PRMS Surveillance Monitoring Reporting

For residential disability providers that are subject to surveillance monitoring reporting rather than a surveillance audit, please complete the following steps:

1. Go to the in-basket and find the provider's surveillance audit case. Note that this will be automatically generated with an audit type of 'surveillance audit'.

2. Go to the audit type field in the properties column of the PRMS. Add Surveillance Report and remove Surveillance Audit. (Use the little arrow by the property field name to add and remove).

3. Add in the details of the lead auditor and peer reviewer and date intended to complete the surveillance monitoring report. Note that the peer reviewer can be the same person as the lead auditor if the report is not going to be peer reviewed.

4. Push the generate template button (top right hand side of the case page). This will generate a surveillance reporting template. Whilst the generation process is underway, the PRMS will return you to the in-basket.

5. Go back into the case and into the Pre-Propagated Audit Tools folder, find the surveillance reporting template and download it. Use this report template to complete your reporting.

6. Add the completed surveillance report template to the Submitted Audit Report folder. Choose 'final audit report' as the document type in the add documents pop-up screen.

7. Add any additional supporting documents (e.g. rationale as to why a surveillance audit might be needed) to the home folder of the case (where the document sub-folders appear). Choose 'conduct audit documents' as the document type in the add documents pop-up screen.

8. Use the comments button to add any additional comments. Put "DAA:" before any comment to ensure it is obvious the comment is from the DAA.

9. In the properties field choose final report and add the fee information (if relevant).

10. Submit the report using the buttons on the top right hand side of the case.

Other helpful info:

- The lead auditor and the peer reviewer do need to be on your DAA's auditor register.