

**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, 2006

LCSA LETTER: 06-12

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 2006 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, 2005 through September 30, 2006. Attached for reference is the Office of Child Support Enforcement (OCSE) Dear Colleague Letter 06-29, dated September 8, 2006 (located online at <http://www.acf.hhs.gov/programs/cse/pol/DCL/2006/dcl-06-29.htm>) and changes to the CS 157 Functional Requirements Document (FRD) Attachment A Audit Trail Interface Specification (located online at <http://www.childsup.ca.gov/pub/frd/frd-cs157.pdf>). 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, 2006).

The deadline for local child support agencies (LCSAs) electronic submission of the CS 157 report to DCSS and the ACL is October 16, 2006. 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 16, 2006.

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 have changed since last year per DCL-06-29.

- Three new audit trails are required for Lines 2e, 21, and 21a. These audit trails are identified as Records #11, 12, and 13, respectively, in the CS 157 FRD.
- In response to an audit concern, a new code "N" was added to the "Case Status" field in the Child Support System Universe audit trail. Open cases that are not reported on Line 1 should be coded with Case Status "N" in the audit trail. This change is not applicable to all consortia. The consortia affected have been notified.
- Finally, the "CP SSN" and "NCP SSN" fields are no longer required in the Child Support System Universe audit trail (Record #1) and the "State of Birth" field is no longer required in the Line 16 audit trail (Record #6). In order to minimize the number of software changes, DCSS does not require any action from the LCSAs and consortia for this change. Please continue generating audit trails as before. The fields will be omitted from the DCSS data submission to OCSE.

If your data submission deviates from the audit trail specifications, 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 George Lolas, Data and Performance Analysis Branch Chief, at [george.lolas@dcss.ca.gov](mailto: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, 2006.

LCSA Letter: 06-12

October 3, 2006

Page 3

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

Sincerely,

JOAN OBERT  
Deputy Director  
Technology Services Division

Attachment

cc: Consortia Leads

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 1 (revised)
Record Name: Child Support System Universe
Record Occurrences: One per Case ID
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	10	10	A	Must contain the text "Universe"
County Code	2	11	12	2	N	2 digit county code (01 – 58)
Case ID	3	13	62	50	A/N	
NCP SSN	4	63	72	10	N	No longer necessary per DCL-06-29
NCP Last Name	5	73	122	50	A	
NCP First Name	6	123	172	50	A	
NCP Middle Name	7	173	222	50	A	
CP SSN	8	223	232	10	N	No longer necessary per DCL-06-29
CP Last Name	9	233	282	50	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
CP First Name	10	283	332	50	A	
CP Middle Name	11	333	382	50	A	
Case Status	12	383	383	1	A	Values will be O, N, or C O = Open Case Reported on Line 1, N = Open Case Not Reported on Line 1, C = Closed Case
Status Date	13	384	393	10	N	Value will be date case was closed, if Case Status = "C." Value will be date of last case change between TANF, NON-TANF, Federal Foster Care, or State Foster Care (as applicable). This date is desired even though we are not reporting the type of change that has occurred.

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 2 (no change)
Record Name: Open Cases – Detail of Line 1 of CS 157
Record Occurrences: One per open case
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Open"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 3 (no change)
Record Name: Support Cases – Detail of Line 2 of CS 157
Record Occurrences: One per open support case
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Support"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 4 (no change)
Record Name: Out of Wedlock Children in Open Cases – Detail of Line 5 of CS 157
Record Occurrences: One per child born out of wedlock in open case
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Wedlock"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Child ID	4	103	152	50	A/N	If more than 1 case for a child, report only 1 case ID
Child Date of Birth	5	153	202	50	N	
Filler	6	203	402	200	A	



CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 5 (no change)
Record Name: Children with Paternity Established – Detail of Line 6 of CS 157
Record Occurrences: One per child with paternity established
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Paternity"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Child ID	4	103	152	50	A/N	If more than 1 case for a child, report only 1 case ID
Paternity Established Date	5	153	202	50	N	
Filler	6	203	402	200	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 6 (revised)
Record Name: Children for Whom Paternity was Established Judicially – Detail of Line 16 of CS 157
Record Occurrences: One per child with paternity established judicially during FFY
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Judicial"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Child ID	3	53	102	50	A/N	
Child Last Name	4	103	152	50	A	
Child First Name	5	153	202	50	A	
Child Middle Name	6	203	252	50	A	
Child SSN	7	253	302	50	N	
Child Birth Date	8	303	352	50	N	
State of Birth	9	353	377	25	A	2 character state abbreviation (postal standard) No longer necessary per DCL-06-29

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Paternity Established Date	10	378	402	25	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 7 (no change)
Record Name: Total Current Support Due – Detail of Line 24 of CS 157
Record Occurrences: One total per open case with support due
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Current"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Amount Due	4	103	152	50	N	
Filler	5	153	402	300	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 8 (no change)
Record Name: Total Support Distributed as Current Support during FFY – Detail of Line 25 of CS 157
Record Occurrences: One total per open case with support distributed
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Distributed"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Amount Distributed	4	103	152	50	N	
Filler	5	153	402	250	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 9 (no change)
Record Name: Cases with Arrears Due during FFY – Detail of Line 28 of CS 157
Record Occurrences: One per case with arrears due during FFY
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Arrears"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 10 (no change)
Record Name: Cases Paying Toward Arrears during FFY – Detail of Line 29 of CS 157
Record Occurrences: One per case paying towards arrears during FFY
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Paying"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 11 (new)
Record Name: Arrears-Only IV-D Cases With Orders Established Open at End of FFY – Detail of Line 2e of CS 157
Record Occurrences: One per open arrears only case with established order
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "ArrearsOnly"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	



CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 12 (new)
Record Name: Cases Open at End of FFY (revised to exclude arrears only cases) in Which Medical Support is Ordered – Detail of Line 21 of CS 157
Record Occurrences: One per open case with medical support ordered
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Medical"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	

CS 157 Functional Requirements Document  
Attachment A – Interface Specification Document – Audit Trail

Record #: 13 (new)
Record Name: Cases Open at End of FFY in Which Medical Support is Ordered and Provided – Detail of Line 21a of CS 157
Record Occurrences: One per open case with medical support ordered and provided
File Type: ASCII
Field Constraints: Alpha fields: left justified, space filled Numeric fields: right justified, zero filled, no commas Dollar fields: right justified, zero filled, decimal point, 2 decimal places SSN fields: no separators (i.e., hyphens) Date fields: mmddccyy – mm month (01 – 12), dd day (01 – 31), cc century (19 – 20), yy year (00 – 99)  Fields for which values are unknown will be space filled Filler fields will be space filled
Field Delimiter: None
Record Delimiter: Carriage return, Line feed

Field Name	Field Number	Start Position	End Position	Field Size	Usage*	Extended Description
Record Type	1	1	50	50	A	Must contain the text "Provided"
County Code	2	51	52	2	N	2 digit county code (01 – 58)
Case ID	3	53	102	50	A/N	
Filler	4	103	402	300	A	