

# FFY21 Monitoring Preparation Checklist



RSA has selected you as part of the FFY21 monitoring cycle.

Here are items for consideration as you prepare for your review.

## PREPARATION IS KEY!

- Participate in a monitoring Community of Practice with other states also going through monitoring this year. CSAVR and the VRTAC-QM have partnered to facilitate these meetings. It is helpful to talk with others about their preparations and experiences as each agency is going through the monitoring process.
- Read your last monitoring report to have a clear understanding of what corrections were required and how the agency completed those corrective actions. If you have time, read monitoring reports from other states.
- Review your Single State Audit findings and corrective actions for the time period under review.
- Designate a monitoring prep team with key staff. It is suggested to include a counselor as their perspective is enlightening.
- Read the Monitoring Technical Assistance Guide (MTAG) with your team and use the **VRTAC-QM FFY21 State VR and SE Program Monitoring Prep Workbook** to help you document your answers to each of the questions listed in the MTAG. An in-depth review will give your entire team a good understanding of where the agency stands regarding the focus areas and provide you with time to prepare responses and illustrate specific stories and information you wish to share with the monitoring team.
- Start developing a technical assistance list you want to request from the monitoring team and include this in the Monitoring Prep Workbook.
- Designate a point person for the review (everything runs through them) in communications with RSA.
- Develop a structure for managing the information flow to RSA - SharePoint is one possible solution.
- Prepare for monitoring prep calls with RSA. Those are as important as the monitoring process itself.
- Use the MTAG appendix to help you run data tables that RSA is reviewing during monitoring. Analyze the data and be ready to discuss. Compare your data with the data that RSA sends and discuss any discrepancies you may find.
- Keep agency staff informed along the way-it takes the mystery out of monitoring.
- Refresh training for staff on policies and procedures.
- Ask the VRTAC-QM staff to participate in the monitoring if needed.
- Designate a note-taker or two for each monitoring review session.
- Review notes as a team after each session and ensure you follow up on any items requested from RSA. Keeping organized will help, so nothing falls through the cracks.
- Remember, this is a journey and not a destination. Keep making data-informed decisions as you manage your program.