How to Define Local Audit Periods and Add Local Audits

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -

Audits Periods and Audits

An **Audit Period** is simply a defined date range. Organisations are then required to create **Audits** to collect moments against. The moments collected against an audit are reported as belonging to the audit period which the audit belongs to.

National Audit Periods are defined and added to the HHCApp by the body responsible for your national program. Moments collected against an Audit for a national Audit Period are reported as part of the national program

Organisations can also define their own Local Audit Periods (see Adding a Local Audit Period below) which they can create audits for. Moments collected against a local audit **are not** included as part of the national program
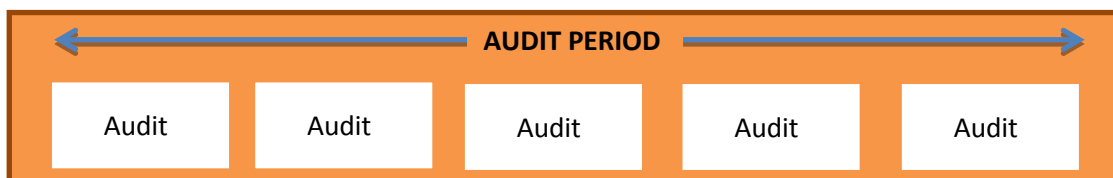
Section 1 Adding an Audit to an Audit Period

1.1 – Viewing an Organisations Audits

>Login to HHCApp

There are 2 ways to access the Audits Page

1) To view and access all audits for the organisation(s) that you are an administrator for.

>Click the Audits button in the top level menu

OR

2) To view and access audits for a single organisation only

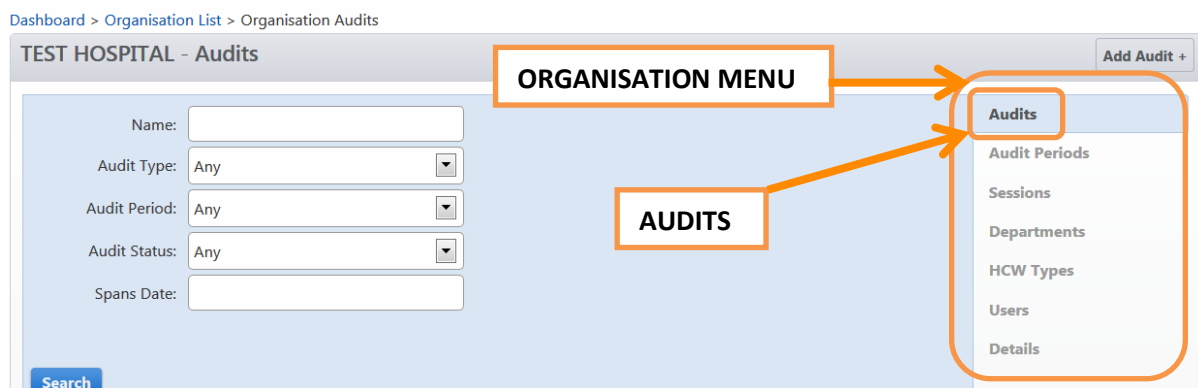>Click the Organisations button in the top level menu

>Click an organisation's name to select it.

This will take you to the Organisation Administration screen

>Click Audits from the Organisation Menu if not already selected.

Both methods will take you to the Audits page where you will see a list of Audits for the selected organisation(s).

Nb. You can use the search filters to narrow down the list of audits if you are searching for an audit that has already been created for an organisation.

1.2 Adding an Audit to a Local Audit Period for an Organisation

>Click Add Audit +

>Select the Audit Type, Organisation and Audit Period
If no audit period is selectable, see Section 2 below on how to define a Local Audit Period

The Name, Start Date and End Date fields will be automatically completed.

>Click Save

You will be returned to the Audits page where you will see that the new audit has been added to the results display.

The Audit is now available to have sessions added to it.

Section 2 Local Audit Periods

Organisations can create Local Audit Periods for audits that an organisation does not want included as part of a national program.

