**Prior to the visit, the following documentation should be submitted by email to the NIAC Operations Specialist, Regina Adamsat** [**Regina.Adams@phila.gov**](mailto:Regina.Adams@phila.gov)**:**

* A full staff roster for *each* program. *Please use the Excel templates that have been emailed to the agency contact person for this purpose.*
* Agency organizational chart
* Board composition list
* Current licenses for all clinical staff members (Psychiatrists, Psychologists, BSC, etc.)
* Board Certification status for child/adult psychiatrists
* Current Drug Enforcement Administration (DEA) certificates for all prescribing practitioners
* Facility License(s)
* Accreditations, if any
* Program descriptions
* Any memos of understanding (MOUs) with external organizations
* Written policies – any policies requested in the PIP section of your last report
* CLIA License and CAP Accreditation for Lab Services

**The Team Facilitator will also request the following information during the on-site review during a verbal discussion:**

* Program census information

**The following activities may be completed during the site review, according to your Performance Improvement Plan:**

* Entrance Conference
* Living Review - *This activity employs a “360” degree review of a person’s involvement with a provider, which allows for a full exploration of the personal experience of the relational, recovery and resilience aspects of care. Interviews with the person receiving services, their primary staff person and the primary staff person’s supervisor, as well as a review of the person’s clinical chart will take place.*
* Planned Observations
* Discussions with Individuals Receiving Services (this may be completed in a group or individual format)
* Discussions with Staff Members (this may be completed in a group or individual format)
* Review of Supervision Notes and Logs
* Review of Training Materials
* Review of Performance Evaluations
* Exit Conference – this is a brief discussion of findings from the site review