

## IRRCS WEST PRIMARY FILE AUDIT CHECKLIST

Agencies holding the Care Coordinator role for IRRCS West consumers are required to ensure through their own clinical governance processes that the IRRCS West policy on Planning for Client Care and Client Files is adhered to and that primary file audits are carried out in a timely manner and assure that:

- All IRRCS West documents included in the file considered to be the primary file are clearly labelled and identified as IRRCS West documents

The file includes:

- IRRCS West Initial Assessment** (signed copy)
- IRRCS West Purchasing Plans** and quarterly reports for the period covered by the file audit
- IRRCS West Communication Plan**
- Recovery Plan** (including the transition plan) and review notes
  - The Recovery Plan is demonstrably holistic (Refer Item 2 page 3 of the IRRCS West Planning for Client Care and Client File Policy)
  - The Recovery Plan clearly identifies context, goals and strategies, nominates timeframes and responsibilities
  - Includes the Treatment Plan (for mandated consumers)
- Completed Outcome Measurements**
  - Basis 32
  - HONOS
  - Living Skills Profile
- Up to date Risk Assessment and Management Plan** (original)
  - The Risk Assessment and Management Plan covers both clinical and psychosocial risk
  - The Risk Assessment and Management Plan incorporates static and dynamic factors (Refer Item 3 page 3 of IRRCS West Planning for Client Care and Client File Policy)
- Current Relapse Prevention and Resilience Plan** (original)
  - The Relapse Prevention and Resilience Plan identifies both stressors and mitigators and includes a history of what worked and did not work to build resilience and prevent relapse
- Consent for sharing information** (original) or summary of action in lieu of consent
- All documents and plans included are signed as required by IRRCS West policy and/or by law

Agencies will be required to provide evidence of file audit to the IRRCS West Governance Group through the IRRCS West Practice Group.

**Review:** the IRRCS West Primary File Audit Checklist will be reviewed by the Governance Group by June 2010.