Overview of the OPEGA Review Process

The review process consists of six phases. These phases are summarized briefly in the table below.

Process Phase	Summary
1. Topic Selection	The Government Oversight Committee selects review topics. OPEGA assists the Committee in the topic selection process by tracking evaluation requests, conducting limited background research on proposed topics, and preparing preliminary project scope summaries, which identify the research questions an evaluation could address.
2. Project Planning and Preliminary Scoping	OPEGA notifies the agency or program to be reviewed about the project and schedules an opening conference to discuss the evaluation process and the issues to be addressed. If it has not already been prepared in the topic selection phase, OPEGA prepares a final project scope summary for Committee review and approval. After conducting initial scoping work, the project team prepares a _Work Plan_ to guide its efforts during research or "fieldwork."
3. Fieldwork/Research	OPEGA staff use a variety of research methods, depending on the issues to be addressed and the nature of the program(s) reviewed. Research methods may include interviews with agency personnel and clients, analysis of financial and budgetary data, review of established procedures and processes, review of agency files and databases, comparison of agency programs with similar programs in other states, and identification of applicable standards or best practices. Specific tests may be designed to determine the effectiveness of management controls or the degree of compliance with selected requirements.
4. Report Writing	At the end of fieldwork, OPEGA prepares a draft report summarizing findings and recommendations and provides it to the agency and the Governor's office for review and comment. The agency and Governor's office also receive the final draft of the report, and are given an opportunity to prepare a written response that is included in the final published report. The team references information in the report to the workpapers ("indexing"). Reports are released at a public meeting of the Government Oversight Committee.
5. Project Close-Out	Upon the release of review reports, OPEGA may issue press releases summarizing the review findings and recommendations. OPEGA performs administrative tasks, such as final indexing, preparing project files for storage, and setting up follow-up files to capture information about agency implementation efforts.
6. Follow-up	Once a performance evaluation report or evaluative review is issued, the Government Oversight Committee takes a variety of actions to follow-up on report recommendations. OPEGA assists the Committee through a formal follow-up process that tracks agency and legislative implementation efforts with input from those responsible for taking action. OEPGA will periodically submit reports summarizing implementation status on all "open" findings to the GOC, the joint standing committees of jurisdiction and the Governor's office. The status will also be posted on OPEGA's website for public access. When necessary, OPEGA will perform follow-up fieldwork to verify successful implementation of corrective actions.