



Standards Update:

Table of Evidence CA-CSE

Publication: 8th Edition\Canadian

Issue: Revised Table of Evidence

Effective Date: September 1, 2007

Discussion: Based on research and response from the field, this Table of Evidence has been revised to reflect best practice. The additions to this Table of Evidence are noted in bold print. This Standards Update applies to all organisations whose Accreditation Agreement has been received by COA on or following September 1, 2007. For all other organisations, this Standards Update is optional.

	Self-Study Documents	On-Site Documents	On-Site Activities
CA-CSE 1 Access to Service		<ul style="list-style-type: none"> ▪ Outreach strategies and informational materials 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Programme director b. Relevant personnel
CA-CSE 2 Screening and Intake	<ul style="list-style-type: none"> ▪ Screening and intake procedures ▪ Assessment tool and/or criteria included in assessment 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Programme director b. Relevant personnel c. Individuals or families served ▪ Review logs or progress notes as applicable
CA-CSE 3 Service Philosophy	<ul style="list-style-type: none"> ▪ Include Service Philosophy in Service Narrative Part 1: Programme Information 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Programme director b. Relevant personnel c. Individuals or families served
CA-CSE 4 Counselling, Support, and Education for Individuals and Families	<ul style="list-style-type: none"> ▪ Include description of individual and family services in the Service Narrative Part 1: Programme Information 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Programme director b. Relevant personnel c. Individuals or families served ▪ Review logs or progress notes as applicable
CA-CSE 5 Education and Support Group Services	<ul style="list-style-type: none"> ▪ Include description of education and support group services in the Service Narrative Part 1: Programme Information 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Programme director b. Relevant personnel c. Individuals served ▪ Review logs or progress notes as applicable



	Self-Study Documents	On-Site Documents	On-Site Activities
CA-CSE 6 Information and Referral Services	<ul style="list-style-type: none"> ▪ Include description of Information and Referral Services in the Service Narrative Part 1: Programme Information ▪ Crisis response procedures 	<ul style="list-style-type: none"> ▪ Database of community resources ▪ Procedures for evaluating and summarizing community needs 	<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Programme director b. Relevant personnel ▪ Review logs or progress notes as applicable
CA-CSE 7 Individual and Family Counselling, Support, and Education Personnel	<ul style="list-style-type: none"> ▪ Programme staffing chart that includes lines of supervision ▪ List of programme personnel that includes: <ul style="list-style-type: none"> a. name b. title c. degree held and/or other credentials d. FTE or volunteer e. length of service at the organisation f. time in current position ▪ Procedures and criteria used for assigning and evaluating workload 	<ul style="list-style-type: none"> ▪ Training curricula ▪ Documentation of training ▪ Job descriptions 	<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Supervisors b. Relevant personnel ▪ Review personnel files
CA-CSE 8 Education and Support Group Personnel	<ul style="list-style-type: none"> ▪ Programme staffing chart that include lines of supervision ▪ List of programme personnel that includes: <ul style="list-style-type: none"> a. name b. title c. degree held and/or other credentials d. FTE or volunteer e. length of service at the organisation f. time in current position ▪ Table of contents of training curricula ▪ Procedures and criteria used for assigning and evaluating workload 	<ul style="list-style-type: none"> ▪ Training curricula ▪ Documentation of training ▪ Job descriptions 	<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Supervisors b. Relevant personnel ▪ Review personnel files
CA-CSE 9 Information and Referral Personnel	<ul style="list-style-type: none"> ▪ Programme staffing chart that include lines of supervision ▪ List of programme personnel that includes: <ul style="list-style-type: none"> a. name b. title c. degree held and/or other credentials d. FTE or volunteer e. length of service at the organisation f. time in current position ▪ Table of contents of training curricula 	<ul style="list-style-type: none"> ▪ Training curricula ▪ Documentation of training ▪ Job descriptions 	<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Supervisors b. Relevant personnel ▪ Review personnel files

Essential Life and Safety CA-CSE 4.04, CA-CSE 6.04	Health and Welfare	Client Rights
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