Agency Desktop Audit Review Checklist

In preparation for the desktop review, the agency should be sure to upload the following items to the IYSA database:

1. Items from Personnel Files for funded program staff (or DCS Emergency Shelter audit report with no findings if funding the Shelter program or DCS Clinical audit if funding Counseling program)
   A. New Employees in Funded Program only
      a. DCS fingerprint results
         i. Sex Offender registry checks
         ii. Local checks
         iii. CPS checks
      b. Completed reference checks
      c. Proof of education or license (based on position requirements found in DCS YSB Service Standards)
      d. Documentation for all DCS YSB Service Standards training topics or CYC Credential
   B. Current Employees in Funded Program
         Attestation forms
2. Fiscal Documentation
   a. Most recent Audit (within the last year)
   b. Current agency budget
   c. Certificate of current coverage for Liability insurance (Member Requirements)
3. Safety/Building Documentation
   a. Documentation of up-to-date completed fire/severe weather drills (Safety)
   b. Recent completed incident reports (if any for funded programs) (Safety)
4. Administration and Record Keeping
   a. Current Strategic Plan if new (Admin)
   b. All Core Roles, Outcomes, and billing reporting is up-to-date and reflects consistent activity
5. Programming
   a. Annual Report
   b. Successes, Challenges, and ways in which IYSA can be of help