

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



September 24, 2002

LCSA LETTER: 02-32

ALL IV-D DIRECTORS

SUBJECT: CS 157 DATA RELIABILITY AUDIT CASE LISTING

<u>Reason for this Transmittal</u>	
<input type="checkbox"/>	State Law or Regulation Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order or Settlement Change
<input type="checkbox"/>	Clarification requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by DCSS

The purpose of this letter is to provide instructions for preparation of the Audit Case Listing (ACL) for the Data Reliability Audit for Federal Fiscal Year 2002 and the Department of Child Support Services' expectations regarding the accuracy and completeness of the data reports. The reporting period covered is October 1, 2001 through September 30, 2002.

As a condition for receiving federal incentive payments, the federal Office of Child Support Enforcement requires states to retain and maintain an audit trail of all data reported on the CS 157. The ACL should provide the supporting documentation for each case included on the report and must be maintained for four years and four months after the reporting date (September 30, 2002).

The deadline for LCSA electronic submission of the CS 157 report to the Department of Child Support Services and the ACL is October 15, 2002.

Instructions for submitting the CS 157 report were sent in LCSA Letter 02-29, dated September 6, 2002. The Consortia Leads will be responsible for compiling and submitting their respective LCSAs data to the State. LCSAs should contact their Consortia Lead if there are any questions about the information being submitted.

The contact for submission of the ACL will be Dahlia Eng who can be reached by phone at (916) 464-5347 and by E-Mail at Dahlia.Eng@dcss.ca.gov. Due to the size of the file to be submitted the preferred vehicle for submission of your data would be via CD-ROM and mailed to the above address of this letter. If this is not possible, please contact Dahlia for other arrangements.



If there will be any deviations from the data specifications specified in the Functional Requirements Document (located in the DCSS website at: <http://www.childsup.ca.gov/pub/frd/frd-cs157.pdf>), please include an explanation of the deviation with your submission. The data submitted will be validated by the Technology Services Division and any identified deviations will be reported to a contact in your office. Please provide us with the name, phone number and E-Mail address of the person to be contacted with your submission.

Local Child Support Agency Letter 02-13, dated June 25, 2002, set forth a case review process to ensure data reliability, particularly in the area of paternity, to be completed by September 30, 2002. It is our expectation that any corrections to the case records will have been made by this date. If any additional errors are identified after September 30, a request for approval to make those corrections must be submitted in writing to Karen Echeverria, Chief of the Data and Performance Analysis Branch at Karen.echeverria@dcss.ca.gov. The request is to include a description of the error(s), an explanation as to why the correction was not made prior to September 30, 2002, and a work plan to correct the error(s). The request is also to contain the name of the LCSA contact person and phone number and E-mail address. Requests will be evaluated on the basis of the impact on state performance and the potential impact to the data reliability audit. It is important to make sure that there are no discrepancies between the CS 157 report and the ACL. Any changes made after September 30 will require great care to ensure that changes are made to both the CS 157 and the ACL to eliminate any discrepancies in the Data Reliability Audit.

It is critically important that your reports are completed accurately and timely to ensure California meets the federal reporting deadline of October 30, 2002.

If you have any questions or concerns regarding this matter, please contact Joan Obert at (916) 464-5472.

Sincerely,

JOAN OBERT
Assistant Deputy Director