To complete the internal audit, take the following steps:

1. From the list of Medicaid reimbursable trips, randomly select 10.
    a. If your LEA has multiple sites, be sure to select a variety.
2. Write the student initials, date and circle am or pm on the form below.
3. Pull the documentation listed and check that it meets each of the criteria listed below.
    a. Write "yes" in the cell if the documentation was available and accurate.
    b. Write "no" in the cell if it is either not available or was not accurate.
4. For any "no", determine what steps in the LEAs procedures were missed and follow-up with the appropriate individuals.
5. If you see any patterns (for example: all the bus logs were wrong) – consider revisiting or retraining on the procedures you have in place.

Criteria to asses for:

- IEP
    o The IEP is available.
    o The IEP is properly signed and dated.
    o The date the IEP was signed is *before* the date of the Medicaid trip.
    o The special transportation box is checked.
- Service Documentation
    o The service documentation is available.
    o The services documentation is properly signed and dated.
    o The service listed is also listed on the IEP (it is not acceptable for the service to only be listed on the IHP – it must be the IEP).
    o The service documentation meets all qualifications listed here.
    o Note – it **does not** matter if the service was billed to Medicaid.
- Attendance Records
    o The attendance record is available.
    o The attendance record show the student was in attendance at school that day.
- Bus Log
    o The bus log is available.
    o The bus log shows that the student rode the bus for that specific trip.
- Medicaid Status
    o The Medicaid status back-up is available.
    o The Medicaid status back—up demonstrates that the student was enrolled in Medicaid at the time of the trip.

Student Initials	Date	IEP	Service Documentation	Attendance Records	Bus Log	Medicaid Status	Notes
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						

Deficits Found:

	IEP	Service Documentation	Attendance Records	Bus Log	Medicaid Status
Individual					
LEA Wide					

Corrective Action Plan:

	IEP	Service Documentation	Attendance Records	Bus Log	Medicaid Status
Individual					
LEA Wide					