|  |
| --- |
| [**From Evernote:**](http://evernote.com/) |
| **What I do for QA** |

Write up process or details of tasks listed

Email distribution QA box Cert box

Mail distribution

BCU lookup in MMIS for PC numbers

Date stamp

Record requests

CPR FA waivers

Meeting setup

Equipment setup

Equipment maintenance copier fax

User troubleshooting for office programs

Adobe pro

Train volunteers

Delegate tasks

Track screenings due dates

Outgoing mail including sensitive materials and certified

Convinced other state agencies to allow scanned records requests to reduce wear on machines, paper, ink and jamming in addition to cost of shipping

Business cards

Labels

Tags

Project trackers until formal tools are developed

Meeting minutes

UML diagrams

Power point presentations

Open & pri.t oddfile formats

Track incoming recerts & I.itials

Order supplies

Physical drawer space manavement

Assist w/ dev of electronic file system

Tutorials for tricks to streamline processes

Mass mailings

Consult a Ra team for report building

Encouraged sr mgrs to sign a mou for MASST DVR volunteer programs

Interview. Coordination

MMIS EIS DS3

Contact lists for unit