Site Visits & Desktop Reviews

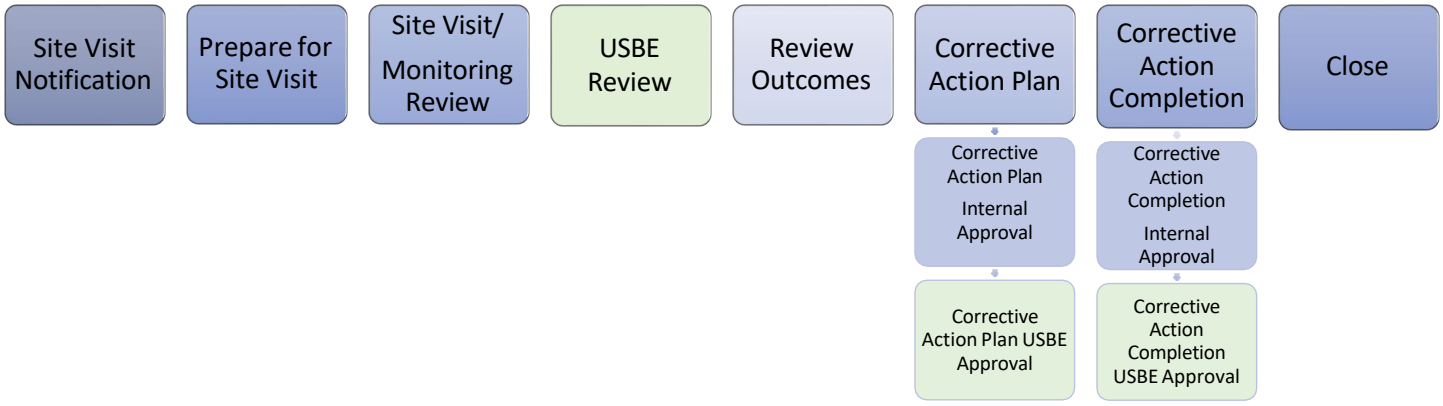
Site visits and desktop reviews in Utah Grants are used by the Utah State Board of Education (USBE) to notify the subrecipient of an upcoming review. The subrecipient will access Utah Grants to attach requested documents prior to the site visit. Workflows have been established to track and approve outcomes and corrective actions (if any). All information pertaining to the visit and review is maintained in the site visit record.

USBE program staff create a site visit record within Utah Grants. The site visit record contains details regarding the program(s) to be reviewed, period being reviewed, date of the visit, etc.

Note that a site visit may not necessarily occur "on-site." While the visit may be in-person, many monitoring visits are conducted during an online meeting, or information is reviewed independently. Please contact the site visit Key POC with any questions on scheduling.

Upon completion of the monitoring visit, any outcomes will be documented directly in the site visit record. If corrective action is needed, that will also be tracked within the site visit record.

Below shows the workflow for site visit activities. If multiple findings are reported, a corrective action plan is required for each finding.



Site Visit Notification

1. An email notification is sent via Utah Grants to all site-visit contacts. The notification goes only to the individuals listed in the site-visit record and includes the Subrecipient Key Point of Contact.

Note: Individuals may receive notification even if they are not a user in Utah Grants. The notice is for informational purposes, and it is expected that a Subrecipient Utah Grants user will manage the documentation required within the system. If additional users are needed, please refer to the training titled *Managing Users in Utah Grants* or contact the Utah Grants Help Desk.

Dear User,

A Site Visit has been scheduled for [Subrecipient}. Please navigate to Monitoring: View Site Visits and view [Site Visit Title] for details. More information will be provided by the USBE program office.

Site Visit Start & End Dates:
Site Visit Period Start & End Dates:
Required to be in attendance:

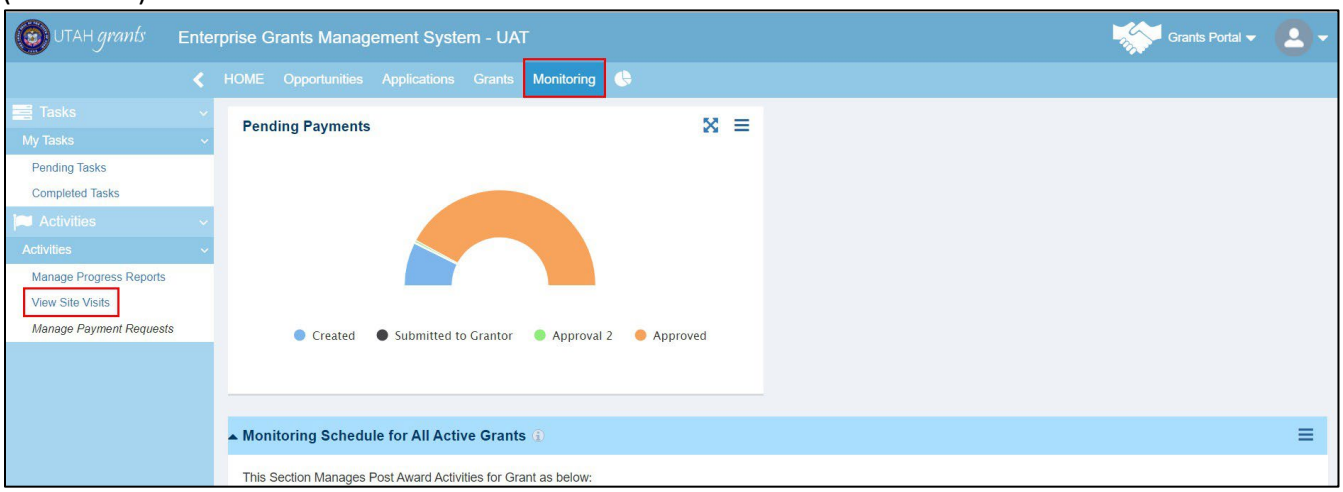
If you have questions / concerns, contact [Site Visit Contact].

Note: if you are not an active user in Utah Grants, this notification is for informational purposes only.

