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| **PART VIII. Program Oversight**  **SECTION A. VR&E Program Oversight and Internal Control** | |
| **CHAPTER 3. SITE VISIT PROGRAM** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Know the purpose of the site visit program.   * Understand the processes for implementing a site visit. * Define the scope of a site visit. |
| **Contents** | Site Visit Process  a. Objectives  b. Composition of the Site Visit Team  c. Site Visit Schedule  d. Preparatory Work Prior to the Site Visit  Site Visit Implementation  a. Duration  b. Entrance Briefing  c. Significant Findings  d. Meeting with RO and VR&E Staff Members  e. Exit Briefing  f. Reporting Method  g. RO Response to Action Items  h. Site Visit Findings  Scope of the Site Visit  a. Program Management  b. Service Delivery  Site Visit Protocol  a. Program Management  b. Service Delivery |
| **Exercises** | 1. What are the objectives for conducting a site visit? 2. Discuss the process for conducting a site visit. 3. Define the scope of the assessments and the specific areas for review during a site visit. |
| **Rescissions** | Refer to VR&E Letter 28-14-05, Release of M28R, Part VIII, titled Program Oversight, which was released on November 27, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |