

DRC Audit Indicators:

Assessment

1. Was assessment completed within 7 days of acceptance?
2. Did the assessment summary identify criminogenic needs?
3. Were there re-assessments at the required times?
4. Were family/significant others contacted for collateral information?
5. Were agencies contacted for information about their previous/current involvement with the client?
6. Were releases signed for probation, family, employer, etc?

Change Plan

1. Did the Change Plan identify strategies to meet the needs identified in the assessment summary?
2. Does the Change Plan and case notes reflect that the client actively participated in the planning process?
3. Did the Change Plan prioritize the strategies and list time frames for completing each strategy?
4. Did the Change Plan include a current structured day?
5. Is there adequate documentation of any changes to the Change Plan?
6. Do case notes indicate discussions with the client about Change Plan strategies and progress, i.e. Plan drives progress?
7. Is client receiving substance abuse/mental health services in accordance with the Plan?
8. Were family members/significant others contacted about program involvement?
9. Were family members/significant others contacted as needed to elicit support for specific strategies?
10. Was an alternative mentor determined when there was a lack of family involvement and is the mentor actively involved with the client?
11. Was phase advancement in compliance with requirements?
12. Were contact standards met?
13. Do case notes reflect client practice of skills in individual/group sessions?

Incentives/Sanctions

1. Was the case manager creative in seeking incentives and sanctions for the client?
2. Were incentives/sanctions adequately applied?
3. Are incentives and sanctions adequately documented in case manager?

Staff Evaluation – Does the staff.....

1. Practice their communication skills in staffings and with their team?
2. Model pro-social behavior with clients, i.e. conflict resolution, problem solving, communication, etc.?
3. Seek to learn more about effective interventions with the target population?
4. Give feedback to their peers about skills and performance in a constructive manner?
5. Accept feedback from their peers about skills and performance in a constructive manner?