

## EXIT CONFERENCE GUIDELINES

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### I. **Pre-Exit Meeting**

- a. Review Team will discuss the review, organize and prepare for the exit conference (i.e. determine who will be speaking at exit). Turn off phones.

### II. **Introduction**

- a. Team Lead calls the exit conference to order.
- b. If there are citations, inform providers/county board that the exit conference will be audio taped.
- c. If there are no citations the exit conference does not need to be audio taped.
- d. Include demographics in audio tape (i.e. Provider name, number, review type, date and time of the exit).
- e. Team Lead introduces self and all attendees state their name and title for the record.
- f. Pass around Exit Conference Record for signatures.
- g. Inform provider/county board of final opportunity to provide information to address potential citations.
- h. Communicate appreciation for the preparation and cooperation with the review.

### III. **Immediate Citations**

- a. Indicate that there are no immediate citations OR
- b. Identify that there are immediate citations
  - i. Document agreed upon resolution to immediate citation(s). Ensure the immediate citation form is completed.

### IV. **Review Summary**

- a. Identify positive performance.
- b. Technical assistance provided.
- c. Identify areas of citations using the appropriate tool (i.e. IO, L1, TDD and SELF).
- d. Provide results of Individual Interviews

### V. **Report Process**

- a. Explain Report / POC process including web-based application and timelines.
  - i. Ensure the provider understands that they will receive an email when their citations have been completed.
  - ii. Ensure the provider understands that they will go into the Provider Portal (where they set up the contact) to view the citations and enter their POC.
- b. Explain the Appeal Process including timelines.
- c. Have CEO/Designee sign that they acknowledge receiving the information shared at exit.

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**Save the exit recording until the POCV is completed.**