

Vendor/Provider Meeting Monitoring Agenda

Presenter: Edward Sims, ORR RRI

Friday, January 07, 2022

- ORR annual site review process:

Site reviews are currently being conducted “virtually,” via MS Teams apps. The ORR Reviewer will contact the Vendor to schedule a convenient date/time to conduct the site review visit. FY22 ends on 09/30/22. Please respond promptly to ORR’s request to schedule the annual site review visit. The Reviewer may request photos and other documents be submitted, prior to the date of the review.

- Questions/what to look for during site review:

- Where certain documents are located in the facility-posters, Rights booklet, MHC etc?
- If there are any restrictions/limitations for any recipient? If yes, included in IPOS?
- Recipients/staff know how to file a complaint?
- Where is confidential information stored & is it locked/password-protected?
- Are there any health or safety violations observed?
- Are there any contraband items posted/observed?
- Any new staff hired since the last SR? If yes, date of hire is required.
- If yes, did the staff attended NHRRT within 30 days of their hire date?
- Is the staff’s NHRRT 2 years old or older? If yes, requires online ARRT/update evidence also.
- Is this a licensed site? If yes, what is the expiration date of the license?

- Corrective Action Plan-If required, Vendors have ten business days to submit CAP response:

- a. NHRRT face-to-face required within 30-days of hire MMHC mandate (Mike will detail, just mention)-if no, non-compliant for that FY
- b. Annual RR Training via Detroit Wayne Connect
- c. MHWIN Update-Banner (training)
- d. (Staff information-record current-ORR Trainer)
- e. Environmental walk-through (Virtual-photos, viewed via MS Teams App)
- f. Repeat non-compliance? Submit to Contract Manager
- g. Email Address/Contact Information (update for Vendors/Providers)
- h. Site review documents & signature page #4 of site review tool request-will be emailed and received via USPS mail to Vendors

- Provide contact information re: questions for monitoring (email/phone number)
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