

MONITORING AND TECHNICAL ASSISTANCE REVIEW SYSTEM NOTEBOOK



The American Dream Belongs to Everyone.

ADMINISTRATION ON DEVELOPMENTAL DISABILITIES
Administration for Children and Families
United States Department of Health and Human Services

2009

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PREFACE

This notebook provides guidance on the Monitoring and Technical Assistance Review System (MTARS). The notebook is intended to be used as a guide by ADD staff who manage MTARS and by MTARS reviewers who conduct the site visit activities. The notebook is also designed to help Councils, P&As, and UCEDDs prepare for and participate in MTARS activities.

The MTARS notebook describes procedures for every stage of the MTARS process, from selecting grantee sites to review through follow-up activities after the monitoring visit. It is organized into the following seven sections:

- 1) Section 1: Overview of the DD Act and ADD
- 2) Section 2: Monitoring and Technical Assistance Review System
- 3) Section 3: MTARS Team
- 4) Section 4: Planning Activities
- 5) Section 5: Pre-Site Visit Activities
- 6) Section 6: MTARS Site Visit
- 7) Section 7: Post-Site Visit Activities

There are also a number of Tabs at the end of the notebook that provide additional information and resources related to MTARS. There is a list of acronyms in *Tab A* and the glossary in *Tab B* that will help with understanding words and concepts associated with MTARS that appear in the notebook.