

ABD Medicaid Supervisory Review Summary Sheet
Form 974
Instructions

The top portion of form 974, ABD Medicaid Supervisory Review Summary Sheet, is used at the option of the reviewer:

- The Review field should be completed with the name of the person who is completing the form and his/her job title.
- The Individual/County Reviewed field should be completed, as appropriate, with the MES worker's name and caseload number or the County name and number.
- Enter the month and year that the review period covered in the Month, Year field.

Complete the body of the form as follows:

- When reviewing cases of an individual worker, list the AU number of the cases reviewed in the column headed AU # - MES Name. When completing the form for a unit or county, enter the MES' name in that column.
- Indicate the Type of Action taken by the worker by entering an A, D, R or S. See the key on the body of the form. If the form is completed for a unit or county level, do not make any entries under the Type of Action column.
- Under the COA column, enter the class of assistance for which the A/R was entitled/denied at the time of the case record review. If the form is completed for a unit or county level, do not make any entries under the COA column.
- Under the accuracy rate column, enter the percentage of accuracy as determined after the review of the individual AU that was read. This number should be entered on the 2nd page of Form 965, ABD Medicaid Supervisory Review, under Accuracy Review Findings as the "% Accuracy Rate". If the form is completed for a unit or county level, enter an average of the MES' % Accuracy Rates (for unit) or of the unit's % Accuracy Rates (for county).

Total the accuracy rate in each cell and enter the total in the last cell of the Accuracy Rate % column.

- Under the Comments area, enter any comments pertinent to that particular AU or worker.

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(cont.)**

- Divide the total accuracy rate displayed in the last cell of the Accuracy Rate % column by the number of entries in the AU # - MES Name column. This will give you the average accuracy % to enter in the cell Average % Accuracy.

In the Supervisor's Comments at the bottom of the form, the individual completing the form on the worker, unit or county should include any recognition of superior work, recommendations for improvement, error trends, training needs identified or any extenuating circumstances which may have caused inaccuracies, poor documentation, etc.