

Thank You for Being Part of the Unannounced Auditor Team!

12/16 Update: Stay connected and in-the-loop via the WhatsApp group texts.

For December 2022 Trainees (Dec 13, 14, 15):



1. If you have completed your Day 1 and Day 2 training sessions, along with your assigned homework, you are ready to start your audit process.

- Shay will provide the name and phone number of your assigned provider location.
- MEE is now processing the payments of the stipend for completing the training. Please be sure that we know your preferred method of payment, your full (government) name and your home address, if we are mailing you a check.

2. If you have completed *only* the Day 1 training and the assigned homework, we will be looking for you to register for one of the Day 2 sessions being held in January. Please do so ASAP (see previous email or January trainee information below for registration links).

- Reminder: You must attend BOTH training sessions in order to become an unannounced auditor.
- In the meantime, MEE will process the payment of the stipend for completing the Day 1 training. Please be sure that we know your preferred method of payment, your full (government) name and your home address, if we are mailing you a check
- If you have decided not to continue after the Day 1 training, let MEE know. You will still be paid for that training.

3. If you have not yet completed your homework assignments, please do so ASAP. You will not be approved as an auditor until the homework is completed and submitted.

4. If you would like to review the recordings of the Day 1 or Day 2 trainings as you prepare for or execute your audits and surveys, please let us know. We can send a link to access the video(s). Note to pending trainees: these recordings are for review purposes only; watching the recording does not count as completing a training session. To get paid, you must attend the online, interactive training in real time

5. Payments for completing the assigned audit will be processed after all four required surveys are completed and submitted via Formstack.

For January 2023 Trainees (Jan 4,5), with audit completion period of January 9-17, 2023:

Training Dates and Times...

Auditor Training Part 1: Wednesday, January 4, 1 PM ([Registration link](#)) OR 6:30 PM ([Registration link](#))

Auditor Training, Part 2: Thursday, January 5, 1 PM ([Registration link](#)) OR 6:30 PM ([Registration link](#))

Six Things to Know for Your First Training Session:

1. Need you to be completely available to give your undivided attention to the training session; everyone needs to be engaged and interacting with the presenters.
2. You should keep you camera ON-we will be doing individual introductions and asking you questions during the training.
3. To see all the training instructions, join the Zoom call in both video and audio mode (not just dial in).
4. From the Zoom Chat box, you will need to copy a link to access the Survey onto your phone or desktop during the training.
5. We will be demonstrating how to complete the surveys that you will use during your audits.
6. You will be expected to respond to and ask questions (if any) during the training.

Payment Processing

- Reminder: You must attend BOTH training sessions in order to become an unannounced auditor.
- If you decide not to continue after the Day 1 training, let MEE know. You will still be paid for that training.
- In order to process your training stipend(s) please be sure that we know your preferred method of payment, your full (government) name and your home address, if we are mailing you a check.

Day 1 Training & Homework

- Successfully completing the Day 1 training includes doing the Homework Assignment after the session and bringing any issues or questions to the Day 2 session. In addition to covering the assignment in the training, we will also text you a reminder and instructions after the training.