IHS Division of Diabetes Treatment and Prevention
Annual Diabetes Care and Outcomes Audit 2021

Checklist for Manual Audits
January 2021

Step	1.0 Preparation	Completed?
1.1	Review the Diabetes Registry or list of diabetes patients for your facility.	
1.2	Update the Diabetes Registry or list of diabetes patients for your facility, if necessary.	
1.3	Review the detailed 2021 Audit instructions[1].	

Step	2.0 Complete Audit Forms	Completed?
2.1	From a list of eligible diabetes patients, randomly select the appropriate number of charts to review (2021 Audit Instructions[1], pp. 11-15).	
2.2	Download the 2021 Audit form[2] and make as many copies of the form as you have charts to review.	
2.3	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, Process, and Submit Data via the WebAudit	Completed?
3.1	Request a WebAudit account if you don't already have one. For more information visit the IHS Division of Diabetes Audit website[3].	
3.2	Login to the WebAudit: Go to the Audit website[3] and click on the "WebAudit Login" link or menu item.	
3.3	Enter information about your facility using the *Enter Facility Info* tool (under *Facility Administration*).	
3.4	Enter data for each completed Audit form using the *Data Entry* tool (under *Data Processing*).	
3.5	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.	
3.6	Run and review the Audit Report and Trends Graphs for 2021. 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.	
3.7	Lock the data for your facility using the *Lock Facility Data* tool (under *Facility Administration*).	
3.8	Complete the Audit 2021 User Evaluation[4] (optional).	

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[1] https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2021Instructions.pdf
[2] https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2021Form.pdf
[3] https://www.ihs.gov/diabetes/audit/
[4] https://www.surveymonkey.com/r/audit2021ue

Step	4.0 Optional Activities Using the WebAudit	Completed?
4.1	Download the data for all records 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.	
4.2	Run and review the Means Report (under *Reports*) to see estimated mean values for selected Audit outcomes for patients from your facility.	