

## CAS Program Review Process

### Assemble Your Team(s)

Identify Coordinator  
Appoint work team &/or evaluation team

### Educate Your Teams

Conduct training  
Establish ground rules  
Review standards and guidelines, discuss meaning  
Establish team's inter-rater reliability  
Encourage team discussion

### Conduct Ratings

Team rates each criterion and gathers consensus

### Complete Action Plan

Respond to overview questions  
Identify areas of program strength  
Identify areas of program weakness  
Describe practices requiring follow-up  
Summarize & prioritize actions required for program to meet standards  
Write program action plan for implementing program changes

### Prepare Report

Explain mission, purpose and philosophy of program  
Summarize the available data  
Recommend specific action plans  
Include resources needed, dates for completions & identify responsible persons

### Close the Loop

Special actions for program enhancement are recommended  
Action plan is communicated  
Special actions are aligned with strategic plans  
Go through channels to request resources needed  
Thank members of the team(s)