

## **Monitoring Review Agenda**

Prior to visit, identify the individual who will do the standardized introduction and be the team lead for the monitoring review.

“Thank you for taking time out of your busy schedules to participate in today’s on-site monitoring. The purpose of our visit is to conduct programmatic and fiscal monitoring reviews to ensure compliance with federal, state, and agency policy and to make sure consumers are receiving high quality vocational rehabilitation services.

First, I would like to review today’s agenda (go over agenda). Next, I will have the RSC monitoring team introduce themselves and their roles. Now, I would like the contractors to introduce themselves and their roles.

### **Program Monitoring Agenda**

1. RSC Staff Introductions and Roles
2. Contractor Introduction and Roles
3. Overview of current risk level (include budget, case review result(s), survey result(s), and contract deliverable tool)
4. Break into Fiscal and Program Review Groups
5. Documentation Review - Items You Will Need for a Monitoring Review List
6. Completion of Review Forms – VRP3 RPS
7. Lunch Break
8. Summary of Review Process – refer to Monitoring Visit Summary outline