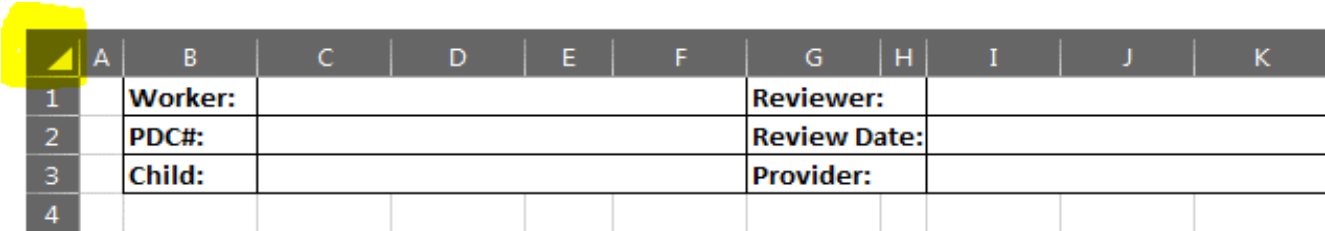


Each worksheet is labeled "Checklist # 1, Checklist # 2, etc..." is intended to be completed for an individual case per worker.

The worksheets are currently protected. To add a new checklist, click the Master Checklist Worksheet and click where the triangle is in the upper left hand corner, highlighted below:

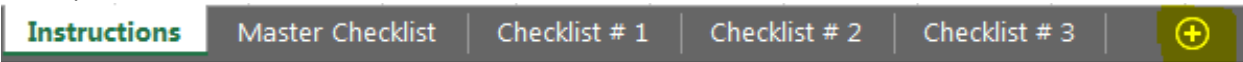
Example:



	A	B	C	D	E	F	G	H	I	J	K
1		Worker:					Reviewer:				
2		PDC#:					Review Date:				
3		Child:					Provider:				
4											

This will select the entire checklist. Right click and select "copy" on the dropdown box. Then click the circled + (highlighted below) in the lower right hand area of the open worksheet to add a new worksheet.

Example:



After the new worksheet has been added, right click in cell A1 and paste the information in the cell.

You can continue to add additional worksheets for workers as cases are reviewed.

Worker:		Reviewer:	
PDC#:		Review Date:	
Child:			

1	Was the application/recertification signed?	
	Explanation:	
2	Was the voucher signed and dated?	
	Explanation:	
3	Are the recipient responsibilities signed?	
	Explanation:	
4	Was the eligibility decision made timely?	
	Explanation:	
5	If applicable, was there a signed referral to support CWS/CPS/Foster Care/WFFA in the record?	
	Explanation:	
6	Was there verification of the Need for Care in the record?	
	What was the need for care?	
	Explanation:	
7	Was the Earned Income appropriately verified, calculated & entered?	
	Explanation:	
8	Was the Self Employment Income & Expenses appropriately verified, calculated & entered?	
	Explanation:	
9	Was the Unearned Income appropriately verified, calculated & entered?	
	Explanation:	
10	Was the OVS appropriately completed?	
	Explanation:	
11	Was the Level of Care Entered Accurately?	
	Explanation:	
12	Was the Service Needed Entered Accurately?	
	Explanation:	
13	Was the Need for Care Entered Accurately?	
	Explanation:	
14	Was the Pay by Enrollment or Pay by Attendance Correctly Indicated?	
	Explanation:	
15	If Needed, was the Priority Group Evidence Entered Accurately?	
	Explanation:	
16	Was the Circumstances to Justify the Level & Plan of Care appropriately documented?	
	Explanation:	

Worker:		Reviewer:	
PDC#:		Review Date:	
Child:			

1	Was the application/recertification signed?	
	Explanation:	
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	Explanation:	
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	Explanation:	
14	Was the Pay by Enrollment or Pay by Attendance Correctly Indicated?	
	Explanation:	
15	If Needed, was the Priority Group Evidence Entered Accurately?	
	Explanation:	
16	Was the Circumstances to Justify the Level & Plan of Care appropriately documented?	
	Explanation:	
17	Were the Developmental Screening Handouts Provided to the Family & documented?	
	Explanation:	
18	If applicable, was the Developmental Need appropriately Documented?	
	Explanation:	
19	If applicable, was the CWS Crisis Documented?	
	Explanation:	
20	If applicable, was the Received County Transfer Documented?	

	Explanation:		
21	Was there appropriate case documentation recorded?		
	Explanation:		
		Points Possible	0
		Points Earned	0
		Percent Correct	#DIV/0!

Yes

No

N/A

Worker:		Reviewer:	
PDC#:		Review Date:	
Child:			

1	Was the application/recertification signed?	
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	Explanation:		
21	Was there appropriate case documentation recorded?		
	Explanation:		
		Points Possible	0
		Points Earned	0
		Percent Correct	#DIV/0!

Yes

No

N/A

Worker:		Reviewer:	
PDC#:		Review Date:	
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	Explanation:	
21	Was there appropriate case documentation recorded?	
	Explanation:	
		Points Possible
		0
		Points Earned
		0
		Percent Correct
		#DIV/0!

Yes

No

N/A