Worker:       Reviewer:

PDC #:       Review Date:

Child:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes | No | N/A |
| 1 | Was the application/recertification signed?  Explanation: |  |  |  |
| 2 | Is the signed and dated voucher present?  Explanation: |  |  |  |
| 3 | NCF20106 or 20009 signed?  Explanation: |  |  |  |
| 4 | Was the application disposed within 30 days? OR  Was the recertification renewed timely?  Explanation: |  |  |  |
| 5 | Was the income calculated correctly?  Explanation: |  |  |  |
| 6 | Were reported changes responded to correctly?  Explanation: |  |  |  |
| 7 | If necessary, was the fee modification completed correctly?  Explanation: |  |  |  |
| 8 | Is there appropriate verification of employment/education/special circumstances in the case record?  Explanation: |  |  |  |
| 9 | Is the level of care on the plan of care (POC) evidence entered accurately?  Explanation: |  |  |  |
| 10 | Are care hours details on the POC evidence entered accurately?  Explanation: |  |  |  |
| 11 | Is the need for care on the POC evidence entered accurately?  Explanation: |  |  |  |
| 12 | Is the service on the POC evidence entered accurately?  Explanation: |  |  |  |
| 13 | Is the income entered accurately into NC FAST? (Ex-Amount entered correct and the correct multiplier used?)  Explanation: |  |  |  |
| 14 | Are notes relevant for the case entered in the appropriate location in NC FAST?  Explanation: |  |  |  |
| 15 | Is the Plan of Care described in case notes?  Explanation: |  |  |  |
| 16 | Is the Need Type described in case notes?  Explanation: |  |  |  |
| 17 | Is Voter Registration documented in case notes?  Explanation: |  |  |  |
| 18 | Is Developmental Screening Information given to the client documented in case notes?  Explanation: |  |  |  |