

CASEFILE NOTES STANDARDS CHECKLIST (HIR – CMS ELECTRONIC FILES)

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 practitioner						
2. Completed Client Information						
3. Completed Assessment						
4. Actions/tasks arising with timelines						
5. Consent to Collect Information box ticked						
RECORDING FORM & PROCESS	1	2	3	4	Comments	Action Arising
1. Case notes well organised & easy to follow						
2. Up to date						
3. Analytical & objective						
4. Respectful in expression						
5. Second hand information sourced						
6. Presenting situation						
7. Additional information						
8. Action						

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STANDARD	File No.					
9. Follow up						

*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	File 1		File 2		File 3		File 4		Comments	Actions Arising
POSSIBLE SUPPLEMENTARY INCLUSIONS	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 Meetings recorded with any actions arising										
4. Support agreements concerning client safety are documented.										
5. HEF form – Cheque #, amount and GST recorded on CMS.										

ANY ACTIONS ARISING

FROM AUDIT?