

MDVPTB Quality Assurance  
Quality Assurance Standards ~ Pre-Review Packet

Final Checklist

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Before submitting your pre-site materials, please ask yourselves the following questions:

1. Have you included all of the requested items listed in the checklists, pages 32-34 of the Quality Assurance Standards ~ Pre-Review Packet, for:
  - Part A – Agency Profile
  - Part B – Fiscal Administration
  - Part C – Improvement Questions and Quality Assurance Standards Self Evaluation
  - Part D – Policies and Procedures
  - Part E – Personnel Policies
  - Part F – Proofs and Documents
2. Have all of the items been placed in sequential order and labeled as specified in the instructions on page 32 of the Program Pre-Review Packet?
3. For requested policies in Part D and/or E, have you referenced a page number in an attached document e.g. your organization's Personnel Policies, Standard Operating Procedures, or Welcome Booklet? If yes, have you checked the page numbers you have listed for accuracy?