

1.1 Sample of Monthly Quality Control Audit Report

1.1.1 COTR's Submission Compliance Report

The Religious Services Program at the _____SPC has submitted to satisfaction the following monthly reports as required by the reporting stipulations described in the DHS contract # _____ CLIN#_____.

Reports / Invoices submitted	Monthly Reporting Period
Monthly Progress Report	
Monthly Quality Control Audit Report (QCA)	
Monthly DHS/Contractor Meeting Accepted Minutes	

Submission Acknowledgement by COTR

Received Date by COTR	
COTR Name (Please Print)	
COTR Signature	

1.1.2 Section I: Monthly Progress Report

Reporting Period: Submitted by (Signature): Date:	
Objective <i>The purpose of this contract is to provide for a Religious Services Program in each DHS SPC at all of the 8 geographically separate locations in the United States. The Contractor shall coordinate religious services, and administer a site religious program reporting to the DHS Officer in Charge (OIC).</i>	
Goals	Remarks Please describe highlights of on-going activities, significant accomplishments and considerations for future program progress concerning the following goals:
1. The primary goal of this contract is to:	
a) Provide detainees access to structured and consistent religious opportunity.	Remarks Mention each faith group total of worship services, bible classes, and special meetings that were provided throughout the month and the total # of participants. (Example) There were four Catholic services and 80 detainees participated. There were five Muslim Prayer meetings 14 detainees participated
b) Have a representative on-site for religious activities and concerns.	Remarks List the different volunteer's faith groups and # of volunteer hours that the various group served for the month. The # of counseling hours offered during the month and also mention the # of new volunteers... (Example) Baptist Church provided 16 hours of service. Chaplain's office provided 40 hours of one on one counseling sessions.

<p>c) <i>Enhance overall site religious program quality.</i></p>	<p>Remarks Talk about future improvements and plans for upcoming months. Mention new contacts and features that will enhance the program. (Example) Talk about major community meetings; or the implementing of a new procedure and or policy. etc.</p>
<p>d) <i>Pursuing individual religious beliefs and practices consistent with the security and good order of the facility.</i></p>	<p>Remarks Talk about new worship services and bible studies for the month. - Future plans to provide new activities. - Talk about services for new detainees and/or special requests provided (Example) Explain the steps taken to provide needs for a detainee that entered the facilities.</p>
<p>2. Contractor Religious Services Program will coordinate programs by providing detainees of recognized faith groups with:</p>	
<p>a) <i>Reasonable and equitable opportunities to pursue religious beliefs and practices, consistent with the security and orderly running of the Detention Facilities.</i></p>	<p>Remarks Talk about Special Counseling sessions, # of Hours visiting the hospital ward, solitary confinement and other special units. How are the special areas been reached and served? Mention special Holidays and events celebrated that month; include what special actions were provided.</p>
<p>3. Contractor Religious Services Program shall:</p>	
<p>a) <i>Coordinate pastoral care with sensitivity, approachability, and availability to detainees.</i></p>	<p>Remarks Mention things that have made a difference in the life of a detainee or the general living conditions of the facility, it could be a story, a testimony, something you did to avoid a situation, etc...</p>

1.1.3 Section II: Monthly QCA Instrument

Month:

Submitted by Religious Services Coordinator (Signature): _____

Year:

SPC Facility:

Date: _____

Policy: *The Religious Service Program will provide DHS-SPC detainees of all faiths with reasonable and equitable opportunities to participate in the practices of their faith, limited only by the constraints of safety, security, the orderly operations of the facility and budgetary considerations.*

1. Were detainees allowed to engage in religious services during the reporting period?

a. Regular and on-going religious services provided:

i.	ROMAN CATHOLIC CHRISTIANS		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	0	0		
	1								
ii.	PROTESTANT/Females		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	0	0		
	1								
iii.	JEHOVAH'S WITNESS		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	6	11		
	1								

iv.	PROTESTANT/Males		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	0	0		
	1								

v.	ISLAMIC		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	0	0		
	1								
	2								

vi.	JEWISH		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	0	0		
	1								

vii.	OTHER: Spiritual Counseling		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes	No	0	0		
	1								

b. Were special services conducted by detainees who are members of faiths not requiring religious leadership during services?

