DATA RELIABILITY CHECKLIST DESCRIPTION
Updated 3/20/2012
1. Included in this workbook are the required 5 bi-monthly audit worksheets for each caseworker (excluding debt workers).
2. There are 6 tabs listed as "Months" at the bottom of this document, which is where you will document your bi-monthly audits (every other month).
3. On each of the "Month's" tabs there are 5 audit sheets.
4. Each audit will give you a QC average and a OCSE 157 average, and at the end of your 5 audits it will include the total average for that month.
5. The "Master - Yearly Data" tab will average your bi-monthly (6 months of data) and will give you the yearly average which can be used when evaluating your staff member on their yearly PASE evaluation in the Continuous Improvement Section.
6. You will want to create a workbook for each staff member you supervise that is in the intake/locate, establishment, paternity, or enforcement functions.
7. When completing the audit sheet, you will want to select "1" in the field that you are indicating as correct/incorrect or yes/no. The reason you are using "1" is so that you can get an average and use this number in your PASE evaluations. 1 error consittues a failure and should be marked incorrect at the top of the section.
8. The "Correct" and "Incorrect" fields are the only fields that will count towards the OCSE 157 audit score. The "Yes" and "No" fields will count towards the QC score and can be used as a training opportunities. Again, if you mark "no" that should count as an automatic failure. (Exception: #9 - Money in suspense and #10 - Is Case Intergovernmental will not count towards either score).
9. The "Master" tab is protected to protect the formulas as data should not be altered on this sheets.
10. The "Month's" tabs are not protected to allow you to enter information, comments, and a "1" in the specific area you are auditing. If you do not use a "1" the formulas will not work, and will not give you an average for your audits.
11. It is okay to leave sections blank if the specific section does not apply to the case or doesn't relate to the specific function that your staff member belongs.
12. The final worksheet in this workbook contains a listing of the error codes to be used in your audits. Please use the comments section if there are more than 1 error or to document any QC errors.

DATA RELIABILITY CHECKLIST		Audit 1

Caseworker Name: **Unit:**

Supervisor: **Month/Year:**

Case Number:

CP Name: Fail (1 error constitues a fail)

NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								

Comments:

2. Emancipation: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

CHDE-State of Emancipation updated accurately?   Yes   No

s/b-fips state_____.

Comments (be specific):

3. BIW: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

4. BIPI: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

5. Paternity Method: (Applies to all functions)   Yes   No   Error Code:

Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)   Yes   No   N/A:

Comments (be specific):

6. Good Cause: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

7. Insurance: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

8. SUOD: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

All court orders on SUOD: Yes   No

All court order info correct on SUOD: Yes   No

5th Panel accurate   Yes   No

Comments (be specific):

9. DELN: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

Monthly accrual accurate   Yes   No

Money in suspense: Yes   No

All required orders on DELN: Yes   No

Interest accruing accurately?   Yes   No

Comments (be specific):

10. CAST: (Applies to all functions)   Correct: Incorrect: Error Code:

Is Case Intergovernmental?   Yes   No   N/A:

10a. Foreign Order?   Correct   Incorrect   N/A:

Was Transmittal submitted redirecting payments?	Correct		Incorrect		N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect		N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 1					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 2

Caseworker Name:	**Unit:**
Supervisor:	**Month/Year:**

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	

10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:		
Comments: (be specific):									

11. Case Management: (Applies to all functions)				
Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	
Comments (be specific):				

12. Additional Locate, Intake/Locate items:				
NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 2					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST	Audit 3

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	

10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:		

Comments: (be specific):

11. Case Management: (Applies to all functions)				
Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:				
NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 3					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST	Audit 4

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)

	Correct:		Incorrect:		Error Code:	N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No				
s/b-fips state_____.							
Comments (be specific):							

3. BIW: (Applies to all functions)

Correct:		Incorrect:		Error Code:		
Comments (be specific):						

4. BIPI: (Applies to all functions)

Correct:		Incorrect:		Error Code:		
Comments (be specific):						

5. Paternity Method: (Applies to all functions)

	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No			N/A:	
Comments (be specific):							

6. Good Cause: (Applies to all functions)

Correct:		Incorrect:		Error Code:	N/A:	
Comments (be specific):						

7. Insurance: (Applies to all functions)

Correct:		Incorrect:		Error Code:	N/A:	
Comments (be specific):						

8. SUOD: (Applies to Enforcement)

	Correct:		Incorrect:		Error Code:	N/A:	
All court orders on SUOD:	Yes		No				
All court order info correct on SUOD:	Yes		No				
5th Panel accurate	Yes		No				
Comments (be specific):							

9. DELN: (Applies to Enforcement)

	Correct:		Incorrect:		Error Code:	N/A:	
Monthly accrual accurate	Yes		No				
Money in suspense:	Yes		No				
All required orders on DELN:	Yes		No				
Interest accruing accurately?	Yes		No				
Comments (be specific):							

