

## **SECTION 8: ANNUAL INSPECTIONS**

### **8:01 SCOPE**

This section is designed to provide general information and procedures related to annual site inspections in accordance with NAC 228.130.

### **8:02 CONTRACT FOR SITE REVIEWER**

The Committee may conduct an annual inspection of each program it certifies each year to ensure compliance with NAC 228.010 to NAC 228.225. The Committee has previously contracted for this work. Any contracts or contract requests must be approved through the Chief Financial Officer. The contracts must be released for solicitation or RFP process in accordance with State Purchasing laws. Previous contracts and requests for proposals can be found on the G drive at the following location:

G/dv/Committee on Domestic Violence/Alfred Hughes

### **8:03 SITE REVIEW PROCESS**

The site reviewer determines the dates and processes for site reviews. After the review is conducted, a report is sent to Committee staff which contains a listing of violations for each agency visited. A copy of the report should be sent via email BCC to all Committee members, legal counsel, and the Domestic Violence Ombudsman as she approves the invoices from the site reviewer. Committee staff then prepares a violation letter and emails that letter to the program supervisor and/or program manager of the agency. An email version of this letter allows the agency to fill out the document with information under each violation (the Committee determined this was the best process). If there are no violations found, Committee staff sends a letter advising the agency that no violations were found. A sample violation letter and no violation found letters are included as attachment 8:03. Violation letters and the reports from Dr. Hughes are filed on the G drive in the following location:

G/dv/Committee on Domestic Violence/Annual Site Visits

### **8:04 CORRECTIVE ACTION PLANS**

The violation letter referenced in 8:03 is sent to the agency requesting a Corrective Action Plan within 45 days after receipt of the violation letter.

Once Committee staff receives the Corrective Action Plan, a forwarding letter should be prepared for the reviewing Committee member. Forwarding letters are kept in each meeting file.

The plan should then be scanned to the following location:

G/dv/Committee on Domestic Violence/Annual Site Visits

All review items including Corrective Action Plans need to be mailed to Committee members at least two weeks prior to meetings with all meeting material packets.

The Committee may approve, continue, or deny the plan. A letter is sent to the applicant advising them of the Committee's decision after the meeting. Samples of various post-meeting letters are found on the G drive in each meeting file.