

Audit Checklist

Assessment Complete	Assessment is complete and documented for other disciplines (OT, PT, Speech, Psychologist, Dietician).
Assessment Timely	Assessment/reassessment for other disciplines (PT, OT, Speech, Psychologist, Dietician) is timely and meets standards.
Documentation of Treatment	There is documentation of treatment provided by other disciplines (PT, OT, Speech, Psychologist, Dietician).
Monitoring	Other disciplines (PT, OT, Speech, Psychologist, Dietician) conduct monitoring based on scope, intensity and duration as defined in the and plan.
Progress Notes Match	The progress notes of other disciplines (PT, OT, Speech, Psychologist, Dietician) match scope, intensity and duration as defined in plan.
Services Provided to Scope	Services are provided and monitored according to the scope, duration, and intensity identified in the PCP.
Team Role	Team role is evident.
Treatment Provision	For other disciplines (PT, OT, Speech, Psychologist, Dietician), the treatment provision matches plan; correct level of intervention/treatment based on how PCP describes.
<u>Pre-Audit Review</u>	
Training Records	Minimum training standard for service type is met based upon SCCMHA Training Grid (Review Training Grid Report from DB)
<u>Psychiatrist</u>	
Availability of Psychiatrist	Psychiatrist or psychiatric coverage is available 24 hours, 7 days a week
Consultation	The Psychiatrist consults with CM/SC, RN, home providers, and/or other as appropriate.
Laboratory Procedures	There is evidence of appropriate laboratory procedures relative to medication management.
Labs Completed	Lab work orders are completed according to best practice protocols.
Labs Reviewed	There is evidence that consumer lab results are reviewed in a timely manner and appropriate action is taken when indicated.
Medication Consent	There is evidence of psychotropic medication consent in the file. The informed consents are updated yearly.

Audit Checklist

Medication Documented	There is notation of client current medications in the file. This list should include both medical and psychotropic medications.
Medication Log	Medication log for consumer is maintained and current.
Medication Reviews	Evaluate and monitor medications, their effects, and the need for continuing or changing the medication regimen.
Medication Reviews Documented	Documentation is complete and thorough.
Medication Reviews Quarterly	Consumers are seen face to face at a minimum of quarterly to evaluate the effectiveness of medications.
Psychiatric Evaluation	Performed face-to-face by a Psychiatrist including presenting problem; history of present illness; previous psychiatric, physical, and medication history; relevant personal and family history; personal strengths and assets; and mental status examination.
<u>Staff Qualifications</u>	
Credentialing of Professionals	Each employer, including SCCMHA, will verify credentials of position applicants, including proper licensure if required. SCCMHA and other provider network organizations must retain current proof of credentials and licensure on file, as well as appropriate historical file information for services billed.
Credentials Verified	Credentials are verified and match discipline and role assignment. Check