

**MISSOURI COMMUNITY SERVICE COMMISSION
AMERICORPS PROGRAM SITE VISIT MONITORING TOOL**



PROGRAM YEAR:	
LEGAL APPLICANT:	
PROGRAM NAME:	
DATE OF VISIT:	
POINT OF CONTACT FOR SITE VISIT:	
NAME OF STAFF PERFORMING VISIT:	

SITE VISIT OVERVIEW	
I.	PRE-SITE VISIT PREPARATION
II.	PROGRAM DIRECTOR AND STAFF INTERVIEW
III.	SELF-SITE VISIT EVALUATION REVIEW
IV.	GENERAL ADMINISTRATION OF FILES
V.	MEMBER FILE REVIEW
VI.	SERVICE SITE VISIT
VII.	MEMBER INTERVIEW
VIII.	SITE VISIT SUMMARY

I. PRE SITE VISIT PREPARATION**MEMBER ENROLLMENT AND ATTRITION (BASED ON DATA FROM ONCORPS)**NUMBER OF MSY
GRANTED: _____NUMBER OF MEMBERS AGREED UPON IN THE APPLICATION:
FT _____ HT _____ RHT _____ QT _____ MT _____NUMBER OF MEMBERS CURRENTLY ENROLLED:
FT _____ HT _____ RHT _____ QT _____ MT _____ENROLLMENT RATE: NUMBER ENROLLED SINCE START OF PROGRAM _____ / TOTAL SLOTS AWARDED _____ = _____ %
(NOTE: ENROLLMENT RATE SHOULD BE AT LEAST 90%)**PROGRESS REPORTS****NOTES**DOES PROGRAM SUBMIT PROGRESS REPORTS BY MCSC
DEADLINE? YES NO

DOES PROGRAM PRODUCE ACCURATE REPORTS?

 YES NODOES PROGRAM RESPOND TO FEEDBACK WITHIN
SPECIFIED DEADLINE? YES NO N/A**AGGREGATE STATUS REPORTS**

DOES PROGRAM SUBMIT ASR'S ON A QUARTERLY BASIS?

 YES NO

DOES PROGRAM PRODUCE ACCURATE REPORTS?

 YES NODOES PROGRAM RESPOND TO FEEDBACK WITHIN
SPECIFIED DEADLINE? YES NO N/A**PERIODIC EXPENSE REPORTS**

DOES PROGRAM SUBMIT PERS ON A MONTHLY BASIS?

 YES NODOES PROGRAM PRODUCE ACCURATE AND ACCEPTABLE
PERS? YES NODOES PROGRAM RESPOND TO FEEDBACK WITHIN
SPECIFIED DEADLINE? YES NO N/A**TIMESHEETS**DOES THE PROGRAM SUBMIT TIME SHEETS REGULARLY
IN ONCORPS? YES NODOES IT APPEAR THAT ALL MEMBERS WILL BE COMPLETE
THEIR TERM OF SERVICE? YES NO**MEMBER FORMS**

ENROLLMENT COMPLETED WITHIN 30 DAYS?

 YES NO

END OF TERM COMPLETED WITHIN 30 DAYS?

 YES NO N/ACHANGE OF STATUS COMPLETED WITHIN 30 DAYS?
(TRANSFER, SUSPENSION, REINSTATEMENT) YES NO N/ACHANGE OF TERM COMPLETED WITHIN 30 DAYS? (FT
TO HT) YES NO N/A**OTHER**DOES PROGRAM OBTAIN APPROVAL OF CHANGES IN
PROGRAM DESIGN FROM MCSC? YES NODOES PROGRAM RESPOND IN A TIMELY MANNER TO
EMAILS, PHONE CALLS, ETC FROM MCSC? YES NODOES STAFF PARTICIPATE REGULARLY IN MCSC
MEETINGS/TRAININGS? YES NOHAVE THERE BEEN ANY COMPLAINTS OR CALLS OF
CONCERN FROM MEMBERS, PUBLIC, ETC. TO MCSC? YES NO

PREVIOUS FINDINGS	
DATE OF PREVIOUS PROGRAMMATIC SITE VISIT:	
WHAT FINDINGS OR ISSUES WERE IDENTIFIED DURING THE LAST SITE VISIT?	FINDINGS RESOLVED?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
MCSC IDENTIFIED CHALLENGES FACED BY PROGRAM	CHALLENGES RESOLVED?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER ISSUES OR CONCERNS	

