# Entrance Conference Agenda

# Project Title:

# OIG Project No:

# Date:

**Team Members**

Add all project team members

**Objective**

To conduct a Peer Review of X OIG to ensure compliance with appliable Blue Book standards.

**Scope and Methodology**

OIGs are assessed on their compliance with each of the standards designated by CIGIE’s Inspections and Evaluations (I&E) Committee. The January 2012 Blue Book standards currently covered by an external peer review include: (1) Quality Control, (2) Planning, (3) Data Collection and Analysis, (4) Evidence, (5) Records Maintenance, (6) Reporting, and (7) Follow up. The OIG assigned to conduct the peer review, called the Reviewing OIG, determines whether an OIG’s internal policies and procedures are consistent with each covered standard, and whether the reviewed reports generally complied with applicable Blue Book standards and followed internal policies and procedures. The peer review covers reports that state the work was conducted in accordance with the Blue Book and that were issued by an OIG within the 3-year period.

**OIG Operating Procedures**

In this section the peer review team should describe the process agreed-to with the Reviewed Organization’s POC. The I&E Peer Review Guide requires the Reviewed Organization to designate primary and second points of contact who are responsible for administrative and logistic arrangements and coordination within the Reviewed Organization.

**Inspection/Evaluation Process**

The Reviewing OIG typically selects a representative sample of reports issued by the Reviewed Organization covering the 1-year period prior to the start of the peer review. Reviewing the most recently issued reports provides the Reviewed Organization timely, useful information. However, the peer review covers reports issued during the applicable 3-year period. The Reviewing OIG may decide to select reports issued in the other 2 years to obtain a representative sample of reports. Considerations in report selection could include different categories or types of reports; reports with varying topics, lengths, or methodologies; or reports issued by different teams, divisions, components, or groups in the Reviewed Organization. The number of reports to be reviewed depends on the size of the Reviewed Organization, e.g., four reports for large Reviewed Organizations, three reports for medium Reviewed Organizations, and two reports for small Reviewed Organizations.

**Peer Review Report**

The Peer Review Report will provide the peer review team’s overall conclusions as to the Reviewed Organization’s general compliance with the covered Blue Book standards, and specific findings and recommendations, if any. The report includes findings that are significant noncompliance’s with one or more of the covered Blue Book standards.