

ATTACHMENT C: NCDAAS CLIENT RECORD REVIEW AND UNIT VERIFICATION WORKSHEET
CONGREGATE THERAPEUTIC DIET MEALS

AGENCY _____ DATE OF ASSESSMENT _____
 MONTH AND YEAR REVIEWED _____

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? If special eligibility, state documentation reviewed.	DAAS-101 CRF is complete ?	DAAS-101 CRF is updated every 12 months?	Physician's prescription on file?	Physician's prescription reordered every 6 months?	# units reported	# units verified by source doc.	# 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** _____