

THE REVIEW CYCLE

1. Team Leader picks out RIFs for upcoming meeting & delegates a Team Representative to copy the designated documents from the appropriate database to the REVIEW TRACK database.
 - a. Action taken by: Team Rep.
2. Request for Evidence Forms are printed in the REVIEW TRACK database and sent to the agency (Status 50)
 - a. Action taken by: Team Rep.
3. Record assigned to Team Member in the REVIEW TRACK database by Team Leader for review (Status ?)
 - a. Action taken by: Team Leader
4. Team Leader