

Appendix 4

Monitoring Modules and Checklists

OVCS utilizes Monitoring Modules during all monitoring visits. These include Modules B1, B2, and C. Module C is located in Appendix 1, as it is also a pre-contract document. Modules B1 and B2 are included in this appendix, to orient programs to some of the information that will be reviewed. Also included is a member documentation checklist, which details the required documents that must be present in every member file. Programs are encouraged to print this checklist and place it in the front of every member file, as a means of ensuring that all items are included.