

## Administrative Site Visit Questions for Central Eligibility

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SUB Service	SITE VISIT/AUDITING QUESTIONS
<b>CE Change Form</b>	Redetermination made w/in 7 work d of request
<b>CE New Packet Processed</b>	01App includes client signature
	02App is complete
	03Income docs match application information
	04Income document meets policy
	05Residency docs match application information
	06Residency document meets policy
	07Elig date w/in 7 business days of date entered in CAREWare
	08Rcvd date w/in 30 calendar days of date entered in CAREWare
	09Registered in HEA w/in 7 work d of complete app
	10HIV document meets policy
	11Client Choice Referral form is completed
	12Acuity risk assess is completed
	One attempt mailed to client for incomplete app
<b>CE Renewal Packet Processed</b>	01App includes client signature
	02App is complete
	03Income docs match application information
	04Income document meets policy
	05Residency docs match application information
	06Residency document meets policy
	07Elig date w/in 7 bus. Days of Date Entered in CW
	08Rcvd date w/in 30 calendar days of date entered in CW
	09Registered in HEA w/in 7 work d of complete app
	10HIV document meets policy
	One attempt mailed to client for incomplete app
<b>CE Risk Assessment Conducted</b>	Date of service matches billed date in CAREWare
	Provider is listed on approved budget or verified
	Service documentation is for an assessment
	Service is allowable per service category policies
	Units calculated accurately; duration/start/stop