

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 14, 2005

LCSA LETTER: 05-17

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 2005 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, 2004 through September 30, 2005. Attached for reference is the Office of Child Support Enforcement (OCSE) Dear Colleague Letter 05-28, dated September 8, 2005 (located online at <http://www.acf.dhhs.gov/programs/cse/pol/DCL/2005/dcl-05-28.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 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, 2005).

The deadline for local child support agencies (LCSAs) electronic submission of the CS 157 report to DCSS and the ACL is October 21, 2005. As you know from CSS Letter 03-09, dated August 12, 2003, compliance reviews are conducted quarterly. Please note, however, for the fourth quarter the sample will be pulled from the ACL by DCSS for compliance reviews and for data reliability audit reviews. 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 21, 2005.

Instructions for submitting the CS 157 were sent in CSS Letter 05-01, dated January 7, 2005 and CSS Letter 05-01 Errata, dated March 5, 2005. The Consortia Leads are responsible for compiling and submitting their respective LCSA's data to the State. The LCSAs should contact their Consortia Lead if there are any questions about the information being submitted.

The ACL data specifications remain the same as last year. If your data submission deviates from the data specifications in the Functional Requirements Document Attachment A (located online at <http://www.childsup.ca.gov/pub/frd/frd-cs157.pdf>), 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. 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 George Lolas, Data and Performance Analysis Branch Chief, at george.lolas@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, 2005.

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

Sincerely,

Original signed by Joan Obert

JOAN OBERT
Deputy Director
Technology Services Division

Attachment

cc: Consortia Leads

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

ACTIVITY	TIMEFRAME	RESPONSIBLE ORGANIZATIONS
1. Review information from OCSE and provide instructions to LCSAs on upcoming federal DRA	By January 10	Audit Section, Data and Performance Analysis Branch (DPAB)
2. Entrance meeting with federal auditors at which the counties and cases to be audited are announced. Federal data reliability audit conducted, followed by an exit meeting. Auditors provide DCSS with draft audit results.	January 30 – May 7	Audit Section, LCSAs, Consortia Leads, Technology Services Division (TSD), DPAB, Regional Administrators (RAs)
3. Respond to initial audit findings by identifying root causes and developing corrective action plans, if necessary.	By May 30	Audit Section, TSD, LCSAs, Consortia Leads, DPAB, RAs, Policy Branch, Quality Assurance Branch (QAB)
4. Revise and disseminate instructions to LCSAs for CS 1257/157, audit trail submission (ACL), and reporting timeframes.	July 10 through September 15	DPAB, TSD
5. DCSS receives vital statistics information from OVR, and POP CD from vendor. POP CD is validated and distributed to Consortia with Line 10 data.	September 15 - 26	Office of Vital Records (OVR), DPAB and Vendor
6. DCSS verifies any corrections/system changes that have been made by LCSAs/Consortia Leads; runs unwed births report, and initiates a full system backup of FFY-end caseload data.	By September 30	Audit Section, TSD, DPAB, QAB, RA's, Consortia Leads
7. DCSS receives initial OCSE 157 and ACL from LCSAs and Consortia Leads.	By October 15	LCSA IV-D Directors, Consortia Leads
8. DCSS validates data and provide results/feedback of testing to LCSAs/Consortia Leads.	By October 30	DPAB, TSD
9. DCSS receives final OCSE 157 and ACL from LCSAs and Consortia Leads.	By November 30	LCSA IV-D Directors, Consortia Leads
10. DCSS submits final 157 Report and ACL to OCSE.	By December 30, and January 15 respectively	DPAB, TSD