

<b>SWCD OPERATIONAL REVIEW TASK</b>		<b>ODA</b>	<b>SWCD Board</b>	<b>SWCD Admin Staff</b>	<b>OACD</b>	<b>OCEAN</b>
1	Schedule visit with district 1. Negotiate date (by region if possible) 2. Provide self assessment worksheet 3. Provide list of records and information to review 4. Identify participants	X	X	X	X	
2	Complete self-assessment worksheet.		X	X		
3	Gather records on ODA list.		X	X		
4	Review documentation on file at ODA	X				
5	Conduct the visit, review self-assessment worksheet and identify additional district concerns.	X	X	X		
6	Draft summary report including highlight of strengths, identified areas of risk, recommendations, and suggestions for follow-up.	X				
7	Discuss summary report with board.	X	X	X		
8	Provide follow-up assistance to the district as requested	X			X	X
9	Board identifies practices and steps to minimize risk and improve operations and begins implementation.		X	X		
10	Develop tools and templates for statewide distribution; provide training at OACD conventions, regional meetings, etc., based on identified district needs.	X			X	X