

## 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 all required Policies/Process, and employees have been trained on required policies/processes: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Business maintains all records for six (6) years: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>7. Business provides guarantee on parts and labor for ninety (90) days: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Business prepared estimate(s) appropriately (submitted by deadline(s), and received written approval prior to presenting to client or beginning work): Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Business communicated changes, delays, completion, etc. appropriately with Case Managers and Clients: Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>9. Business prepared appropriate invoices and submitted by deadline(s): Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Billing is appropriate (submitted in a timely manner, accurate, materials are tax exempt, and final costs do not exceed 10% of estimate): Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. Business obtained required City/County/Case Manager inspection(s): Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>12. Service Provision is appropriate and current Service Authorization(s) on file matches the provision of service(s), etc.): Notes:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>