

K. TECHNICAL VISITS, COMPREHENSIVE SITE VISITS - EVALUATIONS

Visits will be scheduled by the State Health Check Consultant to discuss the progress that has been made by the Health Check Coordinator and the Network. The State Health Check Consultant will provide program direction to the Network.

The State Health Check Consultant schedules the technical site visit for new staff one to three months after new HCCs and Supervisors have completed the Introductory Training Session. Technical visits may also be requested by the Network at any time it is felt additional assistance is needed.

A comprehensive site visit is initiated by the State Health Check Consultant and scheduled every two years. This visit is intended to gather detailed information from the Network regarding the operation of Health Check Coordination services. The State Health Check Consultant will provide feedback or recommendations for the Network during the site visit.

It is important for all Network staff to be available for all visits. All comprehensive site and technical visits; evaluations, trainings, and meetings will occur at the CCNC administrative business office site location. All visits must include the following participants:

- ◆ HCC(s)
- ◆ Health Check Supervisor(s)
- ◆ DMA Health Check staff

DMA encourages the Director or representative from the Network to be available for a brief update.

All visit participants must review related forms prior to the visit.

For both visits the following apply:

1. The forms used for each visit will be provided to the Network before the scheduled site visit.
2. The Health Check Coordinator must take lead responsibility for completing all forms, working in conjunction with the HCC Supervisor, and submitting the completed form to the State Health Check Consultant at least 10 business days prior to the visit.
3. The State Health Check Consultant will review the form and will follow the procedures outlined in the Health Check-Program Operations Procedure Manual when conducting all site visits.
4. Any recommendations will be used as a basis for follow-up consultation and technical assistance with the Network if necessary. Recommendations will be incorporated into the annual plan.

Technical Visit

1. State Health Check Consultants will conduct a technical visit three to six months after new HCCs and Supervisors have completed the Introductory Training Session.
2. The Technical Visit Form (Appendix 16) will be used for this visit.

Comprehensive Site Visit - Evaluation

1. State Health Check Consultants will conduct site visits once every two years. Networks may receive additional site visits by request or as determined necessary by the State Health Check Consultant.
2. The Site Visit Form (Appendix 8) will be used for this visit.
3. Topics outlined on the Site Visit Form will guide the visit. The Site Visit Form will be approved at the site visit and must be signed by all participants.