Site Visit

Deadline: December 2, 2013

Complete 2013 Prep-Sheet based on:

* Review 2012 Prep-Sheet
* Review 2012 Review Summary
* Review 2012 Financial Audit Checklist
* Quarterly Reviews
* Final Reports
* Dashboards& ART Reports
* Review Agency contact notes
* Serious Incident Reports
* Grievances

Print Material:

* 2013 Prep-Sheet
* Financial Audit Checklist
* Client File Checklist

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| Agenda  | Allotted Time |
| Welcomes/Introduction and Site Visit Overview | 10-15 minutes |
| Leadership Interview  | 30-40 minutes |
| Frontline Interview  | 60-75 minutes |
| HMIS & FOIP Check-In | 45-60 minutes |
| Client File Checklist  | 30-45 minutes |
| Financial Review Checklist  | 30-45 minutes |

Schedule Visits

Pre-amble Email

Prepare Monitoring Package

Agency Face-to-Face Debrief

Discuss 2013-14 Contracts

Complete 2013 Review Summary 🡪 two week turnover

Internal Review Process –Tim Completes All Reviews first & then Katrina

Site Visits