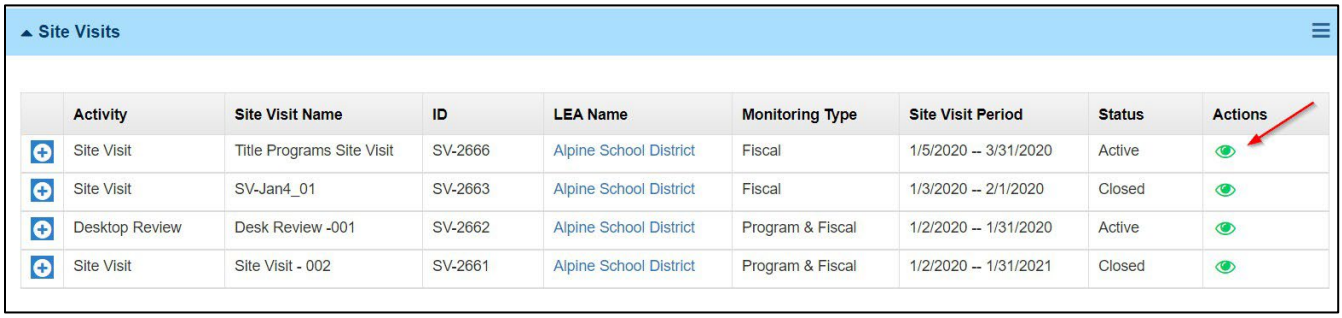
Sincerely,
UtahGrants Support Team

Prepare for Site Visit

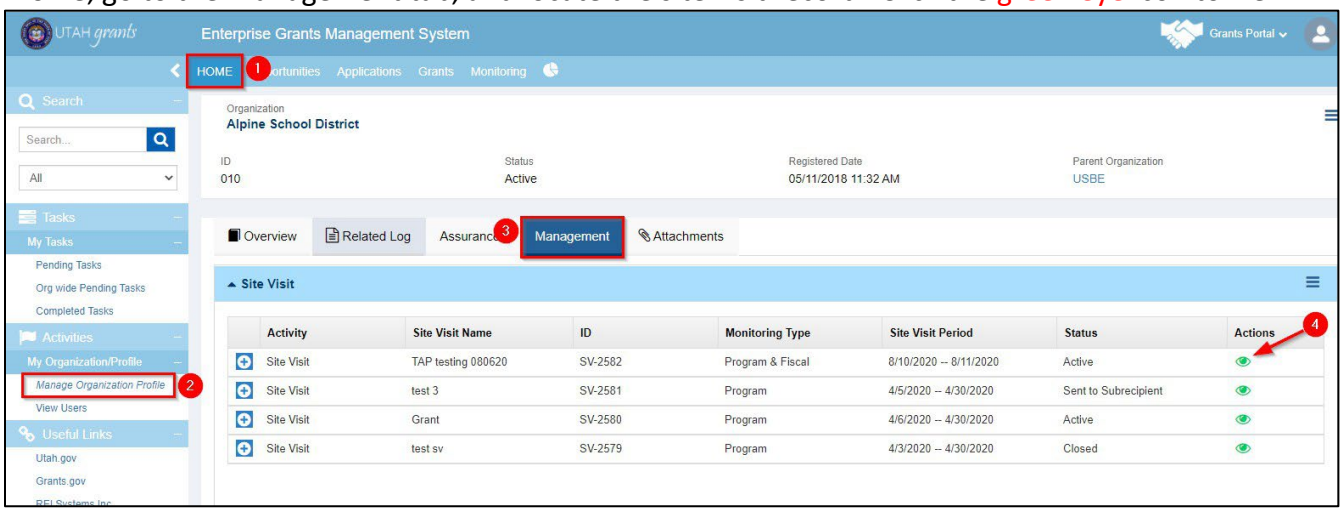
2. Navigate to the site visit record. Click the Monitoring tab (top menu), then click View Site Visits link (left menu)



3. Click the green eye icon next to view the site visit detail.



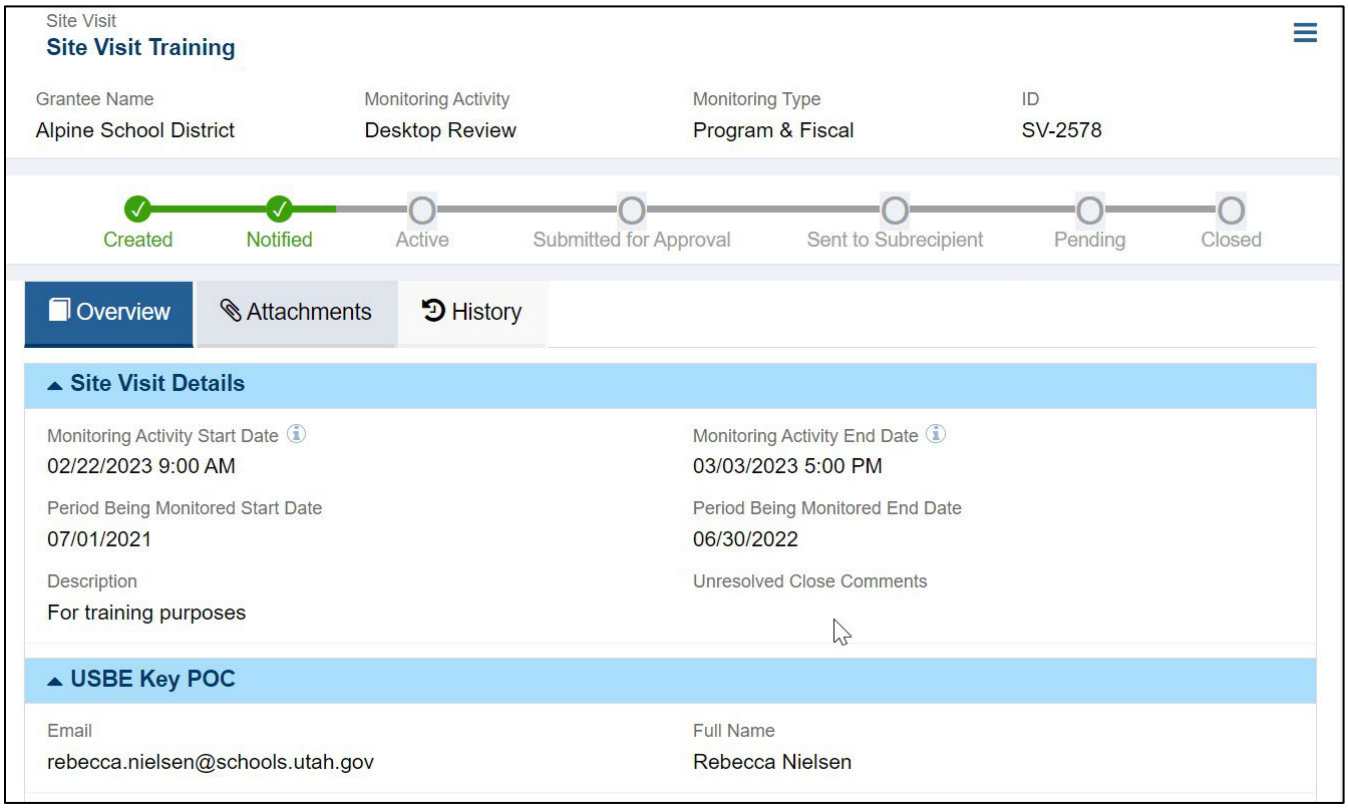
4. Alternatively, the site visit can be accessed via the Home tab (top menu). Click Manage Organization Profile, go to the Management tab, and locate the site visit record. Click the green eye icon to view.

