

AGENCY COMMUNICATION PLAN

	BOARD OF DIRECTORS	MANAGERS	STAFF	PARTICIPANTS & FAMILY
DURING INITIAL INTAKE & AS NEEDED	<ul style="list-style-type: none"> • www.bicr.org 	<ul style="list-style-type: none"> • www.bicr.org 	<ul style="list-style-type: none"> • www.bicr.org • Orientation training and manual • Policies & Procedures • Email, voicemail and specific system access 	<ul style="list-style-type: none"> • www.bicr.org • Participant & Family Handbook • Programs & Service Guide • Agency Department Brochures • Hot Topic & Safety Brochures • Privacy Acknowledgement of Circle of Care & Consents
BI- WEEKLY		<ul style="list-style-type: none"> • Management Meetings • Hours Variance Report 		
MONTHLY	<ul style="list-style-type: none"> • Financial Reports • CEO's Reports • Manager's Departmental Update • Use of Line of Credit • Internal Digest • Social Wellness Corner 	<ul style="list-style-type: none"> • Internal Digest • Supervisions • Food for Thought Feedback 	<ul style="list-style-type: none"> • Internal Digest • Supervisions • Health & Safety Topics • Food for Thought • Staff Meetings 	
QUARTERLY	<ul style="list-style-type: none"> • Patient Safety Reports • Strategic Plan Scorecard • Quality Indicators • WSIB Reports • Health & Safety Reports • Benefits to Board • Accreditation Canada Updates • Falls Prevention Statistics • Evaluation of the Board • Safe Eating Statistics 	<ul style="list-style-type: none"> • Management Planning • Accreditation Canada Updates • Patient Safety Report • Quality Indicators • WSIB Reports • Health & Safety Reports • Vacation Entitlement Report • Safe Eating Statistics • Strategic Plan Scorecard 	<ul style="list-style-type: none"> • Patient Safety • Hand Hygiene Report • Timesheet Tracker Report • Quality Indicators • Strategic Plan Scorecard • Incident Accident Reports 	<ul style="list-style-type: none"> • Learning & Leisure Guide

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SEMI-ANNUALLY	<ul style="list-style-type: none"> • Brainwaves Newsletter • Safety Corner (Brainwaves) 	<ul style="list-style-type: none"> • Brainwaves Newsletter • Safety Corner (Brainwaves) 	<ul style="list-style-type: none"> • Brainwaves Newsletter • Safety Corner (Brainwaves) 	<ul style="list-style-type: none"> • Brainwaves Newsletter • Safety Corner (Brainwaves)
ANNUALLY	<ul style="list-style-type: none"> • Budgets to OHW • Board Orientation Manual • Board Succession Planning • Pandemic & Outbreak Plan • Emergency Response Plan • Participant & Family Satisfaction Surveys • CEO Evaluation • Policies • Food for Thought Summary • Exit Interview Summary • Recruitment Plan • Quality Report • Influenza Information • Annual Report 	<ul style="list-style-type: none"> • Succession Plans • Participant & Family Satisfaction Survey • Policies • Wage Reviews • Food for Thought Summary • Recruitment Plan • Exit Interview Summary • Strategic Plan Scorecard Summary • Pandemic & Outbreak Plan • Emergency Response Plan • Quality Report • Influenza Information • Supervision Notes 	<ul style="list-style-type: none"> • Wage Reviews • Policies • Participant & Family Satisfaction Survey • Food for Thought Summary • Strategic Plan Scorecard Summary • Personal Vacation Entitlement Memo • Quality Report • Influenza Information • Review of Ethical Topics 	<ul style="list-style-type: none"> • BICR Annual Report • Influenza Information • Quality Report • Strategic Plan Scorecard Summary • Family Education Event • Service Plan • Family Meetings (Residential) • Family Meetings (COSS & Modular as needed)
BI-YEARLY	<ul style="list-style-type: none"> • State of BICR • Staff Satisfaction Survey 	<ul style="list-style-type: none"> • Staff Satisfaction • Workplace Violence Case Summary • Workplace Risk Assessment • State of BICR 	<ul style="list-style-type: none"> • Staff Satisfaction 	<ul style="list-style-type: none"> • Participant & Family Satisfaction Survey
EVERY 4 YEARS	<ul style="list-style-type: none"> • Risk Management Audits • Strategic Planning • Community, Open Space Forum Book of Proceedings • Staff Open Space Forum, Book of Proceedings • Accreditation Canada 	<ul style="list-style-type: none"> • Staff Open Space • Strategic Planning • Community Open Space Forum, Book of Proceedings • Accreditation Canada 	<ul style="list-style-type: none"> • Staff Open Space • Staff Open Space Forum, Book of Proceedings • Strategic Planning • Community Open Space Forum, Book of Proceedings • Workplace Risk Assessment • State of BICR • Accreditation Canada 	<ul style="list-style-type: none"> • Strategic Planning • Community Open Space Forum, Book of Proceedings • Accreditation Canada