

**Northeast Florida Healthy Start Coalition
Annual QI Process
Timeline**

-1 month
HSC staff sends confirmation to agency of date of annual site visit

-3 weeks
Contract agency distributes HS staff, participant survey; responses sent directly to HSC

-2 weeks
Contracted agency provides HSC staff with Required documents

- 5 working days
HSC staff provides site visit agenda & back-ground info packet to agency

Site Visit

Interviews with staff; record review; progress report review; development of findings & recommendations with agency staff

+ 5 working days
HSC staff sends draft site visit report to agency for review

+ 5 working days
Agency staff sends comments to HSC staff

- 1 week
Draft site visit report sent in Contracts /QI mailout

Contracts & QI Meeting

Committee takes action on site visit report, recommendations

-1 week
Site visit summary sent to Board in mailout

Board/Coalition Meeting

Final action by Board/Coalition