

Summary of Program Monitoring Visit

- ❖ THANKS (5 minutes)
 - Thank the site for participation
- ❖ DEBRIEF (5 minutes)
 - Review components of today's monitoring visit
 - Remind of the RSC entities who participated
 - Fiscal, RPS, etc
 - Remind of what information was/will be included in review
 - Remind site of email provided with (draft) program monitoring guide
- ❖ REVIEW (10 minutes)
 - Fiscal - Briefly review cursory findings at a high level
 - Did anything stand out?
 - Positive and/or Negative
 - Program - Briefly review cursory findings at a high level
 - Did anything stand out?
 - Positive and/or Negative
- ❖ EXPECTATIONS (10 minutes)
 - Inform the participants of the expected time frame for the completion of monitoring review
 - Discuss RSC's expectations once notified of completed review
 - Program Administrator will receive email notification (confirm email address)
 - Response to monitoring required within 14 days
 - Once feedback received from program administrator, RPS will make any necessary adjustments before completion
 - Completed RPS review will be provided to PIE for review/finalization
 - Finalized review will be emailed to program administrator and posted on RSC site
- ❖ FUTURE (5 minutes)
 - Impact of results on planning for future visits
 - Low risk reviews result in fewer monitoring visits
 - Higher risk reviews will result in additional visits
- ❖ Q&A (15 minutes)
 - Address any questions/concerns
 - Confirm that site has necessary RSC contact should any questions arise during this process
- ❖ THANKS AGAIN !