

In-House Audit Procedure

PURPOSE

The purpose of the in-house audit is to randomly select files from each counselor to make sure that the services reported to data and billed to IDPH and other funding sources were documented correctly in the client's file.

The data department is monitoring:

Outpatient Group Notes:

1. Name of Group
2. DAP format
3. Signed

Outpatient Individual Notes:

1. Type of Service (Individual/Crisis)
2. DAP format
3. Signed

Outpatient Family Notes:

1. DAP format
2. Signed

Residential Group Notes:

1. In summary format (1 week)
2. Name of groups
3. Date of groups
4. Facilitator of groups
5. DAP format
6. Signed

Residential Individual Notes:

1. Length of session
2. DAP format
3. Signed

PROCEDURE:

1. The data department will do the audit the fourth Thursday of every month with the exception of November and December, when it will be done on the 3rd Wednesday of the month.
2. One file from each counselor will be designated for the Peer Review.
3. After the data department has completed their portion of the audit, the forms will be email to each component director for corrections.