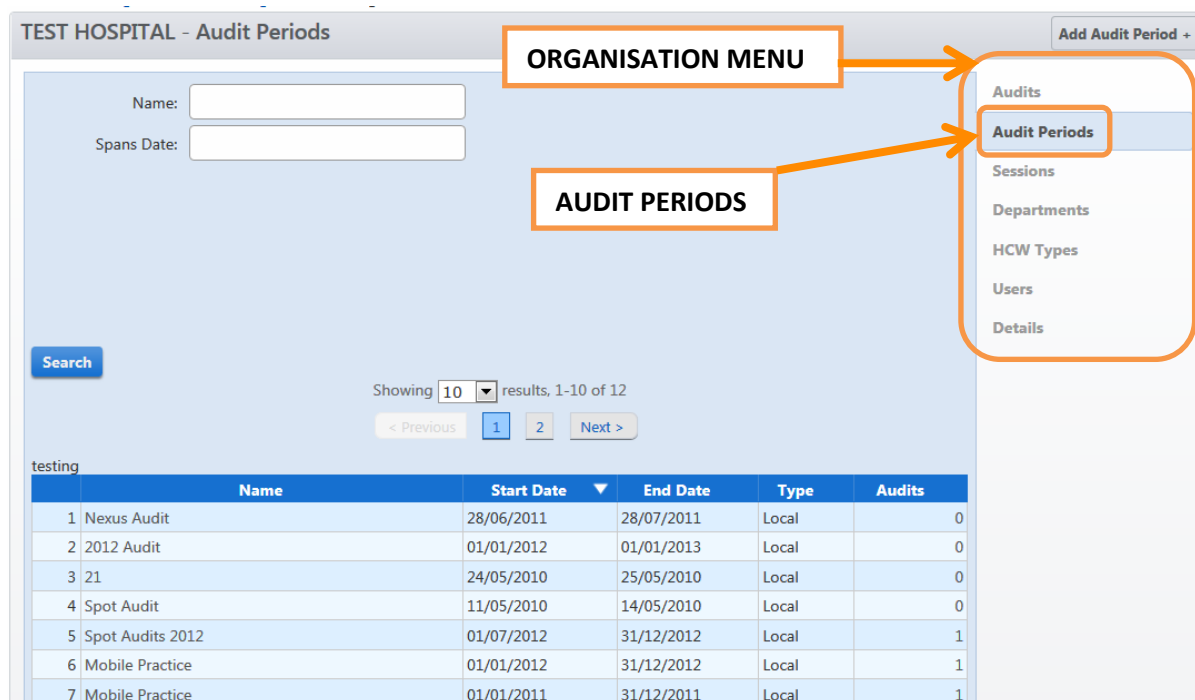### 2.1 Defining a Local Audit Period

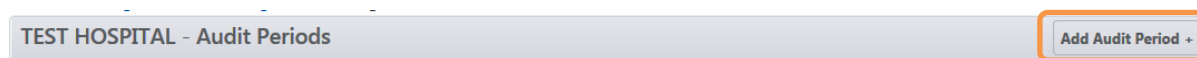>Click the Organisations button in the top level menu

>Click the name of the organisation the audit period is to be defined for.

>Click Audit Periods in the Organisation Menu.

>Click Add Audit Period +

>Enter a Name, Start Date and End Date

Add Audit Period to TEST HOSPITAL

Name:* Local 2012 Audit

Start Date:* 01/01/2012

End Date:* 31/12/2012

Save Cancel

>Click Save

The new audit period will be added to the list of Audit Periods for the organisation.

Name	Start Date ▼	End Date	Type	Audits
1 Local 2012 Audit	01/01/2012	31/12/2012	Local	0

You will need to add an audit to this audit period as per section 1.3 above prior to entering data.

2.1 Changing the Dates of a Local Audit Period

There may be occasions when an organisation needs to change the dates of a Local Audit Period. This can be done by an administrator with access to the organisation

>Click the Organisations button in the top level menu

English (Australia)   Test Hospital Admin   Logout

H H A   Home Sessions Audits Organisations Contacts Users

>Click an organisation's name to select it.

Organisations

Code:

Name:

Search

Total results: 1

Code	Name	Type	Depts	Beds	Parent
1 TEST-HOSP	TEST HOSPITAL	Public	12	100	Australian Capital Territory

>Click Audit Periods in the Organisation Menu.

>Click the name of the Audit Period that needs to be changed to select it.

>Enter the new date

>Click Save

Remember, this has just changed the Audit Period dates though. Any audits that have been created for the Audit Period will still have the previous date.

You will therefore need to either:

1) Change the end date of the audit via the Organisations Audit page; or

2) Add a new audit to the audit period. This will not affect reporting as the reports use the Audit Period not the Audit to group moments.

TEST HOSPITAL - Audits

Add Audit +

Name:	
Audit Type:	Any
Audit Period:	Any
Audit Status:	Any
Spans Date:	

Search

Showing 10 results, 1-10 of 13

< Previous 1 2 Next >

	Name	Start Date	End Date	Status	▲	Sessions
1	Local 2012 Audit	01/01/2012	31/12/2012	Active		0/0

Audits
Audit Periods
Sessions
Departments
HCW Types
Users
Details