10. CAST: (Applies to all functions)

	Correct:		Incorrect:		Error Code:	N/A:	
Is Case Intergovernmental?	Yes		No				
10a. Foreign Order?	Correct		Incorrect			N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect			N/A:	

| 10b. Was OJ contacted for an updated arrears balance within 1 year? | Correct | | Incorrect | | | | N/A: | | |

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:			Date:	

Audit Percentage - Audit 4					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 5

Caseworker Name: **Unit:**
Supervisor: **Month/Year:**

Case Number:
CP Name: Fail (1 error constitues a fail)
NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:	Incorrect:	Error Code:	N/A:
CHDE-State of Emancipation updated accurately?	Yes	No		
s/b-fips state_____.				
Comments (be specific):				

3. BIW: (Applies to all functions)	Correct:	Incorrect:	Error Code:	
Comments (be specific):				

4. BIPI: (Applies to all functions)	Correct:	Incorrect:	Error Code:	
Comments (be specific):				

5. Paternity Method: (Applies to all functions)	Yes	No	Error Code:	
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes	No		N/A:
Comments (be specific):				

6. Good Cause: (Applies to all functions)	Correct:	Incorrect:	Error Code:	N/A:
Comments (be specific):				

7. Insurance: (Applies to all functions)	Correct:	Incorrect:	Error Code:	N/A:
Comments (be specific):				

8. SUOD: (Applies to Enforcement)	Correct:	Incorrect:	Error Code:	N/A:
All court orders on SUOD:	Yes	No		
All court order info correct on SUOD:	Yes	No		
5th Panel accurate	Yes	No		
Comments (be specific):				

9. DELN: (Applies to Enforcement)	Correct:	Incorrect:	Error Code:	N/A:
Monthly accrual accurate	Yes	No		
Money in suspense:	Yes	No		
All required orders on DELN:	Yes	No		
Interest accruing accurately?	Yes	No		
Comments (be specific):				

10. CAST: (Applies to all functions)	Correct:	Incorrect:	Error Code:	
Is Case Intergovernmental?	Yes	No		N/A:
10a. Foreign Order?	Correct	Incorrect		N/A:
Was Transmittal submitted redirecting payments?	Correct	Incorrect		N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct	Incorrect		N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By: _____ Date: _____

Audit Percentage - Audit 5					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

OCSE 157 Errors					
Audit Accuracy Percentage - Total Audit Percentage	Correct	Incorrect	NA	Total	%
(Includes average of 5 audits above)	0	0	0	0	#DIV/0!

Quality Errors					
Audit Accuracy Percentage - Total Audit Percentage	Yes	No		Total	%
(Includes average of 5 audits above)	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									Audit 1

Caseworker Name: **Unit:**

Supervisor: **Month/Year:**

Case Number:

CP Name: Fail (1 error constitues a fail)

NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								

Comments:

2. Emancipation: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

    CHDE-State of Emancipation updated accurately?   Yes   No

    s/b-fips state_____.

Comments (be specific):

3. BIW: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

4. BIPI: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

5. Paternity Method: (Applies to all functions)   Yes   No   Error Code:

    Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)   Yes   No   N/A:

Comments (be specific):

6. Good Cause: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

7. Insurance: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

8. SUOD: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

    All court orders on SUOD: Yes   No

    All court order info correct on SUOD: Yes   No

    5th Panel accurate   Yes   No

Comments (be specific):

9. DELN: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

    Monthly accrual accurate   Yes   No

    Money in suspense: Yes   No

    All required orders on DELN: Yes   No

    Interest accruing accurately?   Yes   No

Comments (be specific):

10. CAST: (Applies to all functions)   Correct: Incorrect: Error Code:

    Is Case Intergovernmental?   Yes   No   N/A:

10a. Foreign Order?   Correct   Incorrect   N/A:

    Was Transmittal submitted redirecting payments?   Correct   Incorrect   N/A:

10b. Was OJ contacted for an updated arrears balance within 1 year?   Correct   Incorrect   N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By: **Date:**

Audit Percentage - Audit 1					
OCSE 157 Errors	**Correct**	**Incorrect**	**N/A**	**Total**	**%**
	0	0	0	0	#DIV/0!
Quality Errors	**Yes**	**No**		**Total**	**%**
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 2

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	Fail (1 error constitues a fail)
NCP Name:	

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 2					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 3

Caseworker Name: **Unit:**
Supervisor: **Month/Year:**

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								

Comments:

---

2. Emancipation: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

CHDE-State of Emancipation updated accurately?   Yes   No

s/b-fips state_____.

