

## **Attachment A**

### **Preliminary Written Documentation for Onsite Review**

All materials noted below must be made available to the Office of Adult Career and Continuing Education Services Vocational Rehabilitation (ACCES-VR), Independent living Services Unit, no later than 30 days prior to the scheduled onsite review.

1. Job descriptions for each position funded under the ACCES-VR contract that is responsible for data management, which includes staff who report consumer data and/or oversee consumer tracking and data collection.
2. Internal CIL training manual and all forms used for Consumer Service Record maintenance and consumer data tracking and collection. Forms used for consumer data tracking and collection refer to forms used by direct service staff to obtain, maintain and report data for services provided.
3. Data entry forms used for computerized consumer data management system and written overview of the system.
4. Written data management policies and procedures.
5. Written community outreach policies, procedures and strategies.

Please note: All documentation noted above must be made available in alternate formats upon request.