

**Southern Plains AI CEED REACH US
Program and Fiscal Management Staff
September 30, 2010 – September 29, 2011
Year 4 Site Visit**

This tool is used to update the staff's roles and responsibilities for program coordination and fiscal accountability for the Year 4 REACH US program. **Please complete Section I prior to the OSDH CCO staff site visit.**

Section I: Role and Responsibilities of the CONTRACTOR

1) CONTRACTOR: designated in writing the person responsible to attend REACH US Coalition and SPRUS Steering Committee meetings. Contractor will notify contract monitor of any changes in personnel in writing within 15 business days by certified mail.

Who is the designated person responsible to attend Southern Plains AI CEED REACH US Coalition and SPRUS Steering Committee meetings?

Contractor:

Name

Address

Phone#

Fax#

Email

2) CONTRACTOR: designated in writing the person who will serve as coordinator of the funded program. Contractor will notify contract monitor of any changes in personnel in writing within 15 business days by certified mail.

Who is the staff person designated to serve as Program Coordinator?

Name

Address

Phone#

Fax#

Email

Is the Program Coordinator and/or REACH US staff trained? Yes_____ No_____

Check all that apply: Include dates for each training certification.

Coordinated Approach To Child Health (CATCH), Make It Your Business (MIYB), 24/7 Tobacco Free School,
Students War Against Tobacco (SWAT), Tobacco Cessation, Experiential Learning , Other_____

3) CONTRACTOR: Designated in writing person who is responsible for REACH US tribal program fiscal accountability, i.e., invoices, budget.

Who is the designated person responsible for REACH US program fiscal accountability i.e., invoices, budget? Requirement to be found on page 1 under Section I, Item #1: Duties of the CONTRACTOR. Contractor is responsible for notifying the Contract Monitor of designated staff changes in writing within 15 business days by certified mail.

Name
Address
Phone#
Fax#
Email

4) CONTRACTOR: REACH US Coordinator and financial person attended OSDH Contractor’s Orientation Meeting.

It is mandatory that the REACH US Program Coordinator and REACH US financial person attend the OSDH Contractor’s Orientation. Requirement to be found on page 2 under Section I: Duties of the CONTRACTOR, Item #4.

Did the designated REACH US Program Coordinator and the designated REACH US financial person attend the OSDH Contractor’s Orientation?

October 28, 2010 Oklahoma City, OK

Yes ___ No___ Coordinator_____ Yes _____ No___ Fiscal_____

Section II (To be completed by OSDH)

CONTRACTOR: participates in the evaluation process of the Southern Plains AI CEED REACH US Project. This includes reviewing the current tribal work plan and consulting with the OSDH Evaluator if adequate evaluation efforts are not already in place.

YES _____ NO _____ Needs Improvement _____

Evaluator Notes:

Review Team:

Date

Contract Monitor/Program Manager

Date

Program Evaluator

Date

Reviewer