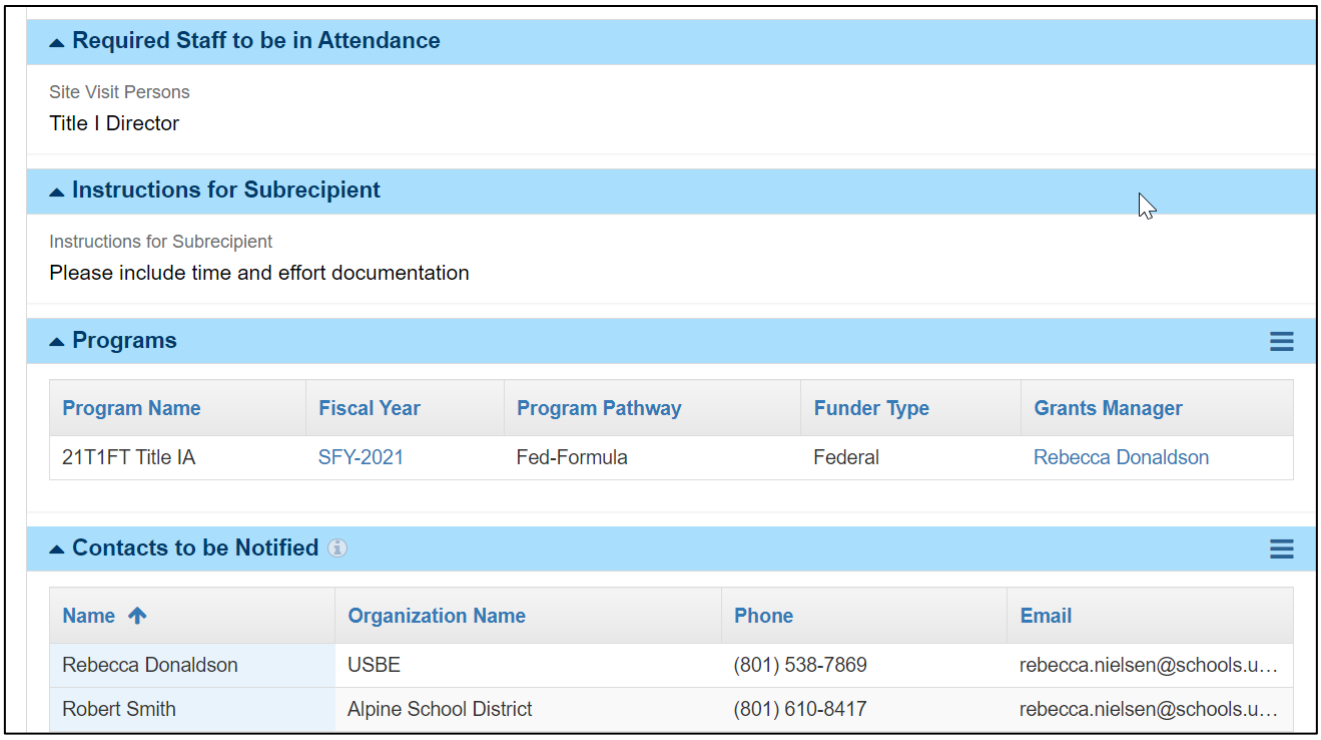


Tip: If you do not see the left navigation pane, please expand the arrow next to the Home tab.

