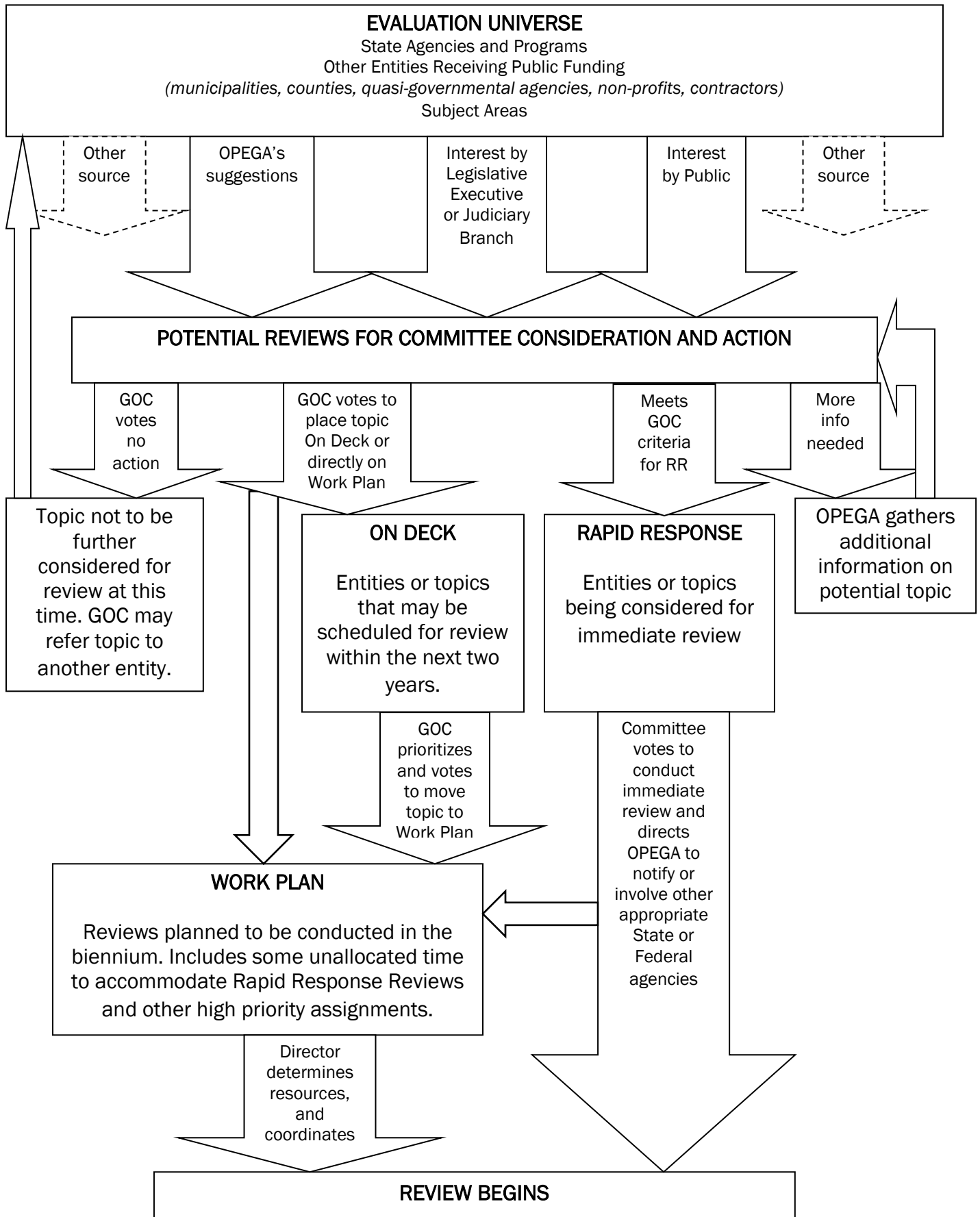


# OPEGA Review Selection Process



## OPEGA Review Selection Process

### Standard Process

1. The Director works with the Government Oversight Committee at the beginning of each new biennium and throughout the biennium to identify topics in the Evaluation Universe that the Committee desires to review within the next two years. The Committee considers the topics on the existing On Deck list and all other topics put forth for consideration at that time with assistance from OPEGA as needed. The Committee will also consider what the desired general scope of each potential review should be.
2. The Committee will prioritize and select those topics seriously being considered and determine by vote which of them will be placed on OPEGA's Work Plan. The GOC may add reviews to the Work Plan over the course of the biennium as OPEGA's resources allow. Reviews can also be voted off the Work Plan. The GOC may also vote to add new topics of interest to the On Deck list for future consideration or may forward them to another entity for consideration. A checklist is available for the GOC to use in considering and prioritizing potential review topics. (See Tab K).
3. On a quarterly basis the Committee will consider requests received by OPEGA over the course of the quarter in accordance with the established Process for Handling Requests for OPEGA Reviews. (See Tab J). At any time, the Committee may also entertain suggestions or requests for reviews received directly from legislative bodies in accordance with that policy. Such suggestions will be placed on the Committee agenda at the direction of the Chairs or when sponsored by a GOC member. Any GOC member may also introduce a topic for Committee consideration at any time. The GOC has typically required that members submit a formal written request.
4. The responsible management associated with any topics voted on to OPEGA's Work Plan or the On Deck List will receive a courtesy notification from the Committee or Director.
5. The Director will implement the Work Plan by scheduling and overseeing the performance of the reviews selected. Reviews will generally be conducted in accordance with OPEGA's established process which provides opportunity for the Committee to approve a detailed scope for the review once OPEGA has completed preliminary research. (See Tab M).
6. Periodically, the Committee will review the Office's progress on the Work Plan. The Committee will also assess whether new information or situations have come to its attention that should result in voting a topic off the Work Plan or exchanging a planned review with an On Deck item or new topic.
7. Periodically, the Committee will review the topics on the On Deck List and determine whether the interest or potential value of reviewing any of the topics has diminished. The GOC will vote to remove topics from the On Deck List as appropriate.

## Rapid Response Process

1. The Committee will consider whether an immediate review should be commenced in situations where there is an allegation, event or information obtained that creates a suspicion of intentional wrong-doing or unintentional mismanagement and neglect. Such information may come from a standard OPEGA review being conducted as part of the Work Plan or through other channels.
2. The Committee may direct OPEGA to obtain preliminary information to evaluate whether the suspicion is justified.
3. The Committee will evaluate whether the situation meets its criteria for initiating an immediate review and will vote as to whether OPEGA should be directed to begin or arrange for an immediate review. The criteria are:
  - Area/topic is within OPEGA's jurisdiction as defined by Statute.
  - Existence of physical evidence or corroborating information.
  - Potential for significant financial impact.
  - High degree of political or public sensitivity.
  - Lack of other avenues to gather information.
  - Lack of other avenues for timely response to concern.
4. A vote on whether to initiate a Rapid Response review requires a quorum be present (as per Section 2 of the Committee Rules) and a two-thirds vote of those present and those who are absent that vote within the timeframes established in Section 9.E of the Committee Rules.
5. Upon being directed by the Committee to conduct a Rapid Response review, the Director will make contact with other appropriate governmental entities and arrange for the resources to perform the review. The review will be coordinated as necessary with other appropriate state or federal entities.
6. The review will commence as soon as possible with little advance notification to the management of the entity involved and will continue to receive priority status in OPEGA's workload until the review is complete.