***THSO Annual Monitoring Refresher Course***

 ***Tuesday, February 4, 2020***

 ***9:00 a.m. – 12:00 p.m.***

 ***“Proof comes through our eyes more so than our ears.”***

* **Dates To Remember** – *handout*- Jason (5 – 10)
* **Things to Remember When Scheduling** – *handout* - Shandi (10 – 15)
* **Guest Speakers**
	+ Title VI/Campaign Stats – Joe Powell, TTU (15-20)
* **Monitoring Form**
	+ Pre-visit Letter – *handout* – Kim (10)
	+ Equipment Release Letter – *handout* – Kim (5)
* ***BREAK (15)***
	+ On site monitoring form – *online* – Kevin/Jason (20-30)
	+ Follow Up Letters – *handout* – Kim (10)
* **Shadow Monitoring –** *handout* – Jason (10-15)
* **Resources** – Jason (5)
	+ Monitoring Resources (will contain all materials discussed today) -
		- K:\Share\GHSO\Monitoring Resources - On Site and Desk\FFY20 Monitoring Resources
	+ THSO Policy Manual
		- <https://tntrafficsafety.org/grant-management-manual>
* VI. **Questions** (5-10)