A logo for a conference

Description automatically generated**USCCB HS/PRS Quality Assurance Checklist**

The following list of items need to be present and/or demonstrated in accordance with ORR/DUCO and USCCB guidelines as noted in the MOU and/or POM. Strong quality assurance procedures are expected of subrecipients to maintain compliance with ORR/DUCO and USCCB policies and procedures.

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| **Report Review** |
| Supervisory review of HS and PRS reports |
| Supervisory review of NOCs |
| Process for providing feedback to improve quality of reports |
| **Case File Review** |
| Supervisory review of every case file |
| Internal audit of a small percentage of open and closed case files, quarterly |
| Process for providing feedback to ensure case file compliance |
| **Onsite Monitoring** |
| Participation in regular USCCB onsite monitoring visits |
| Timely response to findings and recommendations outlined in the site monitoring report |
| **ORR/DUCO and USCCB P&P** |
| Mechanism for collecting and disseminating ORR/DUCO and USCCB P&P updates |
| **Corrective Actions** |
| Formal response provided to USCCB within 30 business days |
| Evidence that compliance issue has been addressed |