebooks
A16	Does the center administration require a completed and signed health history to be on-site for all participants?		Random Selected docs						Drive & notebooks
A17	Does the center require the following for each participant: 1. A signed and dated medical clearance form for equine-assisted activities from a health care provider 2. The completed forms are available onsite		Random Selected docs						Drive & notebooks
A18	For participants with Down syndrome, an annual medical clearance form froma licensed physician that includes a neurologic exam that specifi cally denies anysymptoms consistent with atlantoaxial instability (AAI). The completed and dated forms are available on-site.		x		x				Brief staff on policy
A19	DNA (does not apply): If the center only provides medical/mental health treatment. Is there a written implemented procedure for written permission maintained on-site, signed by a participant or participant's parent/legal guardian, to be obtained prior to the release of information to an outside source concerning that participant's experiences in equine-assisted activities or therapies?		review BOTH procedure and permission forms		X				Brief staff on policy
A20	Is there **written** evidence of billing policies and procedures?		x		x				Printed policy DISCUSS
A21	regarding participation in activities?				x				Printed policy DISCUSS
A22	and records for all participants, volunteers and personnel, and are these records and this		x		x				John fnianlizing records policy
A23	Is there **written** documentation that includes the following:		x		x				Vol book and DRIVE
A24	Does the center have the following that includes:		x						Drive
A25	Has the center administration:		x		Desc				WALL signs and lesson plan for drills
A26	Is there an implemented procedure for volunteer and personnel training to include the				Expl				Orientation lesson plan
A27	DNA (does not apply): If center does not have volunteers. Is there an implemented				Expl				Vol manual & Orientation
A28	~~DNA (does not apply): If center does not have a direct service health professional who~~				Expl			X	

A29	DNA (does not apply): If the center does not offer driving.		x		x																					
A30	DNA (does not apply): If center does not offer interactive vaulting. Is there an	x			x																					
A31	Does the center have at least one person with current certifi cation in First Aid and		x (ID																							
*A32	Are all volunteers and personell required to wear, and in fact do wear, protective	Random																								
A33	Is there an implemented procedure that requires the appropriately credentialed PATH	x			Desc																					
A34	DNA (does not apply): If center does not use equipment.	x			Desc																					
A35	Does the PATH Intl. credentialed individual ensure that equipment safety checks are	x																								
A36	DNA (does not apply): If no leaders or sidewalkers are used in the program. Are		x						**Need to write guidelines - Rachel DISCUSS**																	
A37	DNA (does not apply): If the program does not conduct research effi cacy studies.		x						**Need to write research procedures - Rachel DISCUSS**																	
F1	Is there evidence that a systematic maintenance routine is in effect throughout the	x			Desc				Losco describes																	
F2	DNA (does not apply): If facility has no buildings.	x			Desc				fire guy inspets..show constr permits **FINISH RAMP**																	
F3	DNA (does not apply): If center does not specify any off-limit areas.	x							Rachel puts up signs																	
F4	Does the center have access to a toilet facility that meets the Americans with Disabilities Act (ADA) requirements?	x							Show code apprval & arch drawings																	
F5	DNA (does not apply): If the center does not have designated parking area.	x			x				Rachel puts up parkng signs Losco levels area outside barn																	
F6	DNA (does not apply): If center does not operate during evening hours.	x			x				**Losco gets lights up and switch covers**																	
F7	Is there an implemented procedure for rodent and pest control?	x			x				Losco describes schedule																	
F8	DNA (does not apply): If center does not have a stable area or indoor arena.	x			x				Losco describes procedure...possibly DNA;																	
F9	Is there a designated area where participants, parents, teachers, visitors and others	x							Rachel describes bleachers, porch plus? Conf rm. Add to Parents manual?																	
*F10	DNA (does not apply): If the center does not offer equine-facilitated psychotherapy or	x																								
F11	DNA (does not apply): If center does not have a stable area or if stable area does not	x			Expl				Rachel explains																	
F12	DNA (does not apply): If the center does not have stalls.	x			x				Rache, Kenziel and Losco explain																	
F13	DNA (does not apply): If equines are never tied.	x							Rachel or Kenzie explain																	
F14	DNA (does not apply): If center has no outdoor turnout areas.	x							Rachel or Kenzie explain **WORK GROUPS**																	
F15	Is there an implemented procedure that the activity/treatment areas are as follows:	x			Desc				Rachel or Kenzie explains Level with even footing? Maintained																	
F16	Is there an implemented policy to correlate the number of participants, equines and	x			Disc				Rachel briefs staff																	
*F17	DNA (does not apply): If the center does not offer interactive vaulting.	x																								
*F18	Does the center have the following:	x							make sure phones labeled, walkie talkees																	
F19	Are fi re extinguishers as follows:	x			Expl				Losco cheking with fire dept, replace???																	
