

Tips for Reviewers

THE FILE AUDIT

Purpose of the File Audit (WIC MIS): You evaluate how accurately and consistently the candidate collects and inputs WIC MIS data.

- Identify incorrect areas. Look for trends.
- Give the candidate feedback and involve them in developing the intervention plan, whenever possible. (This may include WIC MIS refresher training).
- Find out whether the candidate understands the requirements; if not provide examples of correctly documented files and give more practice case studies.
- Find out whether time or commitment is the problem; if so, explain the importance of documentation and problem solve with the candidate ways to get it done