**IHS Division of Diabetes Treatment and Prevention**

**Annual Diabetes Care and Outcomes Audit 2025**

**Manual Audit Checklist**

**January 2025**

| **Step** | **1.0 Preparation** | **Completed?** |
| --- | --- | --- |
|  | **Let your** [Area Diabetes Consultants](https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/)[[1]](#footnote-1) **know that you are planning to start conducting your Audit.** |  |
|  | **Review the detailed** [Audit 2025 Instructions](https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2025Instructions.pdf)[[2]](#footnote-2)with particular attention to the section on conducting a manual Audit. |  |
|  | **Review the Diabetes Registry or list of diabetes patients for your facility and update, as needed.** |  |

| **Step** | **2.0 Complete Audit Forms** | **Completed?** |
| --- | --- | --- |
|  | From a list of eligible diabetes patients, randomly select the appropriate number of charts to review [Audit 2025 Instructions](https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2025Instructions.pdf)2, pp. 12-14. |  |
|  | Download the [Audit 2025 Form](https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2025Form.pdf)[[3]](#footnote-3) and make as many copies of the form as you have charts to review. |  |
|  | 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 and Review Data via the WebAudit** | **Completed?** |
| --- | --- | --- |
|  | Request a WebAudit account if you do not already have one. For more information, visit the IHS Division of Diabetes [Audit website](https://www.ihs.gov/diabetes/audit/webaudit-information-and-account-requests/)[[4]](#footnote-4). |  |
|  | Login to the WebAudit: Go to the [Audit website](https://www.ihs.gov/diabetes/audit/webaudit-information-and-account-requests/)4 and click on the “Log in” button. |  |
|  | Go to **Facility Administration** tab or icon to enter number of diabetes patients.  **Note:** Enter the number of patients that meet the Audit inclusion and exclusion criteria (i.e., eligible patients). |  |
|  | Go to **Data Processing** tab or icon to enter data for each completed Audit form.   * Click on **Date Entry** and under Audit Type: select Annual Audit * Follow prompts to enter data. Use tab key to move to the next prompt. * Save data entered. * Go to the next record and repeat steps for each record to be entered. |  |
|  | Go to Data Quality Check (under *Data Processing*) to check for potential data errors.   * Fix as many errors as possible in the Data Quality Check or the *View/Edit Data* tool. * Save data that was changed. * Repeat this step for each listed potential error. |  |
|  | Run and review the 2025 Audit Report and Trends Graphs. 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. |  |
|  | Lock the data for your facility using the *Lock Facility Data* tool.  (under *Facility Administration*) |  |
|  | Complete the [Audit 2025 User Evaluation](https://www.surveymonkey.com/r/audit25ue)[[5]](#footnote-5) (optional). |  |

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

1. <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/> [↑](#footnote-ref-1)
2. <https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2025Instructions.pdf> [↑](#footnote-ref-2)
3. <https://www.ihs.gov/sites/diabetes/themes/responsive2017/display_objects/documents/audit/Audit2025Form.pdf> [↑](#footnote-ref-3)
4. <https://www.ihs.gov/diabetes/audit/webaudit-information-and-account-requests/> [↑](#footnote-ref-4)
5. <https://www.surveymonkey.com/r/audit25ue> [↑](#footnote-ref-5)