

Example 2

June 1, 2022

TO: Karla Bennetts, Families CARE

FROM: Melinda Dulitz, Region 3 Behavioral Health Services

RE: Services Purchased Verification Unit Audit

Families CARE is scheduled for the annual Services Purchased Verification Unit Audit by Region 3 Behavioral Health Services on **July 11, 2022**. If this does not work regarding your schedule please let me know. The list of files to be reviewed during the upcoming audit will be sent prior to the scheduled audit date.

Region 3 will continue the review process for Peer Support services which includes Tammy Fiala, Regional Consumer Specialist, reviewing files regarding consumers participating in services through Families CARE. We appreciate your willingness to assist us in this process and believe it continues to be successful and beneficial.

All participant files to be reviewed must be present at the onset of the audit. Files not present will not be reviewed and will not be included in the final audit score.

During the audit, Tammy and I will review the following services using the Families CARE Peer Support Worksheets:

- Transitional Youth Advocate Program
- Parent Peer Support Program

I will also review the following:

- A random sample of service participant files
- Unit production of between 2-5% of your annual contract with Region 3

I look forward to seeing you and your staff. If you have any questions please feel free to contact Melinda Dulitz @ (308) 237-5113, ext. 225.

Thank you.

cc: Beth Baxter, Region 3 Behavioral Health Services

Encl.: Units Needed to Audit/Audit Schedule Matrix