

ATTACHMENT C: NCDAAS CLIENT RECORD REVIEW AND UNIT VERIFICATION WORKSHEET
CONGREGATE NUTRITION

DATE OF ASSESSMENT _____

MONTH AND YEAR REVIEWED _____

AGENCY _____

Reviewer should select a random sample of clients from each Site/Route/Worker Code and include one or more special eligibility clients (if any).

- Attach to this worksheet the Units of Service Verification Report used to select the sample of clients and units. Identify on this report the persons sampled and the month(s) reviewed. Also attach copies of other worksheets, such as copies of the ZGA-903 or comparable document.
- List on the reverse side of this worksheet the clients and specific dates for which units could not be verified, if applicable.
- Provide a copy to the agency during the exit interview of both sides of this completed worksheet if unverified units are found.

CLIENT NAME	S/R/W Code	Eligible client? If special eligibility, state documentation reviewed.	Date of most recent CRF?	DAAS-101 CRF is complete ?	CRF updated at least every 12 months?	# units reported	# units verified	# units to be adjusted in ARMS
TOTAL UNITS NOT VERIFIED = _____			THIS REPRESENTS _____% OF TOTAL UNITS REPORTED FOR THE MONTH REVIEWED. If 10% or more, expand sample and select another month to review.					
Total units reported for all clients in month reviewed = _____								

Signature of reviewer(s) _____ Date _____