1.404 ADMINISTRATIVE REPORTING SYSTEM

A. The agency’s administrative reporting system is established in order to:
   1. List critical administrative reports;
   2. List the persons or positions responsible for completing reports;
   3. List purposes of the reports;
   4. List report frequencies;
   5. List report distribution; and
   6. Assist in ensuring all time sensitive activities required by accreditation standards are accomplished.

B. The listings contained in 1.404.10, et seq., reflects time sensitive items otherwise established in agency directives.

C. Time sensitive activities may be listed under more than one category. The categories are:
   1. Assessments, analyses, and surveys;
   2. Inspections and Audits;
   3. Plans;
   4. Reports; and
   5. Reviews.

D. Agency personnel are responsible for ensuring all time sensitive activities assigned to them are completed consistent with directives establishing the time sensitive activities, 1.958 Timeliness, and 1.960 Responsibility for Actions.

E. The accreditation manager will use manual & / or electronic methods to assign completion / suspense dates for those reoccurring time sensitive activities that are assigned consistent with 1.404.10, et seq.