

Audit Tool Scoring Guidelines

There are two Audit Tools used in the State. One is the Comprehensive Audit Tool and the other is known as the Abbreviated Audit Tool. The Comprehensive Audit Tool is used for Self-Audits and the Central Office audit. The following staff utilizes the Comprehensive Audit Tool:

- Designated State Auditors and
- Unit Managers. (Unit Managers often utilize designated facility staff)

MH Program Development Consultants use the Abbreviated Audit Tool for the Integrated Treatment Facilities. The Abbreviated Audit Tool contains the most critical items from the Comprehensive Audit Tool. It is used to rapidly assess the status of our MH programs.

These guidelines are to be used with the:

- State Audit Tool,
- Abbreviated Audit Tool, and
- Audit Tool Scoring Sheet(s).

Four (4) scoring examples are presented below. If you have any questions, please call Carole Hodnett at 478-445-5855.

EXAMPLE (1):

Screen	FC	PC	NC	NA	NR
1. There is a current organizational chart showing reporting lines of authority.	X				
2. The organizational chart has positions and names of at least core MH/MR staff.		X			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>FC =1</div> <div>PC =1</div> <div>NC =0</div> <div> Scorable Items = 2 -#NA/NR =2 Score = (FC x2) + (PC x1) =2 + 1 = 3 </div> </div>					

1. **Indicate** the answer to each screen with a full compliance (FC), partial compliance (PC), non-compliance (NC), non-applicable (NA), or not rated (NR).
2. **Count** the number of full compliance (FC), partial compliance (PC), and non-compliance (NC). Indicate the number of each compliance in the appropriate box.
3. **Subtract** the number of not-applicable (NA) and not rated (NR) from the number of screens. This will give you the number of **Scorable Items**.
4. **Multiply** the number of full compliant (FC) screens times two (2) and multiply the number of partial compliance (PC) screens times one (1). **Add** the full compliance number to the partial compliance number to get the **Score**.

EXAMPLE (2):

Inmate ID#s -----> Screen / /	354657	999867	574635	132435	675564	887799	354212	908789	576899	433552
1.	FC	FC	FC	PC	NC	NC	NA	NR	FC	PC
2.	FC	FC	PC	PC	PC	FC	NA	NR	FC	FC
3.	FC	FC	FC	FC	PC	PC	NA	NR	PC	NC
				FC =13	PC =8	NC =3	Scorable Items = 30 - #NA/NR =30-6=24 Score = (FC x2) + (PC x1) = 26 + 8=34			

1. **Write** the inmate **ID numbers** in the blocks indicated.
2. Next to each screen, **indicate** if the screen was in full compliance (FC), partial compliance (PC), non-compliant (NC), not rated (NR), or not applicable (NA).
3. **Count** the number of full compliance (FC), partial compliance (PC), and non-compliance (NC). **Indicate** the number of each compliance in the appropriate box(s).
4. **Subtract** the number of not-applicable (NA) and not rated (NR) from the number of screens. This will give you the number of **Scorable Items**.
5. **Multiply** the number of full compliant (FC) screens times two (2) **and Multiply** the number of partial compliance (PC) screens times one (1). **Add** the full compliance number to the partial compliance number to get the **score**.

Once the Audit tool has been completed, transfer the scores to the Audit Tool Scoring Sheet.

EXAMPLE (3):

<i>Domains</i>	<i>Items Reviewed</i>	<i>Full Compliance</i>	<i>Partial Compliance</i>	<i>Non-Compliance</i>
EXAMPLES ONE AND TWO				
Example One	2	2	1	0
Example Two	24	26	8	3
Sub-Total	26	28	9	3

1. Under Items Reviewed, **indicate** the number of **scorable items** for each section scored.
2. **Indicate** the number of **full compliance** items scored for each section.
3. **Indicate** the number of **partial compliance** items scored for each section.
4. The sub- total indicates the total number of items for each section.

EXAMPLE (4):

COMPLIANCE SUMMARY

<i>Domains</i>	<i>Items Reviewed</i>	<i>Full Compliance</i>	<i>Partial Compliance</i>	<i>Non-Compliance</i>
Sub Total	26	28	9	3
Overall	26	28(54%)	9(35%)	3(11%)
		Total Compliance		89%

1. **Record** the **sub-totals** from each area on the scoring sheet.
2. **Add** each column to get the Overall score. (On the Scoring Tool there are three domains). **Divide** the total number of **partial compliances** by the number of Items reviewed to get partial compliance percentage.
3. **Divide** the total number of **non-compliance** by the number of Items Reviewed to get non-compliance percentage.
4. To get the **Total Compliance percentage**, **add** the full and particle compliance percentage.