

GPAC File Review Process

Implemented February 2009

This process will ensure all GPAC members have access to file review resources at regularly scheduled meetings. The file review process is a great resource that is provided by GPAC to its members; it is important to ensure adequate and thorough guidance is given to each agency member.

The following procedures will be followed, unless otherwise approved by the File Review Coordinator:

1. Members wishing to have files reviewed must contact the File Review Coordinator at a minimum seven (7) days prior to the scheduled meeting day;
2. File review will be scheduled for Thursday morning, prior to training. Any changes or adjustments to this schedule must be approved and arranged by the File Review Coordinator;
3. The File Review Coordinator will **assign** assessors to conduct the mock review of the files;
4. The agency will be allowed to bring 10-15 files for review;
5. The assigned assessor will be required to complete the approved GPAC File Review Form; this form will be given to the agency member and a record will be kept for GPAC's record keeping; and
6. Non-Member agencies' or members who are not current in their dues will not be authorized to use the file review resource without authorization from the File Review Coordinator.