Preparing for Periodic Meetings and IMPEP Reviews: an RSAO perspective

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Tale as old as time ....
Well, not really

A look back at the Who, What, When, Where, and Why
Preparing for a Successful Periodic Meeting
5 Take-aways for Preparing for your Periodic Meeting

1. Communication, communication, communication…with your SAO.
2. Be prepared to thoroughly cover all the points on the meeting agenda.
3. Keep in mind that the goal of the meeting is to be transparent, collaborative and partner together on program issues.
4. Take the opportunity to have NRC participants talk to your managers about the importance of your Agreement State program.
5. Take the opportunity to include your staff in at least part of the meeting.
6. Bonus: Don’t forget #1…keep communicating!
IMPEP Reviews
Preparing for a successful IMPEP
Put the PEP in *your* IMPEP...

**PLAN**
- Invest time and resources to plan out what information needs to be gathered
- Communicate early and as often as needed
- Team space and how will they access files

**EVALUATE**
- Use your mechanisms to evaluate performance
- NMED (are records complete?), Regulations, Number Crunching

**PREPARE**
- Gather complete information
- Decide how you will present information to the team
Questions?