Dear (County Administrator),

We would like to have an initial meeting to begin planning for your upcoming Quality Service Review (QSR) which has been tentatively scheduled to occur in (enter month of QSR).

The objectives of this Notification Meeting are:

* + To distribute a copy of and review the QSR Process Manual and the QSR Protocol;
	+ To provide a brief history of Continuous Quality Improvement (CQI);
	+ To explain the purpose and general steps of the QSR process;
	+ To identify the local site lead(s) and discuss their roles and responsibilities;
	+ To share a timeline of events from the Notification Meeting through the development and acceptance of the County Improvement Plan;
	+ To discuss the dates, times and location for the QSR training;
	+ To discuss the dates, times and location for the on-site review;
	+ To establish the “Effective Sampling Date” and provide an explanation of the criteria for the pool of cases from which the final QSR case samples will be chosen.
	+ To provide an overview of the purpose of the Orientation Meetings; and
	+ To discuss the date of the first Orientation Meeting and discuss who should be invited to attend.

Suggested participants for the Notification Meeting include the Agency Administrator, Quality Assurance staff, Technology staff and any additional staff who may have responsibilities supporting the coordination, planning, and logistics for the QSR.

Please notify me to confirm that the Notification Meeting will be held on: (enter date and time) at (enter location). Thank you for your participation in this phase of Pennsylvania’s continuous improvement effort. We look forward to working with you and your team!

Sincerely,

State Site Lead

cc: Site lead team; CQI Project Managers