

INTERNAL AUDIT FORM
Warren County Common Court of Common Pleas

Client Name		SIGNATURE OF REVIEWERS								
Judge		Auditor				Date				
Case Number		Auditor				Date				
		Auditor				Date				
Case Officer	Start Date	INITIAL			MIDPOINT			FINAL		
Case Officer	Transfer Date									
Case Officer	Transfer Date									
SECTION 1		Yes	N/A	No	Yes	N/A	No	Yes	N/A	No
COURT DOCUMENTS										
Judgment / Sentencing / Plea Forms										
Rules of Supervision										
Violation / Revocation Entry										
Modification of Sanctions / Technical violations										
Warrants										
Pretrial Referral / EMHA referrals										
Termination Entry / Dismissal Entry / Supervision Revocations										
CCIS										
Intake w/in 14 days of case onset										
Reassessment w/in 14 days of 1 year										
Termination w/in 14 days of close or change in status										
INVESTIGATIVE										
Presentence Investigation / ILC report										
Bond Report										
ID / DNA / Offender registration										
ASSESSMENT / TREATMENT / PROGRAMS										
Court Generated Assessments (TASC, STATIC, TCU)										
External Clinical Assessments (AOD, MH)										
Programming status reports										
Certificates of Completion										
RELEASES / REFERRALS										
HIPAA releases										
Program releases										
Program referrals										
SECTION 2										
CASE NOTES / SUPERVISION										
Supervision update forms										
Case notes / Status reports										
Termination / Discharge Plan										
CASE PLAN / ORAS										
Case plan with signatures										
Incentives / Rewards										
ORAS intake										
ORAS updates										
EMPLOYMENT										
Pay stubs / Schedules / Employer letters										
Employment Officer Updates										
UA / RX / MEDICAL										
Drug Screen results / Lab Confirmations										
Prescription / Hospital Documents										
OARRS reports										
FINANCIAL										
Payment Schedule (Child Support, Restitution, Court Costs, Etc)										
Payment Receipts (Child Support, restitution, Court Costs, Etc)										