

Tennessee Department of Safety and Homeland Security

Tennessee Highway Safety Office

**Things to Remember When Scheduling Monitoring Visits**

1. **Cluster:** Cluster your visits by regions of the state when possible.
2. **Maximize:**
   1. 2 monitoring visits per day as much as possible.
   2. Should begin no later than 9:00 a.m. on a morning visit.
   3. Agencies which performed no work in the first quarter due to lack of a signed contract should be scheduled in April or later.
   4. Projects that may be struggling early on or have a history of poor performance should be considered earlier in the season if at all possible.
3. **Special Consideration:** If you have an agency that has shown significant struggles already in FY 2020 but isn’t really grouped well in your travel schedule, seriously consider making a separate monitoring visit and scheduling it in March or April if at all possible. Sometimes that simple face to face contact can help sort through confusion. This can be separate from a monitoring visit if needed. If so, permission from your supervisor is always necessary.
4. **Communicate:** Keep the Deputy Director aware of agencies that have significant issues. He is always available to attend with you, if necessary. However, schedules fill quickly. He is also available to be on conference calls for issues as well.
5. **Network Meetings:** You may be able to attend Network Coordinator Meetings while conducting monitoring visits as well. It’s not mandatory, but always a good opportunity when it fits properly into your schedule.
6. **Dates to Remember:** Remember there are dates of concern during the season of which we cannot or should not monitor due to other responsibilities where we are needed in the office. Refer to the Dates to Remember document.
7. **Be Prepared:** Before going on your visit, make sure that you have prepared appropriately. This includes:

* Has a modification been completed?
* What is the funding source?
* Which budget categories have funding?
* How much money has the agency spent?
* Have all of the requested items been purchased?
* Does the agency have current or previous capital purchases?
* Have there been issues on status reports?
* Have all of the required documents been turned in on time?
* Focus on the strengths as much as the weaknesses.

1. **Don’t Panic:** We all have plenty of resources and people to help you through all of our questions, even when we are on site for the visits.