

<b>Evaluation Section</b>		
Identify source of specific records to be audited: <b>MIHP Billing   MI-WIC Schedule Single Certifier Report   Other:</b>		
Number of single certifier (IFF/IBP) records (a)*		Is this 100% of all single certifier IFF/IBP records? <b>Yes</b> <b>No</b>
Number of all other single certifier records reviewed (b)*		Is this at least 20% of all other single certifier records? <b>Yes</b> <b>No</b>
Number of single certifier IFF/IBP records with required documentation missing: (c) _____ Number of all other single certifier records with required documentation missing: (d) _____		
What is the solution for securing the required documentation? (e) <input type="checkbox"/> Training staff to obtain required documentation _____ date/initials <input type="checkbox"/> Contacting the client for the required documentation _____ date/initials Other:		
Steps taken to improve compliance: (f)     		

Procedure for completion of Evaluation Section of Single Certifier Audit Tool:

- (a) Record the number of Single Certifier infants receiving formula (IFF/IBP) clients certified\*.
- (b) Record the number of all other Single Certifier records reviewed\*. (This must be 20% of a random sample of these records.)
- (c) Review the Audit; identify the number of IFF/IBP records with proof missing.
- (d) Review the Audit; identify the number of all other records with proof missing.
- (e) Evaluate the Audit, identify strategies for improvement.
- (f) Document steps taken to improve compliance.

**\*Note:** This information can found on the MI-WIC Single Certifier Report.  
 Admin Module/ Reports/Role Reports/ Single User Certification Report