



Clubhouse International

Creating Community: Changing the World of Mental Health

Self-Study Accreditation Protocol

ADMINISTRATIVE OVERSIGHT SECTION

This section is to be completed by the Clubhouse's administrative oversight body. Please complete *either* the questions for Clubhouses under a parent/auspice agency, or for free-standing Clubhouses.

Clubhouses with Parent/Auspice Agency:

(to be completed by parent/auspice agency management)

Describe the supervisory relationship between the Clubhouse and the auspice agency.

Describe the auspice agency's involvement in the Clubhouse's intake and referral process.

How does the auspice agency work with the Clubhouse to engage members and staff in establishing and monitoring the Clubhouse budget?

In what ways is the Clubhouse involved with clinical requirements of the auspice agency and its other programs?

Does the auspice agency require Clubhouse staff to join in treatment team meetings, where member's psychiatric condition is discussed? Please describe.

Does the Clubhouse have its own advisory board, and if so, what is its relationship to the Board of Directors for the auspice agency?

What is the mission of the Advisory Board?

Do Advisory Board members have a written job description? If yes, please attach.

Does the advisory board approve and monitor the Clubhouse's budget?

Has the auspice agency, along with the advisory board and the Clubhouse, developed a long term strategic plan for the Clubhouse? If so, please describe (or attach).

Are staff salaries comparable to salaries of other similar mental health care professionals in your agency, and in the local area? How is this determined?

In what ways has the auspice agency been most successful in assisting the Clubhouse in its mission to provide Standards-based opportunities to its members?

In what ways can the auspice agency improve in assisting the Clubhouse in all aspects of its operation?

(to be completed by the Advisory Board)

How long has the advisory board been in existence?

How often does the advisory board meet?

Describe the advisory board committee structure.

Standard #32 states that the advisory board is comprised of individuals who can provide fiscal assistance, legal assistance, legislative assistance, consumer perspective, community support, and advocacy for the Clubhouse.

Please list the current advisory board members by name, occupation (if any), and role on the Advisory Board.

What is the mission of the Advisory Board?

Do Advisory Board members have a written job description? If yes, please attach.

What is the Advisory Board's vision for the future of the Clubhouse?

Does the advisory board have a long-range strategic plan to assist the Clubhouse to achieve its vision?

Is so, please describe (or attach).

Describe how advisory board members are involved in other active service to the Clubhouse, such as employment development and fundraising.

Who chairs the Advisory Board meetings?

How does the advisory board work with the Clubhouse in engaging members and staff in establishing and monitoring the Clubhouse budget?

What is the advisory board's relationship to the board of the auspice agency?

Describe the primary achievements of the advisory board during the last year.

In what ways has the advisory board been most successful in supporting the Clubhouse?

In what ways can the advisory board improve in assisting the Clubhouse in all aspects of its operation?

Free-standing Clubhouses:

(to be completed by the Board of Directors)

When was the Clubhouse established as a freestanding organization?

Was the Board of Directors established at the same time? If not please explain

Standard #32 states that the Board is comprised of individuals who can provide fiscal assistance, legal assistance, legislative assistance, consumer perspective, community support, and advocacy for the Clubhouse.

Please list the current members by name, occupation (if any), and role on the Board.

How often does the board meet?

Describe the Board committee structure?

Is there a written job description for members of the Board? (if yes please attach a copy)

Please describe the role and recent activity of the Board of Directors with regards to fundraising for the Clubhouse?

Please describe the role and recent activity of the Board of Directors with regards to developing employment placements for Clubhouse members.

Please describe the process for recruiting new Board members for the Clubhouse.

What is the mission of the Clubhouse?

What is the Board of Director's vision for the future of the Clubhouse?

Does the board have a long-range strategic plan to assist the Clubhouse to achieve the vision? If so, please describe (or attach).

Please describe the role of the Board of Directors in reviewing and addressing the recommendations of the most recent Clubhouse InternationalS Accreditation report for the Clubhouse.

How does the board work with the Clubhouse in establishing and monitoring the Clubhouse budget?

Are staff salaries comparable to salaries of other similar mental health care professionals in your area? How is this determined?

Describe the primary achievements of the Board during the last year.

In what ways has the board been most successful in supporting the Clubhouse?

In what ways can the board improve in assisting the Clubhouse in all aspects of its operation?