

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.*