

## Provider QA Review/Audit Preparation Checklist

This form is designed to help Providers prepare for a QA Review/Audit by Salt Lake County Aging & Adult Services. Please refer to your current contract and to the CCTP Provider Training documents for additional information about each item listed.

During a QA Review/Audit, Providers will be expected to provide documentation that demonstrates that each of the below listed items has occurred. Examples include: copies of training attendance rolls which show employee completion of training requirements; copies of billing records and/or invoices; copies of current licensure; copies of case notes; copies of employee timesheets; etc.

<p>1. Business and staff maintain current licensure: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Business maintains appropriate insurance policies: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Appropriate assurances are in place for any subcontractor: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>4. Business has completed I-9's for all employees: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Business has developed required Policies/Process, employees have been trained on required policies/processes: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Business maintains records for six (6) years: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

7. Client files are maintained and include the required forms and documentation: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Service Provision is appropriate (current Service Authorization(s) on file matches the provision of service(s), etc.): Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Payments were complete, accurate and on time: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Business pays employees twice monthly: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Billing is submitted in a timely manner: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Business maintains all required FEIN and IRS records in PAS employer files: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Business provides monthly reports as required: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Business does not place restrictions upon overtime payment: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A