

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

October 3, 2003

LCSA LETTER: 03-23

ALL IV-D DIRECTORS

SUBJECT: CS 157 DATA RELIABILITY AUDIT CASE LISTING

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 2003 and the Department of Child Support Services' (DCSS') expectations regarding the accuracy and completeness of the data reports. The reporting period covered is October 1, 2002 through September 30, 2003. Attached for reference is the (Office of Child Support Enforcement (OCSE) Dear Colleague Letter 03-30, dated September 2, 2003. Public Website address: <http://www.acf.dhhs.gov/programs/cse/pol/DCL/dcl-03-30.htm>. Also attached is the CS 157 and Data Reliability Audit Timeline.

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 Audit Case Listing (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, 2003).

The deadline for local child support agencies' (LCSAs') electronic submission of the CS 157 report to DCSS and the ACL is October 15, 2003. As you know from CSS Letter 03-09, dated August 12, 2003, compliance reviews are conducted quarterly now. The Child Support System Universe data set within the ACL is used to create the master case listing, from which samples are generated for the compliance reviews. To avoid delays in the compliance review process, please ensure that your ACL includes a complete Child Support System Universe by October 15, 2003.

Instructions for submitting the CS 157 were sent in LCSA Letter 02-32, dated September 24, 2002. The Consortia Leads are responsible for compiling and submitting their respective LCSAs' data to the State. The LCSAs should contact their Consortia Lead if there are any questions about the information being submitted.

DCSS-SY-2003-CTY-0195



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[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

The ACL data specifications remain the same as last year with the exception of the addition of Lines 5 and 6, as outlined in CSS Letter 03-09 dated August 12, 2003. If your data submission deviates from the data specifications in the Functional Requirements Document, an explanation of the deviation(s) is required with the submission. The Technology Services Division will validate the data submitted and report any identified deviations 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.

The contact for submission of the ACL is Dahlia Eng, who can be reached by phone at (916) 464-5347 and by e-mail at [dahlia.eng@dcss.ca.gov](mailto:dahlia.eng@dcss.ca.gov). Please submit your ACL on CD media to the above address of this letter. If this is not possible, please contact Dahlia to make other arrangements.

It is our expectation that case records for the reporting period are accurate and complete. To avoid discrepancies in the Data Reliability Audit, any changes made after September 30 will require great care to ensure that the audit trails support the totals reported in the CS 157. The following change control process will enable DCSS to document errors and correction status, which may need to be disclosed on the management representation letter. Before you make corrections for errors identified after September 30, please document the error(s), CS 157 line(s) affected, and a work plan to correct the error(s) and submit the information to Karen Echeverria, Data and Performance Analysis Branch Chief, at [karen.echeverria@dcss.ca.gov](mailto:karen.echeverria@dcss.ca.gov). Also include the name of the LCSA contact person, phone number, and e-mail address.

It is critically important that your reports are completed accurately and timely to ensure California meets the federal reporting deadline of October 30, 2003.

If you have any questions or concerns regarding this matter, please contact Joan Obert at (916) 464-5333.

Sincerely,

JOAN OBERT  
Deputy Director  
Technology Services Division

Attachment

cc: Consortia Leads

**DEPARTMENT OF CHILD SUPPORT SERVICES  
DATA RELIABILITY AUDIT  
FFY 2003  
PREPARATION ACTIVITIES & TIMELINE**

<b>ACTIVITY</b>	<b>DEADLINE</b>	<b>RESPONSIBLE ORGANIZATION</b>
FFY 2003 Paternity Declarations are closed out (i.e., no POP declarations are entered into system until next FFY on October 1, 2003)	09/15/03	DCSS Data & Performance Analysis Branch (DPA) and Vendor (Sy-Tech)
POP CD is delivered to DCSS from Vendor	09/22/03	Vendor (Sy-Tech)
POP CD checked for duplicates and/or invalid data	09/24/03	DCSS IT/DPA
September POP CD Distributed to Consortia with Line 10 data by LCSA	09/24/03	DCSS DPA
Final instructions to LCSA with reporting timeframes distributed to IV-D Directors and Consortia	09/30/03	DCSS IT
Vital statistics information received	09/16/03	OVR, DCSS DPA
Full system backup of FFY-end caseload data	09/30/03	LCSA/Consortia
Approved CS 157 Report Received by DCSS	10/15/03	LCSA IV-D Directors
ACL Received by DCSS	10/15/03	Consortia Leads
Evaluate data	10/30/03	DCSS DPA/IT
Submit OCSE 157	10/30/03	DCSS DPA
Final Approved CS 157 Report Received by DCSS (as needed)	12/01/03	LCSA IV-D Directors
Final ACL Received by DCSS (as needed)	12/01/03	Consortia Leads
Submit OCSE 157	12/30/03	DCSS DPA
Submit ACL to OCSE	12/30/03	DCSS IT