



"Creating Life Opportunities"

Policy and Procedure # 580

Internal Audit of Residential and Vocational Programs

Approval: _____ Effective Date: _____

POLICY:

In order to ensure accurate billing, the Finance department will audit the Vocational Programs on a quarterly basis. This process has been set up to guard against waste, fraud and abuse.

PROCEDURE:

1. The Finance department will audit the Vocational programs on a quarterly basis.
 - A. The services to be audited are:
 1. DVR Community Based Assessment/Trial Work Assessment
 2. DVR Placement Services
 3. DVR Retention Services
 4. DVR Intensive Training Services
 5. Thurston/Mason County Supported Employment
 6. Thurston/Mason Person to Person program.
 - B. Separate forms for each type of service will be used to verify that all services have been performed as billed. The forms will list what items will be audited for each type of service.
 - C. Each type of service will be audited based on a 20% random sample, with a minimum of one customer being audited for each service per quarter. Audits may be done on a monthly or quarterly basis.
 - D. DVR programs: A random sampling of internal documentation will be done to verify employer signatures dates, times and outcomes. In addition, internal documentation will be checked to ensure that all required forms have been submitted to DVR in a timely fashion.
 - E. Thurston/Mason County Programs: Based on the information reported on CHRIS report, internal case notes will be reviewed, actual hours of contact with employers and customers will be compared to hours billed. The 20% random sampling will be accounted for as specified in paragraph C.
 - F. If discrepancies are found, the information will be brought to the attention of the CCO of the company, who will inform the CEO and the appropriate Department Director for corrective action.



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G. Completed audits will be filed and will be available for 7 years.