



# ADMINISTRATIVE REPORTING SYSTEM & PERIODIC REQUIRED ACTIVITIES

**INDEX CODE: 203**  
**EFFECTIVE DATE: 07-01-07**

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Contents:

- I. Administrative Reports
- II. Proponent Unit
- III. Cancellation

**I. ADMINISTRATIVE REPORTS**

Information is essential to the effective management of the department. An administrative reporting system is necessary to provide all members with current data needed to perform their assigned tasks. It is the department's policy that information about significant events, and summaries of routine events, will be submitted on a periodic basis.

Appendix A lists the periodic activities, reviews, reports, and inspections mandated by accreditation standards, as well as the minimum required periodic administrative reports; the person or positions responsible for formulating them; the purpose or requirement of the reports; and their frequency and distribution. Units with reporting responsibilities are to prepare SOPs that establish reporting procedures and fix responsibility for accomplishment of these requirements. A copy of each administrative report will be forwarded to the Accreditation Unit. The Staff Inspections Unit will verify compliance with these functions during the inspection process.

**II. PROPONENT UNIT:** Accreditation Unit

**III. CANCELLATION:** This directive cancels Index Code 203, dated 05-01-96. Prior date: 08-30-99.