

Once per Fiscal Year

Action	Description	SME/Contact
Conduct QA evaluation of the facility at all sites using the facility section of the Local Agency Self-Audit Clinical Monitoring Tool .	If errors are identified, a Corrective Action Plan must be developed. Retain documentation of the self-audit and corrective actions electronically at the LA. If LA uses a different form/checklist, they must include all review criteria listed on the current fiscal year Quality Management checklists (QA: 02.0).	QMB@hhs.texas.gov
Conduct Food Delivery self-audit at all clinic sites using SA worksheets FDA-1 and FDA-2 .	If errors are identified, a Corrective Action Plan must be developed. Retain documentation of the self-audit and corrective actions electronically at the LA. If LA uses a different form/checklist, they must include all review criteria listed on the current fiscal year Quality Management checklists (QA: 02.0).	QMB@hhs.texas.gov

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Action	Description	SME/Contact
Conduct multi-disciplinary quality management committee meetings .	Retain documentation at the LA (QA 02.0).	QMB@hhs.texas.gov