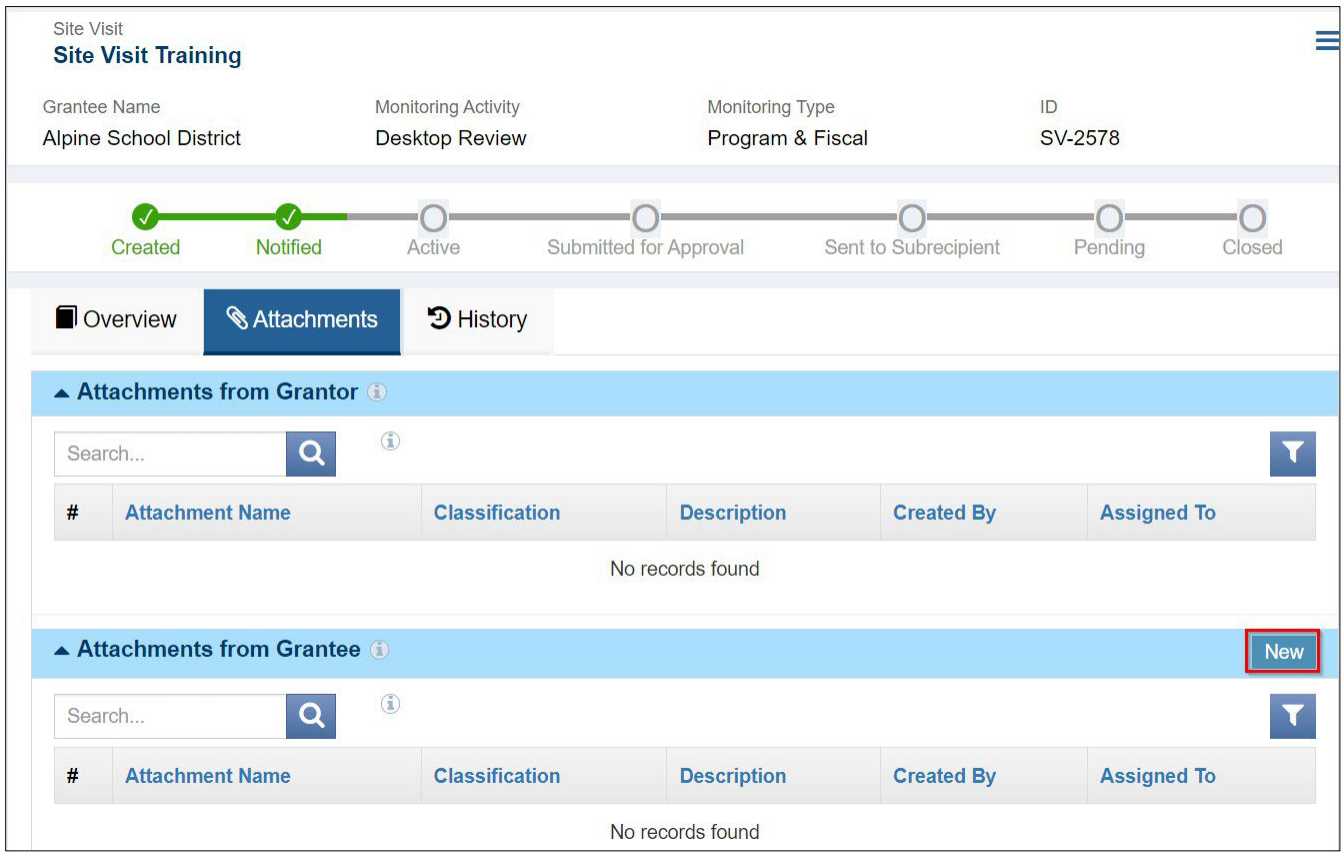


5. View the site visit details on the Overview tab.
    a. Note the following information in the Heading:
        i. Monitoring Activity: Desktop Review (review conducted remotely) or Site Visit (review conducted in person)
        ii. Monitoring Type: Program, Fiscal, or Program and Fiscal
    b. In the Overview tab, note the details of the visit.
        i. Monitoring Activity Start and End Dates – this is when the review will take place
        ii. Period Being Monitored Start and End Dates – the period for which information will be gathered.
        iii. USBE Key POC – USBE contact information
        iv. Instructions for Subrecipient
        v. Required Staff to be in attendance
        vi. Instructions for Subrecipient
        vii. Programs – programs to be monitored
        viii. Contacts

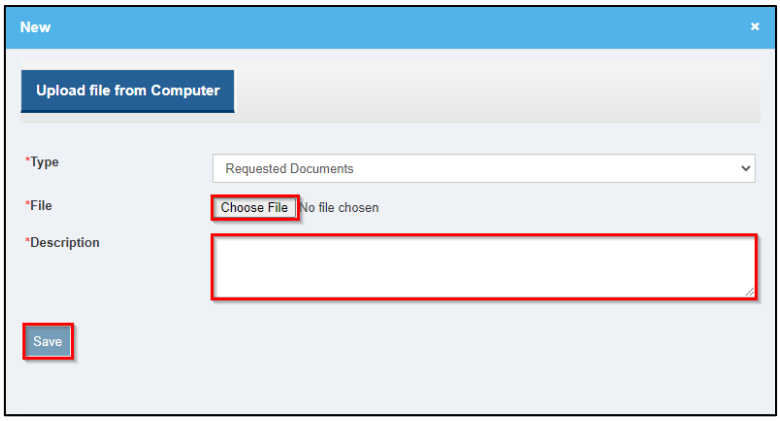




6. View the Attachments tab. Note that there is a section for Attachments from Grantor (USBE); this section will include details regarding the site visit, including requested documentation. The section for Attachments from Grantee (LEA) should be used to attach requested documentation for USBE.
    a. To include an attachment, click on New



    b. In the New pop-up window, choose the file, add a description of the file, and Save.

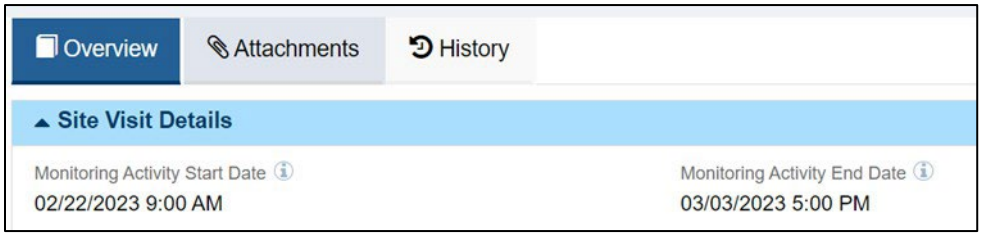


7. The site visit is considered “Active” when the scheduled visit begins. Attachments can be added before the site visit or during the site visit period. Attachments can also be added after the visit if the visit record has not been closed.

Site Visit / Monitoring Review

8. The site visit will take place on the dates specified in the Site Visit Details, Monitoring Activity Start Date.

   Note that a site visit may not necessarily occur "on-site." While the visit may be in-person, many monitoring visits are conducted during an online meeting, or information is reviewed independently. Please contact the site visit Key POC with any questions about scheduling.



USBE Review

9. The USBE monitoring team will review the information provided and prepare outcomes if necessary. Possible outcomes are as follows:
   a. Finding – Requires Corrective Action
   b. Finding – Corrective Action Complete
   c. Observation
   d. Concern
10. There may be more than one outcome from a site visit. A corrective action is required for each finding. A pending task will be created for each finding requiring a corrective action.