II. PROGRAM DIRECTOR AND STAFF INTERVIEW

QUESTIONS/COMMENTS

III. SELF-SITE VISIT EVALUATION REVIEW

QUESTIONS/COMMENTS

IV. GENERAL ADMINISTRATION OF FILES

MEMBER FILES

	Yes	No	NOTES
IS ACCESS TO GENERAL MEMBER FILES LIMITED TO APPROPRIATE PROGRAM STAFF AND/OR MCSC?			
ARE THE FOLLOWING FILES MAINTAINED IN A SEPARATE, LOCKED SECURE FILE & LIMITED TO APPROPRIATE PROGRAM STAFF?			
• CRIMINAL RECORD CHECK THAT IS NOT "CLEAN"			
• ANY DOCUMENT (MEDICAL RECORDS, CORRESPONDENCE, ETC.) THAT GIVE INFORMATION ABOUT MEDICAL HISTORY OR CONDITIONS			
• ANY CORRESPONDENCE TO THE PROGRAM FROM THE MEMBER OR OTHER OFFICIAL THAT REFERS TO AN ITEM CONFIDENTIAL IN NATURE SUCH AS MEDICAL INFORMATION OR CRIMINAL RECORD CHECKS			

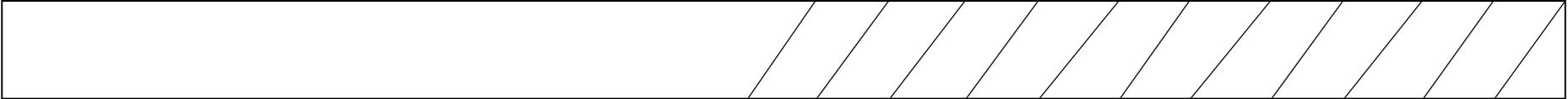
QUESTIONS/COMMENTS

--

MEMBER EXIT FORM (IF APPLICABLE)											
LOAN FORBEARANCE REQUEST FORM (IF APPLICABLE)											
RECORD OF ANY DISCIPLINARY ACTIONS, SUSPENSIONS OR FINES (IF APPLICABLE)											

ARE THERE ANY MEMBER FILE ISSUES NOT MENTIONED ABOVE?

PREVIOUS YEAR MEMBER FILE REVIEW (A MINIMUM OF 15% OR 5 SHOULD BE REVIEWED—WHICHEVER IS GREATER)



MEMBER EXIT FORM

DO ENROLLMENT & EXIT FORMS REFLECT THE SAME TERM OF SERVICE?												
IF NOT, IS THERE AN APPROVED CHANGE OF STATUS FORM IN THE FILE THAT REFLECTS THE APPROPRIATE CONVERSION?												
WAS THE CONVERSION MADE WITHIN THE FIRST 3 MONTHS OF THE MEMBER'S TERM?												
IF NOT, IS THERE EVIDENCE OF GRANTEE AND CORPORATION APPROVAL?												

EDUCATION AWARD

IF MEMBER RECEIVED A PRO-RATED EDUCATION AWARD, IS THERE DOCUMENTATION OF COMPELLING PERSONAL CIRCUMSTANCES?												
--	--	--	--	--	--	--	--	--	--	--	--	--

EVALUATIONS

WAS AN END-OF-TERM PERFORMANCE EVALUATION COMPLETED?												
--	--	--	--	--	--	--	--	--	--	--	--	--

ARE THERE ANY MEMBER FILE ISSUES NOT LISTED ABOVE?

****CNCS DOES NOT REQUIRE GRANTEES TO MAKE AND RETAIN COPIES OF THE ACTUAL DOCUMENTS USED TO CONFIRM AGE OR CITIZENSHIP ELIGIBILITY AS LONG AS THE GRANTEE HAS A CONSISTENT PRACTICE OF IDENTIFYING THE DOCUMENTS THAT WERE REVIEWED AND MAINTAINING A RECORD OF THE REVIEW.**

VI. SERVICE SITE VISIT

QUESTIONS/COMMENTS

VII. MEMBER INTERVIEW

HOW MANY MEMBERS ARE BEING INTERVIEWED?

QUESTIONS/COMMENTS

VIII. SITE VISIT SUMMARY

QUESTIONS/COMMENTS