

## Getting Started . . .

**\* This is a HCJFS form that caseworkers should bring to each SAR. We provide it here FYI only.**

### Semi-Annual Review (SAR) Audit Tool \*

Caseworker Name \_\_\_\_\_ Supervisor Name \_\_\_\_\_  
Case Name \_\_\_\_\_ Case Number \_\_\_\_\_  
Facilitator \_\_\_\_\_ Date of SAR \_\_\_\_\_

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Check here if SAR was not held due to caseworker not attending.

Check here if SAR was not held due to caseworker not notifying parties in FACTS.

- 1) Caseworker has an updated color photo of each child.  Yes  No
- 2) Caseworker has the most recent court entry for family.  Yes  No
- 3) Caseworker has an updated family service plan.  Yes  No
- 4) Caseworker has most recent medical documentation.  Yes  No
- 5) Caseworker has most recent dental documentation.  Yes  No  N/A
- 6) Caseworker has an updated Med/Ed form.  Yes  No  N/A
- 7) Placement information matches FACTS.  Yes  No

Comments:

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