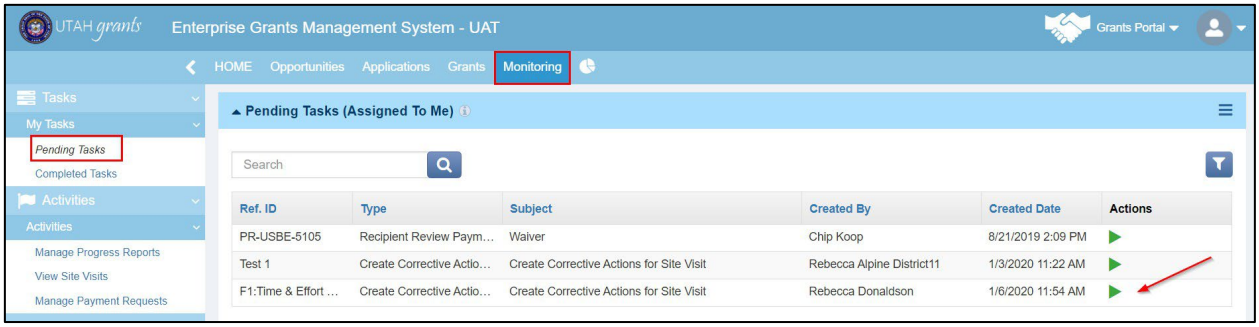
Review Outcomes

9. Subrecipients will be notified with an email from Utah Grants directing users to pending tasks associated with findings. Any active user can complete the corrective action, but the notification and pending task will only be issued for the users specified in the site visit.

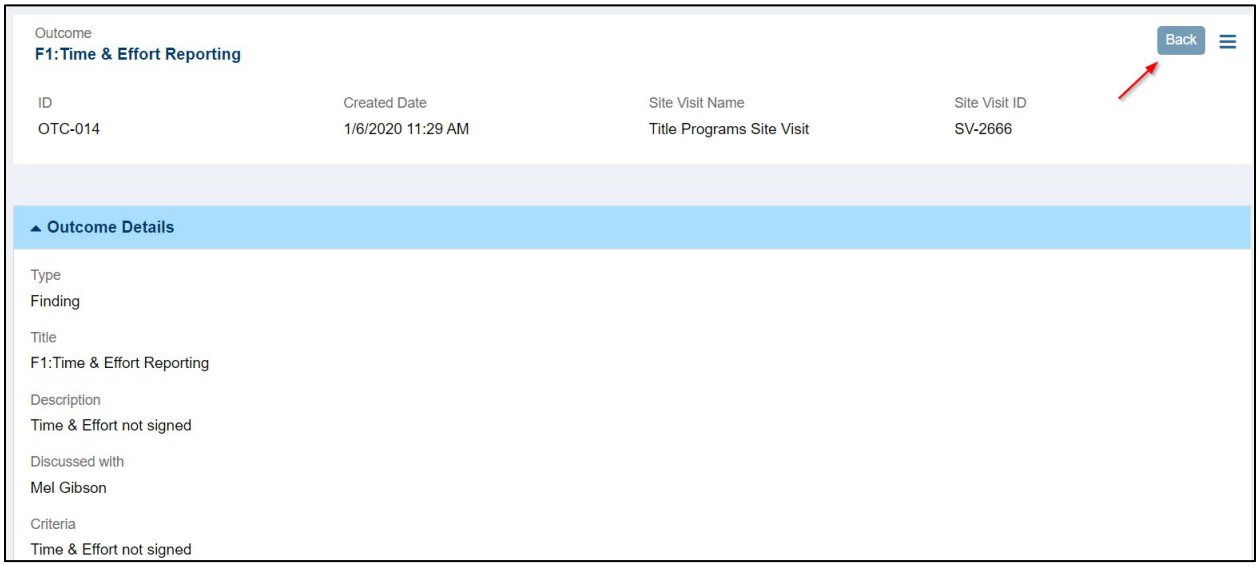
   Note: A corrective action plan is required for each finding. A pending task will be created for each finding.

> Dear User,
>
> A finding has been associated with the [Site Visit Title] for [Subrecipient]. Please navigate to Monitoring: Pending Tasks to add a corrective action for the finding: [Finding # and Title].
>
> Sincerely,
> UtahGrants Support Team

