# **Comprehensive Review - A Component of IL COMP**

## **Overview**

A comprehensive review is a standardized review of the grantee that is part of the Compliance Outcome Monitoring Protocol (COMP) for the IL program. Like the name implies, a comprehensive review includes all components of a grantee’s operations, such as fiscal and programmatic. Comprehensive reviews identify compliance concerns and areas in need of technical assistance. Members of the federal review team include the program officer, fiscal officer, and a non-federal reviewer. In addition, the grantee should notify their board chair and treasurer and bring them and any applicable staff and those they wish to invite to review activities.

## **Purpose of a Comprehensive Review**

A comprehensive review looks deeply into an organization’s structure, practices, and policies to understand where root causes to a grantee’s issues may occur. The result of the review culminates in a final report that is published on the ACL website. This public report offers transparency regarding the process and allows grantees to learn from each other. Where applicable, the report will include findings of instances where the grantee is out of compliance with recommended corrective actions and technical assistance for the grantee to come into compliance. Unlike other types of reviews, a comprehensive review allows ACL to assess the organization wholistically using multiple methods, such as interviewing consumers, staff, community members, and board members; reviewing consumer files, financials, and policies; and evaluating the location’s accessibility. This review can be conducted either virtually or in-person. Due to the time and resources to conduct these reviews, in-person is utilized the least often.

## **Triggers for a Comprehensive Review**

Comprehensive reviews are usually initiated from concerns identified during baseline or targeted monitoring activities. A comprehensive review may follow a targeted review if there are issues that remain unaddressed from a failed corrective action plan, or compliance failures persist. Like targeted reviews, a comprehensive review is initiated due to the same triggers. The more triggers present, the higher the risk to ACL, and the more likely the need for a comprehensive review.

## **Overview of Comprehensive Review Process and Estimated Timeline**

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| Step | Action | Description | Timeline |
| 1 | Monitoring Notification | ACL staff identifies reason for monitoring and schedules introductory meeting with the grantee  | Planned over the year |
| 2 | Introductory Meeting | Answer grantee questions; Discuss next steps; provide an overview of requested documentation | Based on grantee availability |
| 3 | Information Request/review | Grantee will submit requested documents (fiscal and/or programmatic).  | Up to 3 weeks before monitoring event date |
| 4 | Monitoring Event | The monitoring event is composed of an entrance conference, State of the CIL presentation, interviews with board, staff, consumers and/or community partners, document collection, and an exit conference. ACL may follow up after the exit conference if additional documentation is needed. | 1 month after introductory meeting |
| 5 | Monitoring event report meeting | Discuss review findings and grantee response; determine need for corrective action; connect with appropriate TA provider | Approximately six months of the monitoring event |
| 6 | CAP Development | With support from TA providers as needed, grantee develops CAP (including timelines) for approval. | Within 30 days of the draft report release  |
| 7 | CAP Approval Meeting | Including the TA provider, discuss final CAP; monitoring report published on ACL website  | Within 30 days after CAP submission  |
| 8 | CAP Updates | Grantee submits and meets with ACL as needed | Every 30 days |
| 9 | CAP Completion  | ACL will send grantee notification that the monitoring and CAP process are complete. | Based on any number of factors, could be as long as 1 year |

## **Toolkit**

CIL Self- Assessment Tool: [CIL Evaluation Tool (Section 725 CIL Standards and Assurances)](file:///C%3A%5CUsers%5Cerica.mcfadden%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLYBAD6IQ%5CCIL%20Self-Evaluation%20Tool%20%28Section%20725%20CIL%20Standards%20and%20Assurances%29)

Fiscal Review Checklist: [ACL IL Grant Programs Fiscal Review Checklist - Published 12.10.2024.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Facl.gov%2Fsites%2Fdefault%2Ffiles%2Fprograms%2F2024-12%2FACL%2520IL%2520Grant%2520Programs%2520Fiscal%2520Review%2520Checklist%2520-%2520Published%252012.10.2024.docx&wdOrigin=BROWSELINK)

Corrective Action Plan Template: