**ATTACHMENT C: NCDAAS CLIENT RECORD REVIEW AND UNIT VERIFICATION WORKSHEET** **Page      of**

**CONGREGATE LIQUID NUTRITIONAL SUPPLEMENT**

# DATE OF ASSESSMENT: Click or tap to enter a date. AGENCY:

# MONTH AND YEAR REVIEWED:       FUND SOURCE (HCCBG, SUPP5, ARPA):

 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. | Professional authorization on file? | Professional authorization updated every 6 months? | DOA-101CRF is complete? | DOA-101 CRF isupdated every 12 months if services are on- going? | [ 2 cans = 1 meal]# units reported | # units verified | # units to be adjusted in ARMS |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
|        |        | [ ]        | [ ]  | [ ]  | [ ]  | [ ]  |        |        |        |
| TOTAL UNITS NOT VERIFIED =      Total units reported for all clients in month reviewed =       | THIS REPRESENTS       % OF TOTAL UNITS REPORTED FOR THE MONTHREVIEWED. If 10% or more, expand sample and select another month to review. |

# Signature of reviewer(s)       Date