



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Quality Assurance
SUBJECT: Triennial Site Review

POLICY: Each delegate agency will be formally reviewed by the State Family Planning staff every three years.

PROCEDURE:

1. The ND FPP director of the State office will schedule the dates of the site assessment with the delegate director.
2. Evaluation methods (see appendix for forms) to be utilized during the site assessment include:
 - a. triennial site review tool
 - b. chart review tool
 - c. observation – midlevel clinician/physician review (to meet peer review requirement)
 - d. client survey
3. The delegate agency shall receive a final report within six-eight weeks following the site assessment.
4. The final report components are:
 - a. cover letter
 - b. finding, recommendations and/or clarifications
 - c. summary of chart review findings
5. Delegate agencies will submit a time-framed action plan within six weeks of receipt of its site assessment final report. All requirements, recommendations and suggestions must be addressed by the remedial action plan. Identifying numbers as noted on the site assessment report must be utilized.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 30, Section 10.4, Quality Assurance and Audit.