10. Navigate to Monitoring > Pending Tasks and select the appropriate site visit.

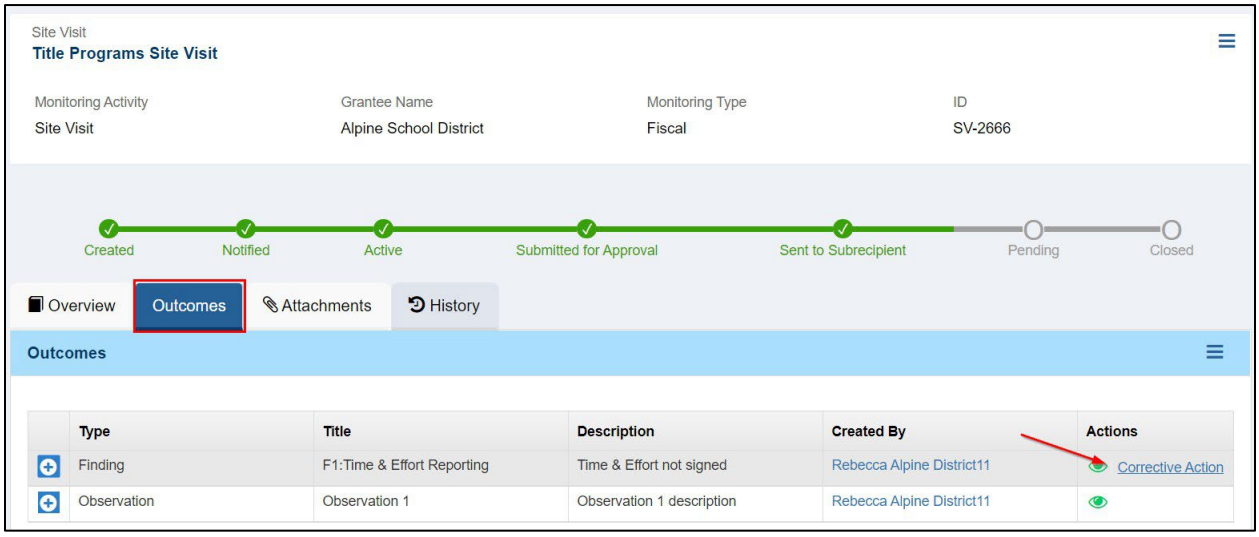


11. Review details on the Outcomes tab, then click Back.

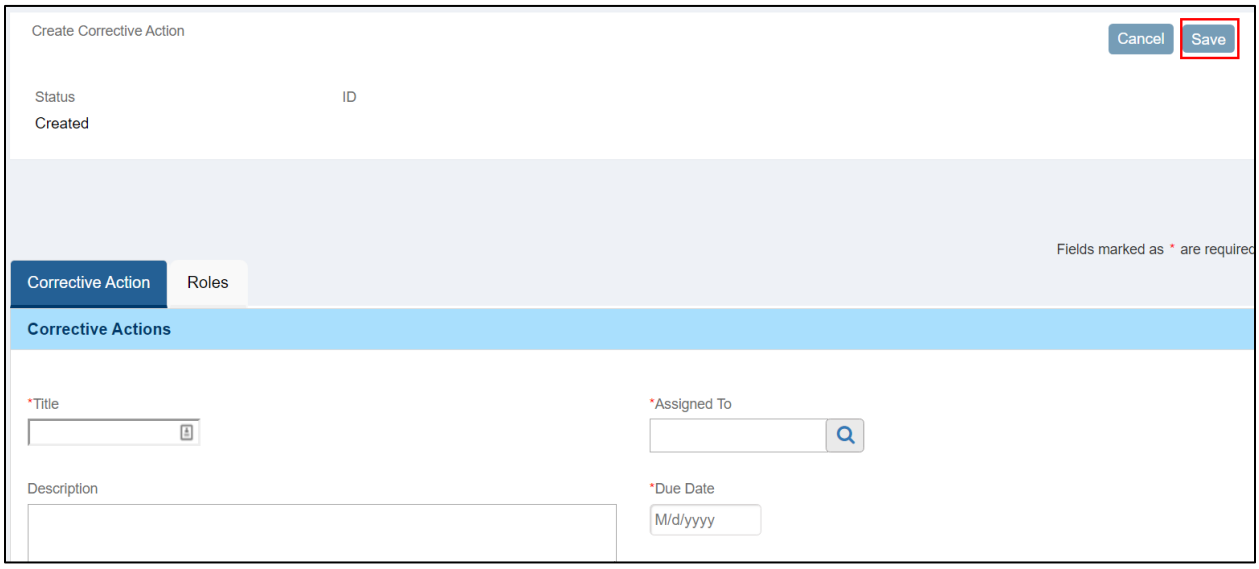


12. On the Outcomes tab, click the Corrective Action hyperlink. (Clicking the Green Eye will take you to the Outcome Record overview page.)

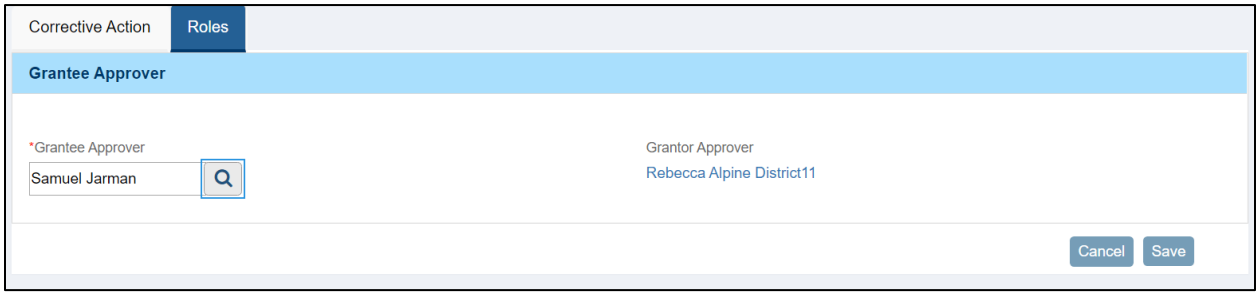
    Note: This is the plan for correction, not the report of the resolution. Resolution will be reported in step 18.
    Note: A Corrective Action Plan is required for each Finding. Repeat steps 12-14 for each finding.



13. Complete the Corrective Action information, then click SAVE.
    Assigned To: will be the user responsible for reporting corrective action completion.
    Due Date: Is the date the action is expected to be complete.



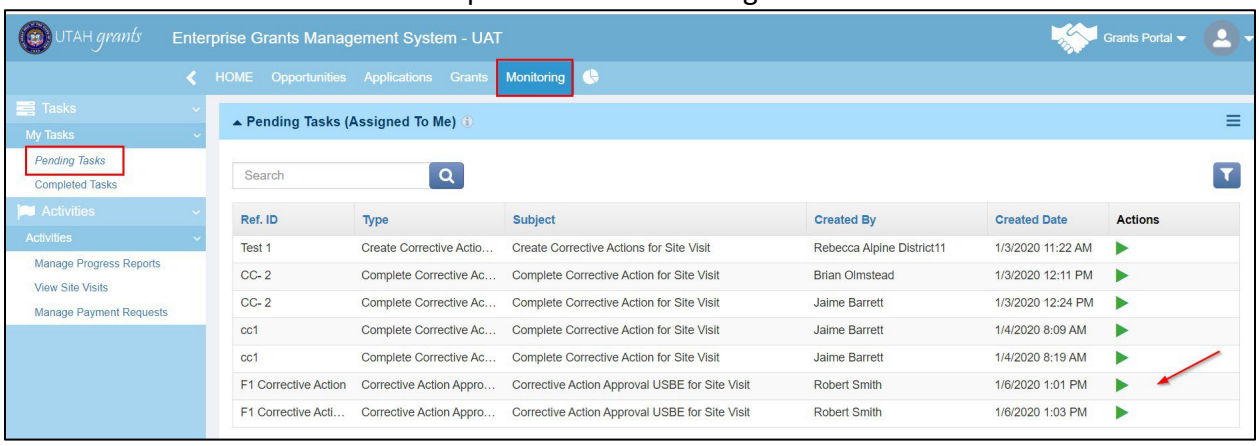
14. Complete the Roles tab with the Grantee Approver (this is the Subrecipient approver that will approve the corrective action plan). Click SAVE.



Corrective Action Plan Internal Approval

15. Subrecipient Internal Approver reviews the Corrective Action Plan. Navigate to Monitoring (top tab) > Pending Tasks (left menu). Select the appropriate Corrective Action.

    Note: This is the plan for correction, not the report of the resolution.
    Note: A Corrective Action Plan is required for each Finding.



16. Review corrective action plan and approve (or send back if needed).

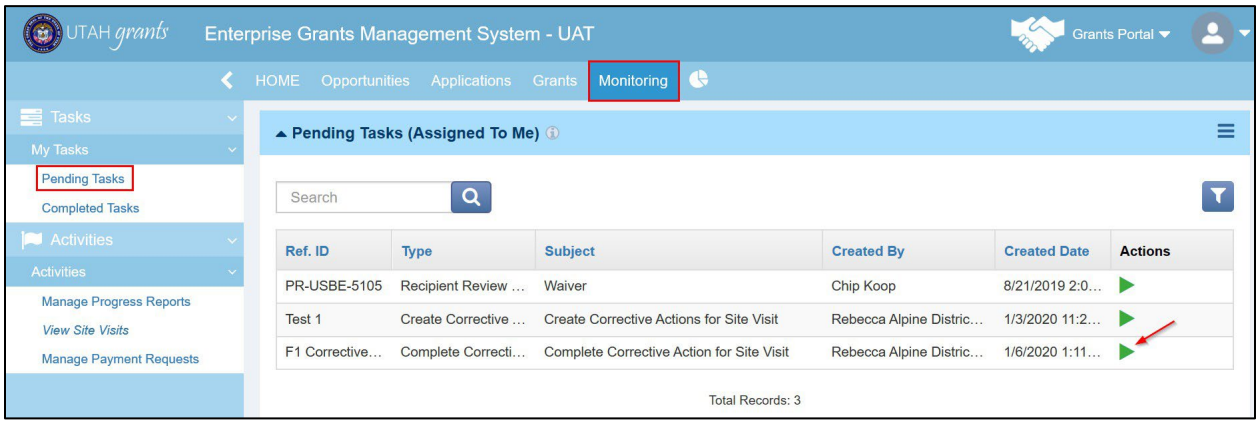


Corrective Action Plan USBE Approval

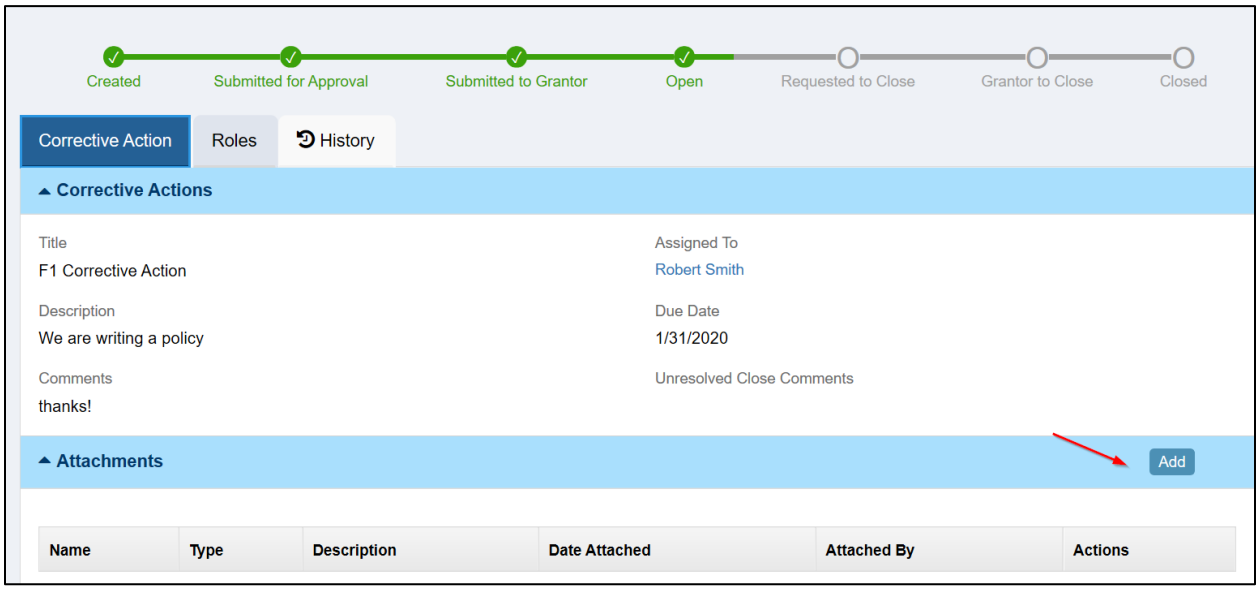
17. USBE Grant Manager reviews the Corrective Action Plan. USBE Grant Manager will either approve the plan or send it back to the subrecipient for revisions. After the USBE Grant Manager approves the Corrective Action, you will receive a task to Close the Site Visit.

