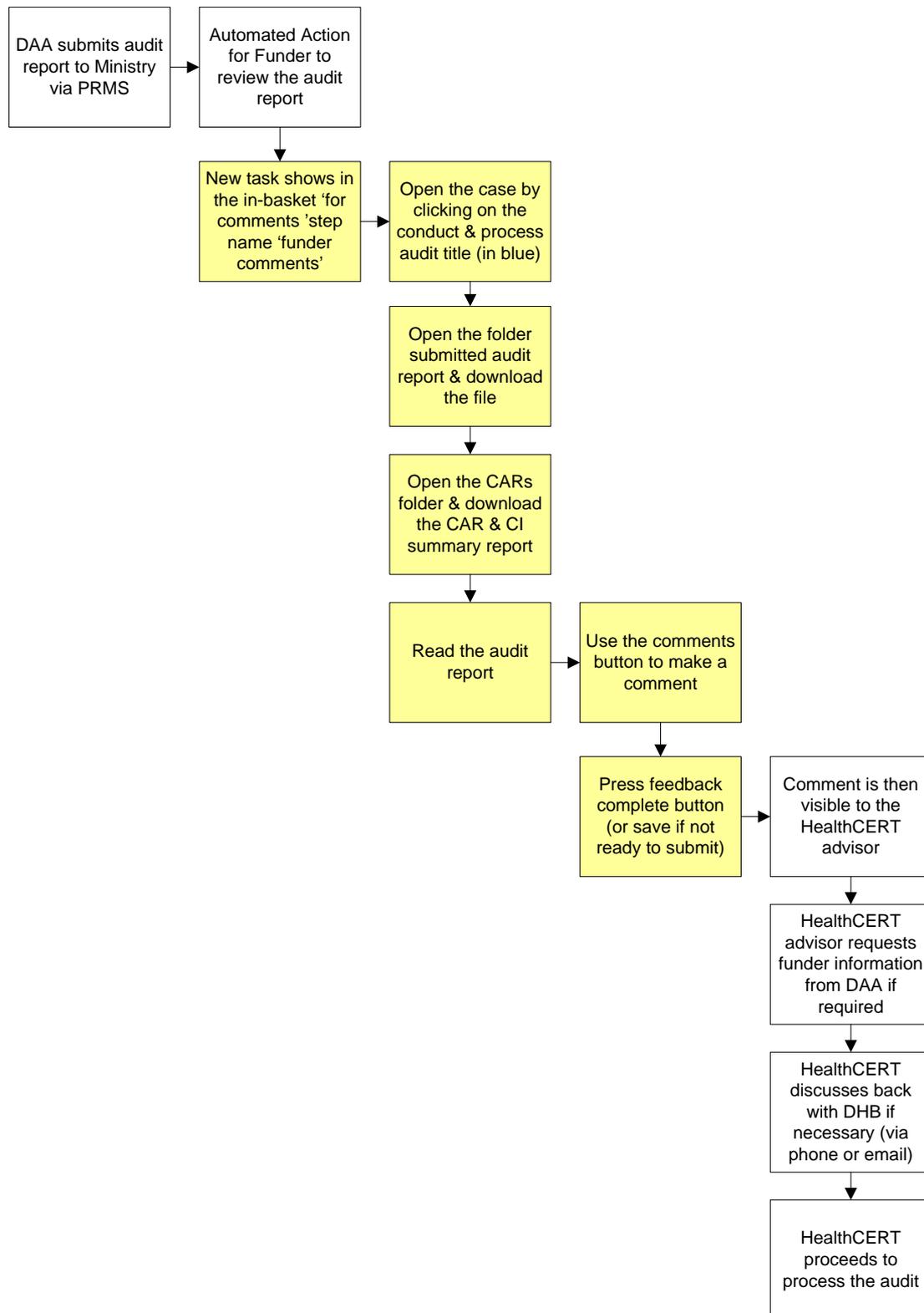


# PRMS – Funder comments on audit report process

## Overview of the comments process



### **To make a comment about an audit report:**

1. From your in-basket click on the funder comment link (you need to click on the subject line- in blue) or you can double click anywhere in the line.
2. Open the folder on the left hand side of the screen “Submitted Audit Report” and right click the audit file (choose view, save as and save it to your computer).
3. Click on the word “home” under the “add” button to return to the screen that shows all the folders.
4. Open the folder on the left hand side of the screen “CARs” and right click the CAR and CI summary report (choose view, save as and save it to your computer).
5. Don’t forget to click on the Close button before leaving the page. This takes you back to your Work in-baskets.
6. Once you have read the audit report and are ready to make a comment go to the comments button (top left hand side of the screen). This brings up a pop-up window.
7. Write your comments into the pop-up window. Start the comment with the name of your DHB in bold then add the comment (e.g. **XX DHB:**). Once completed push the add button directly below the comment box. Then push the close button (bottom left hand side of the pop-up window).
8. If you have finished, then push the button feedback complete (top right hand side of the screen). Once you push feedback complete this task disappears from your in-basket.
9. If you haven’t finished yet push the save button and then the close button. When you are ready you may come back into the case and complete it at a later date.

### **Note for residential disability providers (e.g. psychiatric or physical):**

Audit reports related to residential disability providers do not automatically populate into the ‘for comments’ in-basket. Funders will be emailed the Case ID. To access the audit report and make a comment on the case, go to the cases tab (top left hand side of the main screen) and then enter the case ID and search. Then open the case file and download the audit report and make a comment as above.

### **Other helpful info:**

- You cannot add documents when you are commenting on an audit.
- The comment character limit is 500 characters.
- You won’t be able to see the CARS in the CAMs in-basket until the audit report has been processed and a new or revised schedule is about to be issued by the Ministry of Health
- You can see the current certificate and schedule (which is about to expire if it is a certification audit) to the right of the screen. Click on the title under the heading

regulatory instrument. Once in that file there will be a file you can download on the left hand side of that screen.

- If you didn't save the audit report and want to retrieve it from the PRMS, you will need to go into the case search side of the PRMS and search for the case. Be careful to find the right case as previous (inactive) cases can also be retrieved.