

## **PA DECENTRALIZATION PROCEDURES**

### Initial Process

1. Agency requests PA Decentralization Manual
2. Agency writes and submits decentralization packet to DAS
3. State Services reviews policy
4. State Services analysts (Lead Worker and agency analyst) meet with agency representatives to discuss policy and set up training.
5. Certification is given and expanded access is requested through the State Services Unit.
6. After all above items have been satisfied, then a date for official decentralization is given.
7. Final letter is prepared giving decentralization certification.

### Annual Compliance Reviews

#### First Review

1. Agency is contacted by e-mail to set up a date for on-site review
2. Review is made
3. Response is prepared
4. Final letter is sent to agency director

#### Successive Reviews

1. Agency is sent an e-mail with the electronic compliance review form attached indicating due date of compliance materials. At this time a copy of the log sheet is requested for analyst review. Analyst will receive log and request any special PA's that should be submitted with their compliance packet.
3. Analyst receives documentation and reviews it
4. Analyst makes recommendations to lead analyst
5. Final report is submitted to Agency Director