Corrective Action Completion

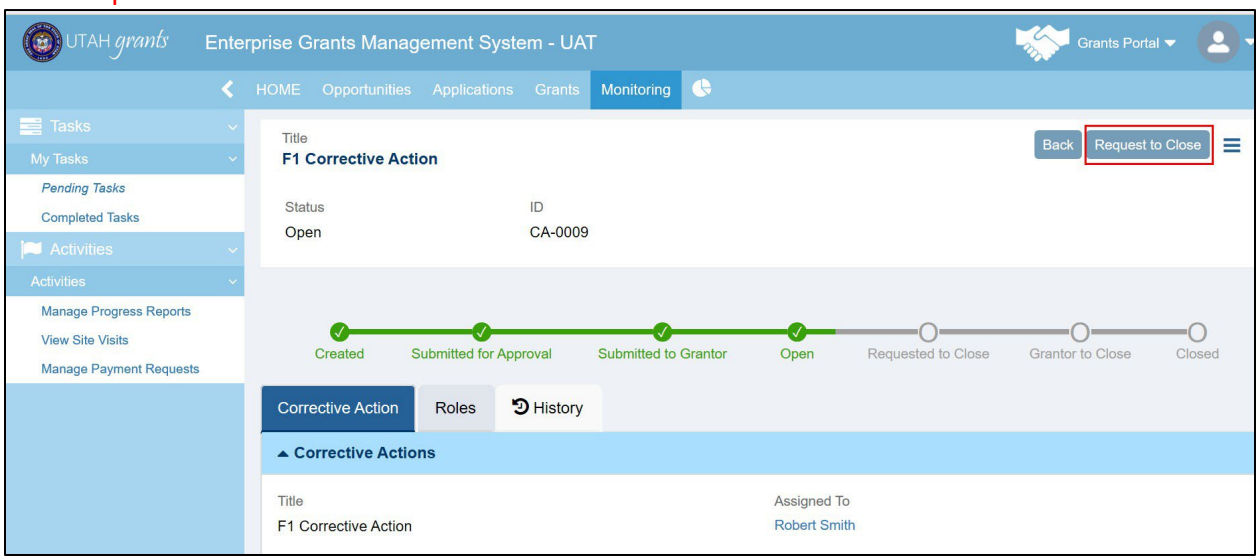
18. The Corrective Action Owner (as specified in Step 13) reports on the completion of the corrective action. Navigate to Monitoring (top menu) > Pending Tasks (Left pane) and select Complete Corrective Action Plan.



19. Review the Corrective Action Plan, and add documentation of the action via attachments.

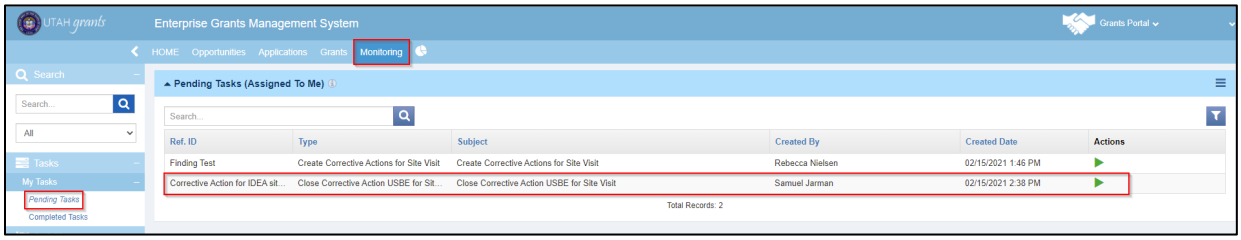


20. Click Request to Close.

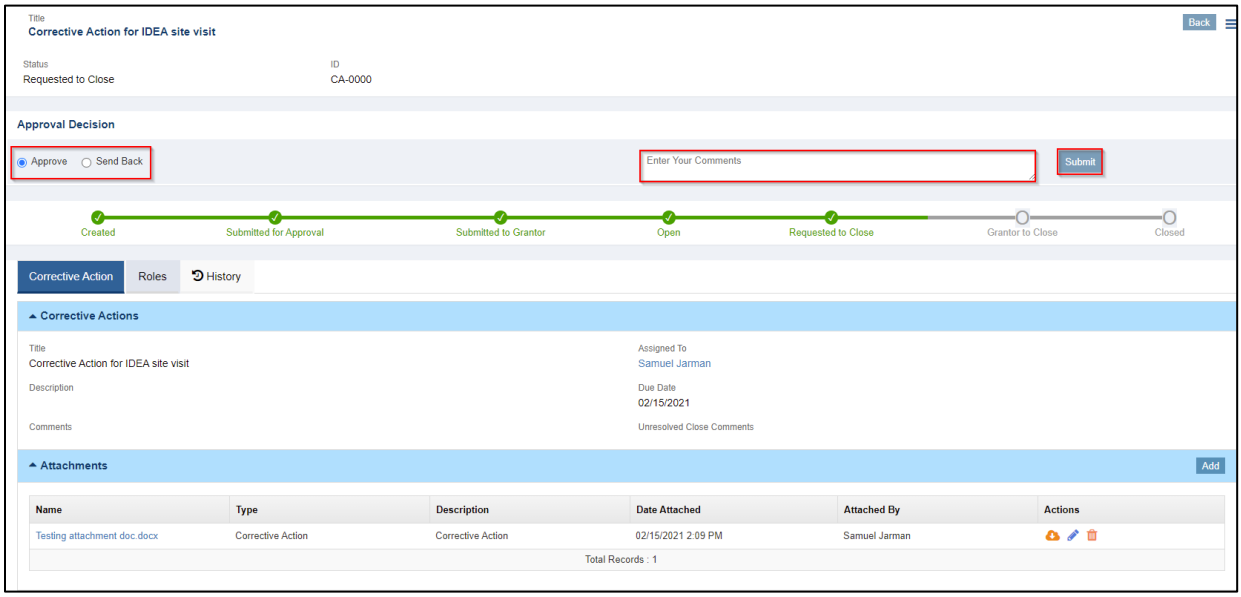


Corrective Action Completion Internal Approval

21. Subrecipient Internal Approver (as specified in step 14) approves the Corrective Action report. Navigate to the Monitoring tab > Pending Tasks (left sidebar) > Green Play button for the Close Corrective Action line.



22. Review the Corrective Action Record. Make an Approval Decision, add a Comment, and Submit. (If you choose Send Back, the record will go back to the Owner. Approving will move this on to USBE for their review and approval.)



Corrective Action Completion USBE Approval

23. USBE Grant Manager reviews the Corrective Action and will either approve the Request to Close Corrective Action or send back for revision.

    Note: A Corrective Action is required for each Finding. The site visit record will remain open until all findings are resolved.

Site Visit Closed

24. After all corrective action activities are approved, the site visit record is considered closed.