



Site Visit Schedule – Public, Upper Cumberland Human Resource Agency

Name of Organization: Upper Cumberland Human Resource Agency 2790

City, State: Cookeville TN

Dates of Site Visit: 1/25-28/15

Role	Assigned Standards
Team Leader: Edward French	<ul style="list-style-type: none"> ▪ AM, FIN, HR, CR, TS, RTX
Peer Reviewer: Jeff Smith	<ul style="list-style-type: none"> ▪ ETH, PQI, RPM, ASE, BSM

Sunday Record Review: 1/25/15					
Time	Event	For Meetings: Attendees For Interviews: Interviewees	Standard(s) or Discussion Points	Interviewee & Title or Type of Stakeholders	Location
12:00-3:00pm	Record review	Peer Review Team Members	On-site evidence Personnel Files Training Files Client records		Career Center Conference Room

Day 1: 1/26/15

Time	Event	For Meetings: Attendees For Interviews: Interviewees	Standard(s) or Discussion Points	Interviewee & Title or Type of Stakeholders	Location
8:45-9:00	Meet with Luke				UCHRA-Central office, Luke's office
9:00-9:30am	Entrance Meeting	<p>Interviewees are left to the discretion of the organization and the Team Leader. However, COA recommends the following:</p> <p>Board Representatives (i.e.)</p> <ul style="list-style-type: none"> ▪ Senior Board Member, Mike Nesbitt ▪ Board Treasurer, Mike Gannon <p>Executive Staff (i.e.)</p> <ul style="list-style-type: none"> ▪ Executive Director, Luke Collins ▪ Deputy Director/MIS Director, James Starnes ▪ Chief Financial Officer, Eulanda Goolsby ▪ HR Director, Randall Killman & HR Asst Director, Chaddy Denny ▪ PQI Director/Program Director, Wm. Brian Swearengen <p>Mid- Management Staff (i.e.)</p> <ul style="list-style-type: none"> ▪ Program Manager (s) <ul style="list-style-type: none"> ▪ Jamie Carter, Facility Manager-Chance ▪ Diana Reed, Sheila Vandergriff, Facility Manager-Indian Mound ▪ Donnie Williams, Facility Manager CMS 			
9:30-10:30am	Interview	<p>Ed- Mike Gannon, Board Treasurer Mike Nesbitt, Board Member</p> <p>Jeff- James Starnes, Deputy Director</p>	<p>GOV</p> <p>RPM, ASE</p>		Career Center Conference Room 1 & 2

10:30-11:30	Interviews	Ed- Luke Collins, Executive Director Jeff- Wm Brian Swearengen, Jamie Carter	AM,,GOV PQI, RPM, ASE, BSM		Career Center Conference Room 1 & 2
11:30-12:30pm	Interviews	Ed-open Jeff- Wm Brian Swearengen, Jamie Carter If more time needed from previous session.	PQI, RPM, ASE, BSM		Career Center Conference Room 1 & 2
12:30-1:15	Team Lunch				
1:15-2:15	Interviews	Ed- Randall Killman,HR Director, Chaddy Denny, HR Asst Director Jeff- EEO Officer, Johnnie Wheeler (?-Jury duty)	HR HR?		Career Center Conference Room 1 & 2
2:15-3:15	Interviews	Ed- Eulanda Goolsby, Finance Director Jeff- Open	FIN		Career Center Conference Room 1 & 2
3:15-4:15 pm	Interviews	Ed and Jeff- Jamie Carter & Brian	CR, TS, RTX		Career Center Conference Room 1 & 2
4:15 - 5:00pm	Team Meeting				

Day 2: 1/27/15

Time	Event	For Meetings: Attendees For Interviews: Interviewees	Standard(s) or Discussion Points	Interviewee & Title or Type of Stakeholders	Location
8:30-12:00	Tour, Facility Inspections	CHANCE	Tour of Chance		CHANCE
9:15 am	Interview	Ed-Jamie Carter, Facility Manager	BSM, RTX, CR, TS, ASE	Facility Manager	Chance, Jamie's office
10:00 am	Interview	Jeff-Carol Hof, Therapist/Clinician	BSM, RTX	Clinician	Chance, Carol's office
		Ed and Jeff- Client group	BSM, RTX		Auditorium
10:45	Interview	Ed and Jeff-Parent: phone call or in-person			VIA telephone
11:15	Interview	Ed and Jeff-Staff	BSM, RTX		Jamie's Office
12:00-12:45 pm	Team Lunch				
1:30-?	IM Tour	ED-Indian Mound	Tour of IM	Diana/Sheila	IM

2:00	Interview	Ed- Diana Reed/Sheila Vandergriff	BSM, RTX, CR, TS, ASE	Facility Manager	IM office/Library
2:30	Interview	Ed- Eric Carlyle	BSM, RTX	Clinician/Therapist	IM Library
3:00	Interview	Ed-Clients	BSM, RTX		IM Library
3:30	Interview	Ed-Parents			IM office via telephone
4:00	Interview	Ed- Other Staff	BSM, RTX	Lead Counselor/Direct Care Staff	IM Library
1:30-?	Tour CMS	Jeff-CMS	Tour of CMS	Donnie / Amanda	CMS
2:00	Interview	Jeff-Donnie Williams	BSM, RTX	Facility Manager	CM office
2:30	Interview	Jeff-Shonte`	BSM, RTX	Clinician/Therapist	CM office/Library
3:00	Interview	Jeff-Clients			Library
3:30	Interview	Jeff-Parents			Via Telephone
4:00	Interview	Jeff-Other Staff	BSM, RTX	Lead Counselor/Direct Care Staff	Library

Day 3: 1/28/15

Interviews *may* be need with the following parties:

Time	Event	For Meetings: Attendees For Interviews: Interviewees	Standard(s) or Discussion Points	Interviewee & Title or Type of Stakeholders	Location
8:15- 9:15 am	Interviews	Ed- Jeff Young, Board Chair	GOV		Career Center Conference room 1 & 2
9:15- 10:15	Interviews	Ed/Jeff- Brian(Program Director)	ALL	Program Director Therapist Supervisor	Career Center Conference room 1 & 2
10:15- 11:15	Interviews	Jeff- Shane Farris, Clinician Supervisor	ON-SITE EVIDENCE		
11:15 12:00		Peer Review Team Members/Interviews/Additional Review of onsite evidence	ON-SITE EVIDENCE		
12-1pm	Team Lunch				
1:00pm	Exit Meeting	Attendees are left to the discretion of the organization. However, COA recommends the following: Board Representatives (i.e.) <ul style="list-style-type: none"> ▪ Board Chair, ? ▪ Board Treasurer, ? Executive Staff (i.e.) <ul style="list-style-type: none"> ▪ Executive Director, Luke Collins ▪ Deputy Director/MIS Director, James Starnes ▪ Chief Financial Officer, Eulanda 			

		<p>Goolsby</p> <ul style="list-style-type: none"> ▪ HR Director, Randall Killman & HR Asst Director, Chaddy Denny ▪ PQI Director/Program Director, Wm. Brian Swearengen <p>Mid- Management Staff (i.e.)</p> <ul style="list-style-type: none"> ▪ Personnel Director-N/A ▪ Program Manager (s) Jamie Carter, Facility Manager-Chance Diana Reed, Sheila Vandergriff, Facility Manager-Indian Mound Donnie Williams, Facility Manager CMS 			
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