The PRISM Program Review Process

What is a PRISM Review?

An assessment, conducted by the PRISM Team, of a State's PRISM processes and registration system to determine compliance with PRISM requirements, identify process improvement needs, and share best practices. The results formally document a State's current participation level: Partial, Full, Enhanced, or Expanded. Download the PRISM factsheet to learn more about PRISM participation levels.

THE REVIEW PROCESS

Each review follows the same basic steps:

1. The State submits information to the PRISM Team using the PPLC questionnaire (see box below).

2. The PRISM Team analyzes the information provided by the State to verify compliance with the PRISM requirements.

3. The PRISM Team and State collaboratively discuss the results of the review.

4. The PRISM Team prepares and delivers a final assessment.

The State-completed **PRISM Participation Level Certification (PPLC)** questionnaire collects information about the State's PRISM processes and registration system's response to PRISM data. Using testing data provided by the PRISM Team, States capture and provide screenshots of PRISM-specific results from their systems.

TYPES OF REVIEWS

Steps 1 and 2 of the review process will take place via a series of emails, phone calls, and webinars.
Steps 3 and 4 will take place via one of the formats below.*

Virtual Review	The PRISM Team continues to use emails, phone calls, and webinars to collaboratively discuss results and deliver the final assessment.

On-site Review	The PRISM Team travels to the State office to collaboratively discuss results and deliver the final assessment.

*The PRISM Team determines the type of review conducted in each State. This is based on a set of criteria, including the length of time since the State's last review and the level of guidance needed in improving the State's PRISM processes.

NEXT STEPS AND CERTIFICATION

After conducting the review, the PRISM Team sends the State a report with a final assessment. When needed, a Corrective Action Plan (CAP) is included. The CAP identifies any required next steps the State must take to maintain compliance with PRISM requirements, or recommended steps the State may take to improve processes.

Based on the final assessment, the PRISM Team sends the State a letter to officially certify their PRISM participation level. The State is responsible for maintaining compliance with PRISM requirements that meet their level of participation.