**IHS Division of Diabetes Treatment and Prevention**

**Annual Diabetes Care and Outcomes Audit 2024**

**Manual Audit Checklist**

**January 2024**

| **Step** | **1.0 Preparation** | **Completed?** |
| --- | --- | --- |
|  | **Let your** [Area Diabetes Consultant](https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/)[[1]](#footnote-1) **know that you are planning to start conducting your Audit.** |  |
|  | **Review the detailed** [2024 Audit instructions](https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2024Instructions.pdf)[[2]](#footnote-2)with particular attention to the section on conducting a manual Audit. |  |
|  | **Review the Diabetes Registry or list of diabetes patients for your facility and update, as needed.** |  |

| **Step** | **2.0 Complete Audit Forms** | **Completed?** |
| --- | --- | --- |
|  | From a list of eligible diabetes patients, randomly select the appropriate number of charts to review ([2024 Audit Instructions](https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2024Instructions.pdf)2, pp. 11-13). |  |
|  | Download the [2024 Audit form](https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2024Form.pdf)[[3]](#footnote-3) and make as many copies of the form as you have charts to review. |  |
|  | Perform the chart audits and complete a paper Audit form for each chart reviewed. Be sure to complete **all relevant** items. |  |

| **Step** | **3.0 Enter and Review Data via the WebAudit** | **Completed?** |
| --- | --- | --- |
|  | Request a WebAudit account if you do not already have one. For more information, visit the IHS Division of Diabetes [Audit website](https://www.ihs.gov/diabetes/audit/)[[4]](#footnote-4). |  |
|  | Login to the WebAudit: Go to the [Audit website](https://www.ihs.gov/diabetes/audit/)4 and click on the “WebAudit Login” link or menu item. |  |
|  | Enter information about your facility using the *Enter Facility Info* tool (under *Facility Administration*). |  |
|  | Enter data for each completed Audit form using the *Data Entry* tool (under *Data Processing*). |  |
|  | Check for potential data errors using the *Data Quality Check* tool (under *Data Processing*). Fix as many errors as possible using the *View/Edit Data* tool (under *Data Processing*) and repeat this step. |  |
|  | Run and review the 2024 Audit Report and Trends Graphs. If there are any obvious data problems, fix them if possible using the *View/Edit Data* tool (under *Data Processing*) and go back to Step 3.5. |  |
|  | Lock the data for your facility using the *Lock Facility Data* tool (under *Facility Administration*). |  |
|  | Complete the [Audit 2024 User Evaluation](https://www.surveymonkey.com/r/audit24ue)[[5]](#footnote-5) (optional). |  |

| **Step** | **4.0 Optional Activities Using the WebAudit** | **Completed?** |
| --- | --- | --- |
|  | **Download the data for your facility into an Excel file using the** *View/Edit Data* tool (under *Data Processing*). Use these data for additional analysis or other local purposes. |  |
|  | **Run and review the Means Report (under *Reports*)** to see estimated mean values for selected Audit outcomes for patients from your facility. |  |

1. <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/> [↑](#footnote-ref-1)
2. <https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2024Instructions.pdf> [↑](#footnote-ref-2)
3. <https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2024Form.pdf> [↑](#footnote-ref-3)
4. <https://www.ihs.gov/diabetes/audit/> [↑](#footnote-ref-4)
5. <https://www.surveymonkey.com/r/audit24ue> [↑](#footnote-ref-5)