## Appendix B – Pre-Audit Checklist

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| Pre-Audit Checklist |
| * Confirm audit policies/procedures are current. (Perform policy/procedure reviews according to your organization’s standards and/or schedules.)
* Determine the scope of the audit:
	+ Quality of practice issues (assessment, planning, implementation and evaluation), and/or
	+ Quality of records issues (record retrieval, legibility, retention), and/or
	+ Specific program requirements (unique features within departments or programs).
* Identify sample size and selection method.
* Review audit tools and modify if necessary.
* Schedule time to conduct the audit and follow-up actions.
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Refer to the content in “Phase 1: Prepare” for additional details.