Tips Used to Monitor

1. Prior to the visit, prepare by reviewing the monitoring policy, monitoring review form, monitoring review form guide, and the "Items You Will Need For A Monitoring Review" List. This will help identify the types of information and documentation to gather during the on-site visit.

2. Bring the equipment needed during the visit, i.e. laptop, hotspot, jet pack, business cards, cell phone, CFR

3. Before the visit, review existing documentation about the contract, i.e. progress on deliverables, attendance at trainings, feedback from liaison counselors, etc. for use in completing the review form and determining topics of review/discussion.

4. When on site, use the standardized agenda to explain the purpose of the visit, the process, and expectations.

5. Use the "Items You Will Need For A Monitoring Review" List during the on-site visit to assist in the monitoring review process.

6. Invite contractor to provide feedback and input which will help engage all parties in a sense of a shared relationship that promotes long-term organizational goals and outcomes.

7. If the contractor poses a question or there is a scenario that requires additional managerial input, contact the appropriate manager to discuss the situation.

8. At the end of the visit, summarize the preliminary impressions, findings, and recommendations at a high level utilizing the Summary of the Monitoring Review outline. Be sure to review both strengths and weaknesses. Explain next steps.

9. Remind contractors that the Program Monitoring Form will be sent to them via email which allows them to make additional comments or provide additional documentation within 14 days of the receipt of the completed monitoring review.