

## **Article III – Quality Assurance Review Program**

### **Section V – Engaging Agencies**

#### **3.5.1 ENGAGING CHIEF INTERNAL AUDITORS OF AGENCIES DUE FOR A QAR**

Following the appointment of the Quality Assurance Coordinator and Assistant Quality Assurance Coordinator in March of each year, the Quality Assurance Coordinator or Assistant Quality Assurance Coordinator may contact the Chief Internal Auditors (or an appropriate audit liaison) of agencies with upcoming QAR due dates (*i.e., QARs due within the next 18 months, QARs likely to begin during the next year*) to notify them of their role as Quality Assurance Coordinator and advise them of the resources available to assist them in completing the QAR by the deadline.

#### **3.5.2 ENGAGING AGENCIES DELINQUENT ON THEIR QAR**

When an agency becomes delinquent on their quality assurance review, the Quality Assurance Coordinator or Assistant Quality Assurance Coordinator will contact the Chief Internal Auditor (or an appropriate audit liaison) of the agency and request an update on the status of the quality assurance review.

When an agency is more than one year delinquent on their quality assurance review, the Chair may send a letter to the agency's chief executive officer, with the following conditions:

- The Chief Internal Auditor should be engaged prior to issuance of a late QAR letter.
- The letter should include information about correspondence from the Chief Internal Auditor, as appropriate.
- Each letter to a chief executive officer must be approved by a vote of the Board.

Letters may be sent at one year intervals following the QAR deadline, subject to the same aforementioned conditions.