WORKPAPER NUMBERING/INDEXING SYSTEM
PROVISIONAL RATE AUDITS

A. Preliminary Audit Planning
   1.1 Planning Memo/Audit Checklist
   2.1 Correspondence/Audit Contact Log
   3.1 Scheduling Letter
   4.1 Provider’s SR 2P, SR 2As, Bs, Cs/Client List

B. Preliminary Audit/CCL Review
   1.1 CCL Requirements/Fingerprints

C. Preliminary (FCRB)
   1.1 Program Statement
   2.1 Rate Application
   3.1 Correspondence/Rate Letters

D. Entrance Conference
   1.1 Summary Entrance Conf./Questionnaire
   2.1 Org. Chart/Bd. Members

E. (CCS)
   1.1 SR 2A - WPs
   2.1 Paid Hours Verif./Worksheets
   3.1 T.S./Payroll/Checks
   4.1 Interviews/Other Docs

F. Training
   1.1 Training Analysis/Logs/Docs

G. (SW) Activities
   1.1 SR 2B-WPs/Contracts
   2.1 Paid hours Verif./Worksheets
   3.1 T.S./Billings, Payroll Checks
   4.1 Interviews/Other Docs

H. (MH) Treatment Services
   1.1 SR 2C-WPs
   2.1 Paid Hours Verif./Worksheets
   3.1 Timesheets, Billings, Payroll, Logs or MH Verification
   4.1 Interviews/Other Docs

I. Preliminary Audit Results
   1.1 Completed Spreadsheets
   2.1 Point Sheets

J. Exit Conference
   1.1 Summary of Exit Conference

K. Final Audit Draft/Spreadsheets (QCR)
   1.1 FAR/Spreadsheets-QC

L. Final Audit Reports
   1.1 Signed FAR and Spreadsheets

M. Post Audit Results
   1.1 Formal Hearing