F20	Does the center have a human fi rst aid container readily available on-site and at each	x	Writte						need to check contents and location label																	
F21	Does the center have a readily available equine fi rst aid container at each activity site	Container							need to check contents and location label																	
*F22	**MANDATORY** Is there an implemented procedure to ensure that tack and	x			Expl				Rachel or Kenzie explains, Kallie alsso knows																	
*F23	DNA (does not apply): If center does not offer driving.		x		Expl Desc																					
F24	Are tack and equipment as follows:	x			x																					
F25	DNA (does not apply): If center is not responsible for equine care and stable	x																								
*F26	DNA (does not apply): If the center does not offer driving.		x		Expl																					
*F27	DNA (does not apply): If the center does not offer driving.	x																								
F28	DNA (does not apply): If there is no arena.	x																								
F29	DNA (does not apply): If activity is not occurring in the arena(s).	x																								
F30	DNA (does not apply): If there is no arena.	x							check that tops of posts are covered																	
F31	DNA (does not apply): If there is no arena.	Observe			x				brief instructors on role																	
F32	DNA (does not apply): If equines are not groomed or tacked.	x			x				need to firm up procedure and brief instructors																	
F33	Is there an implemented procedure to minimize distractions or disruptions in and	x			x				brief instructors on role																	
F34	Is there a system to minimize exposure to dust in the activity area?	x			x				discuss as group																	
F35	DNA (does not apply): If the center does not have a mounting ramp.	x			x																					
F36	DNA (does not apply): If the center does not have a mounting block.	x			x				discuss as a group **CONES??**																	
*F37	DNA Mechanical Lift location																									
*F38	DNA Mechanical Lift training and rehearsal																									
*F39	DNA Mechanical Lift WRITTEN maintenance		x																							
*F40	DNA Mechanical Lift Instructor safety check																									
*F41	DNA Mechanical Lift WRITTEN safety procedures		x																							
*F42	DNA (does not apply): If the center does not have a vaulting barrel.	x			x																					
EQM1	appropriate for the activities/therapies offered?		x		x				rachel or Kenzie discuss **DRIVE** NEED CHECKLISTS																	
EQM2	Is there **written** evidence of a suitable screening process for equines to participate in		x		x				rachel or Kenzie discuss screening steps or Kallie. Rachel needs to write removal policy for horses we own																	
EQM3	Is there an implemented equine training and conditioning program that is specifi c to				Desc Trainl				rachel or Kenzie discuss or Kallie																	
*EQM4	DNA (does not apply): If the center does not offer interactive vaulting				Desc																					
EQM5	Is there an implemented procedure to check the physical soundness of each equine	x			Desc				Discuss with instructors																	
*EQM6	**MANDATORY** Are there **WRITTEN** policies to limit the maximum workday for an		x		Desc				Rachel or Kenz shows Drive and **Rachel writes policy**																	
EQM7	DNA (does not apply): If equines are not under center's jurisdiction.		x		x				Rachel or Kenz shows Drive																	
EQM8	DNA (does not apply): If the center is not responsible for feeding equines.		x						Rachel or Kenz shows chart in feed room plus discusses training																	
EQM9	Are equines provided with a clean, plentiful supply of water?	x																								
EQM10	DNA (does not apply): If equines are not under the center's jurisdiction.	x			x				Need to finish run ins. Show stalls																	
7	Is there **written** evidence that all equine-assisted mounted activities are conducted or	Session	x						refer to folder																	
MA2	Is there an implemented procedure to ensure that personnel who mount and dismount	x	Trainin		x				**Rachel Needs to develp mounting list**																	
MA3	DNA (does not apply): If center does not use saddles or stirrups.	x	x						policies in book																	
MA4	DNA (does not apply): If the center does not offer T-HPOT.		x		x																					
MA5	DNA (does not apply): If the center does not offer T-HPOT.	x			x																					
*MA6	Are participants required to wear, and in fact do wear, protective headgear that is	Random																								
DA1	Is there **written** evidence that all driving sessions are conducted or directly supervised		x																							
*DA2	**MANDATORY** During a driving session, is there a means of attaching a lead rope to	Session																								
