Agency Name:	
Program Name:	

2025 CoC Program Monitoring

ATTACHMENT A: SITE VISIT SCHEDULING FORM

Please complete and send this form to the consulting team <u>no later than May 16</u>. You can complete it in person at the Launch meeting or email the completed form to nv500monitoring@gmail.com.

The consulting team will be conducting monitoring site visits on the dates below. Please select all the dates and times that could work for your program. The more options you provide, the more efficient the consulting team can be in finalizing the schedule. When selecting dates, please note:

- **Your program will need to prepare for the site visits** by assembling requested files and ensuring that the team has a private, secure room in which files can be stored and reviewed. The consulting team will not be transporting any files or removing them from the site.
- **Your program staff do not need to attend the site visits.** Someone should be available to let the consulting team into the designated room and to ensure that the room is locked before and after the visit, but they do not need to be in attendance.
- **Your program will be notified in advance about which client files and other documents will be reviewed.** This will come in the form of 3-5 HMIS IDs selected randomly from a list of current and former clients.
- **The consulting team will follow up directly with your Point of Contact to confirm the schedule** and make other arrangements.

	M June 16		**T June 17**		**W June 18**		**T June 24**		**W June 25**		**Th June 26**		**T July 8**		**W July 9**		**Th July 10**	
	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work	We prefer this date	This could work
9:00 – 12:00 PM	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
1:00 – 4:00 PM	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