

## **K Quality Control (QC) Statewide Recommendation**

When the QCRC process results in a recommendation to be implemented statewide, the Policy Support Team (PST) Representative completes the following:

- Researches the issue.
- Analyzes the impact of the recommendation to AZTECS, policy, or both.
- Elevates to Systems any AZTECS issues to be resolved.
- Prepares a memo from the Program Administrator, explaining the following:
  - Cause of the error
  - Reason for the recommendation
  - Change that will occur
  - Implementation date.

The PST clerical staff sends the signed memo and the proposed revision stamped DRAFT by interoffice mail to a designated staff mailing list.