

CASEFILE NOTES STANDARDS CHECKLIST (HIR HARDFILES)

SERVICE.....AUDIT DATE.....VISITING REVIEWER.....SITE REVIEWER.....

(Key to Ratings - 1. Not achieved; 2. Occasionally achieved; 3. Mostly achieved; 4. Achieved)

STANDARD	File No.					
	1	2	3	4	Comments	Actions Arising
OBLIGATORY INCLUSIONS						
1. Name of client in prominent place						
2. Client D.O.B. in prominent place						
3. Consent to collect information signed & on file						
RECORDING FORM & PROCESS						
1. Well organised & easy to follow						
2. Up to date						
3. Legible						

Key: Applicable (A) YES (Y) / NO (N) / UNSURE (U)
 (Key to Ratings (R) - 1. Not achieved; 2. Occasionally achieved; 3. Mostly achieved; 4. Achieved)

STANDARD POSSIBLE SUPPLEMENTARY INCLUSIONS	File 1		File 2		File 3		File 4		Comments	Actions Arising
	A	R	A	R	A	R	A	R		
1. Outcomes recorded										
2. Future plans with review timelines listed										
3. Notes about client issues from Supervision/Case Meetings record with any actions arising.										
4. Support agreements concerning client safety are documented.										
5. HEF form signed by client.										
6. HEF form – Cheque #, amount and GST recorded										

ANY ACTIONS ARISING

FROM LAST AUDIT?