Attachment 4
AGENDA

December 7, 2005

I. MISSION OF QAM
   Mission Statement
   Review Statute and Regulations
   QAM Meeting Schedule
      Full Time Staff
      Part Time Staff
      Location(s)
   Who Needs to Know What?

II. STAFF DIRECTORY
    Team Members
    Team Leaders
    Role of Full Time Staff
    Role of Part-Time Staff
    Assignments

III. ORGANIZATION OF WRITTEN COMMUNICATIONS
     Location of Information
     Maintenance of Information
     Dissemination Practice
     Miscellaneous
        Required Signatures
        Copies

IV. ORGANIZATION OF E-MAILS
    Maintenance of Information
    Copy of e-mails

V. ORGANIZATION OF DOCUMENTS PRODUCED BY QAM
    Maintenance of Information
    Use of Information

VI. SELF-ASSESSMENT – STATUS
    By LSS
    By PA
VII. DESK AUDITS – STATUS
   Next Steps

VIII. WHAT IS THE CURRENT MODEL FOR MONITORING FOR CONTINUOUS IMPROVEMENT AND RESULTS?
   QAM Work to Be Accomplished
   Record Review Forms
   CAPS
   Improvement Plans
   Who is Responsible for What?
   Influential Factors
   Positives
   Negatives
   Work Protocol
   Expectations
   Clearance and Why
   Conference Attendance

IX. SIGNIFICANT FEDERAL DATES & QAM
   September 22nd letter
   February 15th report – Monitoring CAPS
   May 15th report – Monitoring CAPS

X. QAM RESPONSIBILITIES
   Data
   QAM Policies And Procedures Manual
   Monitoring Versus Technical Assistance

XI. DSE/EIS MONITORING MODEL FOR JULY 1, 2006 – JUNE 30, 2007
   Selection of LSS/PA - Rationale
   Selection of Teams
   Format for Monitoring
   Required Forms/Instruments

XII. WHO IN THE DIVISION IS RESPONSIBLE FOR WHAT?
    Collaboration

XIII. SCHEDULE NEXT QAM MEETING RETREAT