

**PROGRAM OPERATIONS  
DIRECTIVE # 38.0**

**SUBJECT:** Fidelity Reviews

**ISSUED:** 07/09/2021

**PURPOSE:**

To clarify the procedure/protocol for fidelity reviews.

**REQUIREMENTS:**

When a Program Supervisor is notified of an upcoming fidelity review, they will email the assigned data staff (Denise Choiniere) and cc. Michelle Measel-Morris:

1. The date of the review.
2. The contact information for the reviewers.
3. The previous review documents.
4. The people that the reviewers will need to interview.
  - a. Data staff will develop a calendar and schedule the interviews.
5. A list of the information requested by the reviewers, both in advance of the review and during the review.
  - a. Data staff will collect and forward requested information back to Program Supervisor.
  - b. Data staff and Quality Management Staff will take lead for providing documentation, data reports, brochures, etc. for the reviewers and will make sure the program supervisor is included in any request.
6. Program Supervisor will email data staff the names of the reviewers that will need OASIS access.
  - a. Data staff will coordinate that access, and notify Program Supervisor of completion.