BreatheND
Saving Lives, Saving Money with Measure 3.

North Dakota Tobacco Prevention and Control Executive Committee
Center for Tobacco Prevention and Control Policy

Instructions for Completing the Agency Chart Audit Form

Local public health units must first complete the program chart audit form before the agency chart audit form can be completed. Once data has been collected and recorded on the program chart audit form for each client-based program in the health unit, the percentages for Measures 1-4 (Measure 4 is optional this biennium) can be copied over to the agency audit form.

For example, local public health units will have a program chart audit form completed for the Family Planning program. If the total Measure 1 percentage (found at the bottom of column c) is 70, then 70 will be copied over to the agency chart audit form across from Family Planning in Measure 1(column c). Repeat this process until the percentages for Measures 1 (column c), Measure 2 (column f), Measure 3 (column h) and the option of Measure 4 (column j) are copied over to the agency audit form for each client-based program in the health unit.

Agency
Enter the name of the agency.

Public Health Programs
Read through the list of programs identified on the agency chart audit form. If your agency has other MCH programs not listed on the document, please identify under "Other MCH." If your agency has other client based programs not listed on this document (ex. Ryan White), please identify under "Other." If you identified programs that are not on the list, please enter "1" for those programs that are being audited this biennium and a 0 for those that are not being audited this biennium due to AAR implementation after January 1, 2011.

This agency has audited the following programs
The codes to be used for each objective in the chart audit are listed on the form under the column heading on the chart audit tool. The codes include:

1 = Yes
0 = No

The agency audit form has provided a list of client-based public health programs. Please read through the list of programs provided, if your health unit has identified a program as client-based and you have audited this program, please enter a "1" (Yes, the program was audited). If you have identified other programs under "Other MCH" or "Other," please enter a "1" (Yes, the program was audited). If your health unit considers a program as client-based, but did not audit the program this first biennium due to AAR not being implemented by January 1, 2011, then enter a "0" (No, the program was not audited). In addition, if your health unit has a program, but does not consider it a client-based program, then enter a "0" (No, the program was not audited).

Indicate if 10% OR 20 charts were pulled for each audited program
The codes to be used for each program listed on the agency chart audit form include:

1 = 10%
2 = 20 charts
NA = Not Applicable (if the agency does not have that program or did not audit the program this biennium)

Measure 1

(c) Record the Measure 1 percentages (from column C on the AAR Program Chart Audit tool) for each program that has been identified as "1." This column will automatically calculate the total Measure 1 percentage for the agency.

Measure 2

(f) Record the Measure 2 percentages (from column F on the AAR Program Chart Audit tool) for each program that has been identified as "1." This column will automatically calculate the total Measure 2 percentage for the agency.

Measure 3

(h) Record the Measure 3 percentages (from column H on the AAR Program Chart Audit tool) for each program that has been identified as "1." This column will automatically calculate the total Measure 3 percentage for the agency.

Measure 4

(j) Record the Measure 4 percentages (from column J on the AAR Program Chart Audit tool) for each program that has been identified as "1." This column will automatically calculate the total Measure 4 percentage for the agency.

Enter the name of the person that completed the agency chart audit form and the date it was completed.

Please save a copy of the agency audit form for your files and submit to Kelli Ulberg via email at krulberg@nd.gov by **June 30, 2011**.

If you have questions regarding any of the Ask, Advise, Refer Chart Audit process, please call Kelli Ulberg, Community Intervention Coordinator, Center for Tobacco Prevention and Control Policy at 701.328.5134 (toll free 1.877.277.5090).