**Pre-** **Health & Wellness Compliance Assessment (HWPCA) Action Items**

|  |
| --- |
|[ ]  1. Schedule staff interviews and submit to the assessor team at least one week before your assessment ([Staff and Student Interview Schedule](https://supportservices.jobcorps.gov/health/Documents/PCA/HWPCA_Schedule_Dec2022.docx)).
	* Identify and arrange private meeting space for a focus group during time identified. Students will be selected by assessors on the first day of the Compliance Assessment.
 |
| [ ]  | 1. Complete the **8** Health and Wellness Program Pre-HWPCA [questionnaires](https://supportservices.jobcorps.gov/health/Pages/PreparingForPCA.aspx) and return them to your assessors at least one week before your assessment.
 |
|[ ]  1. Gather documents and materials needed for the assessment ([Documents and Materials Checklist](https://supportservices.jobcorps.gov/health/Documents/PCA/Attachment_D_HWC_Program_Documents_and_Materials_Checklist_March2022.docx)). Complete staff training records form (​[Staff Training Rec​ords](https://supportservices.jobcorps.gov/health/Documents/PCA/HWPCA_StaffTrainingRecords_Dec2022.docx)). Please have requested materials available in the HWC in the assessment space on the first day (e.g. surveys, logs, SOPs, MOUs, SIRs, meeting minutes, staff roster, staff training details, subcontracts).
 |
|[ ]  1. Notify clinical specialists or program coordinators that they must be available for interview(s) during the time and location scheduled ([Staff and Student Interview Schedule](https://supportservices.jobcorps.gov/health/Documents/PCA/HWPCA_Schedule_Dec2022.docx)). Clear schedule with supervisor(s), if necessary.
 |
|[ ]  1. Identify a space for the assessor team to work in the HWC that will allow room for review of student files and interviews with students and staff.
 |
|[ ]  1. Identify best practices for each program area (i.e., any practice, procedure, activity or effort that is above and beyond a requirement and be prepared to give evidence of its existence) and record in one document.
 |
|  |  |

Ensure items **1-2** are completed and provided to your assessors one week prior to the assessment