i.	ROMAN CATHOLIC CHRISTIANS		# Participants	Verification of Services	Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group,
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Scheduled Dates		Yes	No	0	0		issue of interest, etc.)
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ii.	PROTESTANT CHRISTIANS		# Participants	Verification of Services	Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes No	0	0		
	1							

iii.	JEHOVAH'S WITNESS		# Participants	Verification of Services	Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes No	0	0		
	1							

iv.	7th DAY ADVENTIST		# Participants	Verification of Services	Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes No	0	0		
	1	<i>None</i>						

v.	ISLAMIC		# Participants	Verification of Services	Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes No	0	0		
	1							

vii.	JEWISH		# Participants	Verification of Services	Service Hours	Number of Volunteers	Language	Remarks (reasons for not happening, who conducted the service, parish, church group, issue of interest, etc.)
	Scheduled Dates			Yes No	0	0		

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2. Which Holy Days were observed during reporting period:

a. Major holy days during the month:

i.	ROMAN CATHOLIC CHRISTIANS		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holiday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)
	Scheduled Dates			Yes	No	0	0		
	1								

ii.	CHRISTIANS		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holyday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)
	Scheduled Dates			Yes	No	0	0		
	1								

iii.	JEHOVAH'S WITNESS		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holyday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)	
	Scheduled Dates			Yes	No	0	0			
	1									
	3									

iv.	7th DAY ADVENTIST		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holyday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)
	Scheduled Dates			Yes	No	0	0		
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v.	ISLAMIC		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holyday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)
	Scheduled Dates			Yes	No	0	0		
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vi.	JEWISH		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holyday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)
	Scheduled Dates			Yes	No	0	0		
	1								

vii.	OTHER:		# Participants	Verification of Services		Service Hours	Number of Volunteers	Language	Remarks (Holyday name, special activities, special arrangements made to observe holiday, reasons for not observing holiday)
	Scheduled Dates			Yes	No				
	1								

b. Which religious fasting requirements were requested during the reporting period:

Fasting Requirements / Honored		# Participants	Verification of Services		Religion	Date	Remarks (Reasons for not honoring fasting requirements, special activities / special arrangements made to honor requirement, etc)
Type			Yes	No			
1							

c. What special needs were provided consistent with religious requirements?

Special Needs Requested / Granted	# Participants	Verification of Services		Religion	Date	Remarks (Reasons for not granting special needs request, special activities / special arrangements made to grant special needs request, etc)
Type	0	Yes	No			

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3. Religious items allowed in detainee's possession

Items Requested / Permitted	# Participants	Verification of Services		Religion	Date	Remarks (Reasons for not permitting possession of items, special activities / special arrangements made to permit possession of items, etc)
Type	0	Yes	No			
1						

4. How many new volunteers were processed by the OIC during the reporting period?

Action taken	# of New Volunteers	Verification of Services		Religion	Date	Remarks (Reasons for actions taken, etc)
Approved, Denied, Pending	0	Yes	No			
1						

5. What requests for religious services were received from detainees who are members of faiths not currently conducting services at the facility?

Type of Services Requested / Fulfilled	# Participants	Verification of Services		Religion	Date	Remarks (Reasons for not fulfilling requests, special activities / special arrangements made to fulfill request for religious services, etc)
Type	0	Yes	No			
1						

6. Were regular visits made to Special Housing Units and/or to Special Medical Housing?

3	Frequency (at least two times weekly)	# Participants	Verification of Services		Religion	Date	Remarks (Reasons for not visiting special housing units, etc)
	Type of Special Housing	0	Yes	No			
	1		x		Various	Weekly	

7. Were any religious diet requests received during the reporting period?

Diet Type / Approved	# Participants	Verification of Services	Religion	Date	Remarks (Reasons for not fulfilling diet request, special
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Type			Yes	No			activities / special arrangements made to fulfill diet request, etc)
1							

8. Were any requests received for emergency notifications?

Notification type / Acted Upon		# Participants	Verification of Services		Religion	Date	Remarks (Describe the timeline and actions following the receipt of a request for emergency notifications, etc)
Type			Yes	No			
1							

9. Have any grievances been filed during the reporting period?

Grievance type / Filed		# Participants	Verification of Services		Religion	Date	Remarks (Reasons grievance filing , etc)
Type			Yes	No			
1							

10. Have any requests for marriages been received during the reporting period?

Request / Fulfilled		# Participants	Verification of Services		Religion	Date	Remarks (Reasons for not fulfilling marriage request, special activities / special arrangements made to fulfill marriage request, etc)
Type			Yes	No			
1							

1.1.4 Section III: Monthly DHS/Contractor Meeting Minutes

	Reporting Period	
Meeting	Date:	
	Time:	
	Venue:	
Participants:	Title	Minute's Acceptance (initialize / date)
	COTR	
	Religious Services Coordinator	

AGENDA

1. Overview of Monthly Progress Report (CWS – JRS/USA):
2. Submission of Invoice
3. Enhancing religious services program quality:
4. Other (Coordination of forthcoming services, holidays, follow up of pending matters, etc):