## 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. |

Refer to the content in “Phase 1: Prepare” for additional details.