DA3	Is there an implemented procedure to ensure that the vehicle is suitable for the	x			x																					
*DA4	**MANDATORY** Is there an implemented policy to ensure that the equine is put to the	Session																								
L	**MANDATORY**Are there implemented procedures that include the following:	Session			x																					
*DA6	**MANDATORY** DNA (does not apply): For advanced independent drivers.	Session																								
DA7	DNA (does not apply): If participant does not use a wheelchair.	Session			x																					
*DA8	**MANDATORY** DNA (does not apply): If there is no wheelchair in the vehicle.	x			Expl																					
*DA9	**MANDATORY** DNA (does not apply): If the participant does not use a power	Session			x																					
DA10	Is there an implemented procedure for the PATH Intl. Certified Driving Instructor	Session			x																					
*DA11	**MANDATORY** Is there an implemented procedure for the Professional Association				Instru																					
*DA12	**MANDATORY** DNA (does not apply): If ABW has no impairment that limits	Session			Desc																					

DA13	Is there an implemented procedure to assign specifically trained volunteers and	Session			x																					
DA14	Are trained headers present and available to assist at all times during driving sessions	Session			x																					
*DA15	Is there an implemented **written** procedure to ensure that the vehicle and driving	x	x		x																					
*DA16	Do all driving activities for beginning participants take place in an enclosed area free	x			x																					
VA1	Is there written evidence that all vaulting sessions are conducted or directly supervised by a Professional Association of Therapeutic Horsemanship International Certified Vaulting		x																							
VA2	Does the center maintain written records indicating the vaulting equipment assigned		x																							
VA3	Is an additional person present and available to assist at the activity site during all	Session			x																					
VA4	Is there an implemented policy for vaulter attire?	Session			Expl																					
GA1	Is there **written** evidence that all equine-assisted ground activities are conducted or		x																							
ESK1	Is there an implemented procedure that requires **written** records of participant		Rando		Expl																					
ESK2	Is there an implemented procedure that requires an initial **written** evaluation of each		Rando		Expl																					
MMH1	Is there **written** evidence that the health/mental health professional who provides		x																							
MMH2	DNA (does not apply): If professional liability insurance is not available in		x																							
MMH3	medical/mental health professional who is providing direct treatment therapy services at the		x																							
MMH4	DNA (does not apply): If the center does not offer hippotherapy.		T, Visitor observation																							
*MMH5	**MANDATORY** DNA (does not apply): If the center does not offer equine-facilitated		x																							
*MMH6	**MANDATORY** DNA (does not apply): If center does not have a direct service	x																								
MMH7	DNA (does not apply): If the center does not offer equine-facilitated psychotherapy.				Desc																					
MMH8	DNA (does not apply): If center does not offer hippotherapy.		x		Desc																					
MMH8	DNA (does not apply): If the center does not offer hippotherapy.	x			x																					
MMH9	DNA (does not apply): If the center does not offer T-HPOT and/or the individual		x		x																					
MMH10	DNA (does not apply): If the center does not offer equine-facilitated psychotherapy.		Random																							
MMH11	DNA (does not apply): If the center does not offer T-HPOT.		x																							
MMH12	DNA (does not apply): If the center does not offer T-HPOT.	x	x		x																					
MMH13	DNA (does not apply): If the center does not offer T-HPOT.	x	x		x																					
MMH14	Is there a written policy in practice for patients who are deemed clinically appropriate for THPOT. DNA (does not apply): If the center does not have a direct service health professional.		Rando		x																					
MMH15	DNA (does not apply): If the center does not offer hippotherapy.		Rando																							
MMH16	DNA (does not apply): If the center does not offer equine-facilitated psychotherapy.		Rando																							
MMH17	DNA (does not apply): If the center does not offer equine-facilitated psychotherapy.	x	Rando		x																					
MMH18	DNA (does not apply): If center does not bill for services.		x																							
FTS1	Does the center have an **WRITTEN** records evaluating all equines annually	review	x		x				Rachel develops records																	