**ON-SITE MONITORING VISIT**

*Once every three year grant cycle*

* 2 – 3+ member observations
* 1 – 2 group member interviews (~5 members in each group)
* 2 – 3+ host site supervisor interviews
* Program staff interviews

**DESK-BASED MONITORING**

*Once a year*

**Timeline**

* Round 1: Half of Programs
  + Due October 31st
  + Reviewed November 1st – 30th
* Round 2: Half of Programs
  + Due January 2nd
  + Reviewed January 2nd – January 31st
* Round 3: Expanded Scope Only
  + Due January 31st
  + Reviewed February 1st – February 28th

**File Reviews**

* Current year and/or most recently completed year will be reviewed
* Up to 3 Full member file for each year covered in review
* Up to 2 NSCHC member files for each year covered in review
* Up to 2 staff NSCHC files