	Division/Section	Family Support
	Chapter No./Name	09 – Child Support Enforcement (CSE)
	Part No./Name	C- Administration
	Section No./Name	C-100 Program Administration
	Document No./Name	C-130 U.S. Department of Health & Human Services (DHHS)/ACF/OCSE Data Reliability Audit (DRA)
	Effective Date	April 1, 2017

I. STATEMENT OF POLICY

Each year a Data Reliability Audit ***(DRA)*** is conducted by the Federal Office of Child Support Enforcement (OCSE). Data is collected from LASES, and submitted in accordance with the requirement of form [OCSE-157](#). The electronic submission of this data includes all child support cases ***existing*** as of the federal fiscal year ending September 30th. ******* All open, closed, and Non-IV-D cases ***are included in the*** audit trails for each line on the [OCSE-157](#). ***The [OCSE-157](#) is also*** used in the computation of performance indicators.

The performance statistics reported on the [OCSE-157](#) report, and the data submitted to substantiate the report, are subject to ***the*** Data Reliability Audit *******. This process determines whether the data reported by each state, and the system that produces the data, ***is*** accurate, complete, reliable, and secure. Upon completion of the audit, the information received from each state is compiled, and presented in OCSE's preliminary reports and ***its*** Annual Report to Congress. The reported data is used to compute individual state incentives, penalties, and program performance measures. (Refer to transmittal 05-09) at the OCSE website: <http://www.acf.hhs.gov/programs/cse/pol/AT/2005/at-05-09.htm>

The five program performance measures are as follows:


1. paternity establishment, ***(percentage)***
2. support order establishment, ***(percentage)***
3. current collections,
4. ***arrears cases with a collection, and***
5. cost-effectiveness.

The penalty system measures state performance in three of the five areas: paternity establishment, establishment of support orders, and current collections.

Because only a small percentage of cases are audited, inaccurate or incomplete information in even a few cases can result in a state's failure in a given category. If the sampled data does not demonstrate a 95% accuracy rate, the agency may fail some areas of the audit, or the entire audit. This may result in financial penalties or loss of incentive awards. REMEMBER: Inaccurate or omitted data entry could cost our agency thousands of incentive dollars, so strive for complete and accurate data in all cases!

Once the cases are selected, the auditors review each case via LASES ***and OnBase*** from their office. ***During the course of the audit, field offices are asked to ensure all case data is imaged into OnBase.*** After the cases are reviewed, State Office is given a sample of the findings. *******

EVERY CASE COUNTS! Each case record is reviewed by the auditors for ***accuracy and completeness.** A statistically valid, random sample of child support cases are selected from the audit files provided by CSE. These cases are reviewed by the auditor to ensure the data recorded in ******

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LASES matches the data in the physical *** or electronic **** case record. REMEMBER: Once a case record has been requested by State Office, the data on the LASES case should not be changed until *** the audit is concluded ****. The auditors *** may **** have already reviewed the information on the LASES case, and any subsequent changes *** could **** result in an error finding.

II. PROCEDURES

*** There are no procedures associated with this policy.**

III. FORMS AND INSTRUCTIONS

[OCSE-157 Form/Instructions Annual Data Report](#)

IV. REFERENCES

<http://www.acf.hhs.gov/programs/cse/pol/AT/2005/at-05-09.htm> ******