

Aligning Your State's Dispute Resolution Policies and Procedures with Federal Requirements

Peer Review Process Instructions

1. Review the policies/procedures and/or procedural safeguards against the appropriate self-assessment (Part B or Part C). Identify areas where the policies/procedures differ from the regulations.
2. Discuss the following questions in your small group.
 - a. What, if anything, is inconsistent with the requirements? What is unclear?
 - b. How do the inconsistencies impact (or potentially impact) rights?
 - c. Do the documents include all of the required information?
 - d. Are there any inconsistencies within or among the documents?
 - e. Are there any procedures that could be problematic, depending on how they are implemented?
 - f. Are there any procedures that appear to be especially effective?
3. Draft a list of questions for the large group to discuss.
4. Mark up a master copy of the policies/procedures and the self-assessment with questions and/or comments that can be provided back to the state. (Focus on identifying questions and providing constructive feedback.)

Self-Review Process Instructions

1. Review your policies/procedures and/or procedural safeguards against the appropriate self-assessment (Part B or Part C). Identify areas where the policies/procedures differ from the regulations.
2. Consider the following questions:
 - a. What, if anything, is inconsistent with the requirements? What is unclear?
 - b. How do the inconsistencies impact (or potentially impact) rights?
 - c. Do the documents include all of the required information?
 - d. Are there any inconsistencies within or among the documents?
 - e. Are there any procedures that are potentially problematic, as implemented?
 - f. Are there any procedures that are especially effective?
3. Draft a list of questions or issues that you would like to discuss with the large group.
4. If there are other people conducting a self-review, you can discuss questions/issues as a group.