Comments (be specific):

---

3. BIW: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

---

4. BIPI: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

---

5. Paternity Method: (Applies to all functions)   Yes   No   Error Code:

Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)   Yes   No   N/A:

Comments (be specific):

---

6. Good Cause: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

---

7. Insurance: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

---

8. SUOD: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

All court orders on SUOD: Yes   No

All court order info correct on SUOD: Yes   No

5th Panel accurate   Yes   No

Comments (be specific):

---

9. DELN: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

Monthly accrual accurate   Yes   No

Money in suspense: Yes   No

All required orders on DELN: Yes   No

Interest accruing accurately?   Yes   No

Comments (be specific):

---

10. CAST: (Applies to all functions)   Correct: Incorrect: Error Code:

Is Case Intergovernmental?   Yes   No   N/A:

10a. Foreign Order?   Correct   Incorrect   N/A:

Was Transmittal submitted redirecting payments?   Correct   Incorrect   N/A:

10b. Was OJ contacted for an updated arrears balance within 1 year?   Correct   Incorrect   N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 3					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 4

Caseworker Name:		Unit:
Supervisor:		Month/Year:

Case Number:
CP Name: Fail (1 error constitues a fail)
NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By: _____   **Date:** _____

Audit Percentage - Audit 4					
OCSE 157 Errors	**Correct**	**Incorrect**	**N/A**	**Total**	**%**
	0	0	0	0	#DIV/0!
Quality Errors	**Yes**	**No**		**Total**	**%**
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST										Audit 5

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								

Comments:

2. Emancipation: (Applies to all functions)

	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								

Comments (be specific):

3. BIW: (Applies to all functions)

	Correct:		Incorrect:		Error Code:	

Comments (be specific):

4. BIPI: (Applies to all functions)

	Correct:		Incorrect:		Error Code:	

Comments (be specific):

5. Paternity Method: (Applies to all functions)

	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	

Comments (be specific):

6. Good Cause: (Applies to all functions)

	Correct:		Incorrect:		Error Code:		N/A:	

Comments (be specific):

7. Insurance: (Applies to all functions)

	Correct:		Incorrect:		Error Code:		N/A:	

Comments (be specific):

8. SUOD: (Applies to Enforcement)

	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					

Comments (be specific):

9. DELN: (Applies to Enforcement)

	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					

Comments (be specific):

10. CAST: (Applies to all functions)

	Correct:		Incorrect:		Error Code:		N/A:	
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 5					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

OCSE 157 Errors					
Audit Accuracy Percentage - Total Audit Percentage	Correct	Incorrect	NA	Total	%
(Includes average of 5 audits above)	0	0	0	0	#DIV/0!

Quality Errors					
Audit Accuracy Percentage - Total Audit Percentage	Yes	No		Total	%
(Includes average of 5 audits above)	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST — Audit 1

Caseworker Name:		Unit:
Supervisor:		Month/Year:

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								

Comments:

2. Emancipation: (Applies to all functions)

	Correct:	Incorrect:	Error Code:	N/A:
CHDE-State of Emancipation updated accurately?	Yes	No		
s/b-fips state_____.				

Comments (be specific):

3. BIW: (Applies to all functions)

Correct:	Incorrect:	Error Code:

Comments (be specific):

4. BIPI: (Applies to all functions)

Correct:	Incorrect:	Error Code:

Comments (be specific):

5. Paternity Method: (Applies to all functions)

	Yes	No	Error Code:	N/A:
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes	No		

Comments (be specific):

6. Good Cause: (Applies to all functions)

Correct:	Incorrect:	Error Code:	N/A:

Comments (be specific):

7. Insurance: (Applies to all functions)

Correct:	Incorrect:	Error Code:	N/A:

Comments (be specific):

8. SUOD: (Applies to Enforcement)

	Correct:	Incorrect:	Error Code:	N/A:
All court orders on SUOD:	Yes	No		
All court order info correct on SUOD:	Yes	No		
5th Panel accurate	Yes	No		

Comments (be specific):

9. DELN: (Applies to Enforcement)

	Correct:	Incorrect:	Error Code:	N/A:
Monthly accrual accurate	Yes	No		
Money in suspense:	Yes	No		
All required orders on DELN:	Yes	No		
Interest accruing accurately?	Yes	No		

Comments (be specific):

10. CAST: (Applies to all functions)

	Correct:	Incorrect:	Error Code:	N/A:
Is Case Intergovernmental?	Yes	No		
10a. Foreign Order?	Correct	Incorrect		N/A:
Was Transmittal submitted redirecting payments?	Correct	Incorrect		N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct	Incorrect		N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 1					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST	Audit 2

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct			Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:		Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No		Yes	No
CP									
NCP									
CHILD 1									
CHILD 2									
CHILD 3									
CHILD 4									
CHILD 5									
Comments:									

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No			N/A:	
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:	**Date:**

Audit Percentage - Audit 2					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST					**Audit 3**

Caseworker Name: **Unit:**
Supervisor: **Month/Year:**

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information: **Error Code:**

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:

Audit Percentage - Audit 3					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 4

Caseworker Name: **Unit:**
Supervisor: **Month/Year:**

Case Number:
CP Name: Fail (1 error constitues a fail)
NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct			Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:		Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No		Yes	No
CP									
NCP									
CHILD 1									
CHILD 2									
CHILD 3									
CHILD 4									
CHILD 5									
Comments:									

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:			Date:	

Audit Percentage - Audit 4					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									**Audit 5**

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct			Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:		Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No		Yes	No
CP									
NCP									
CHILD 1									
CHILD 2									
CHILD 3									
CHILD 4									
CHILD 5									
Comments:									

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 5					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

OCSE 157 Errors					
Audit Accuracy Percentage - Total Audit Percentage	**Correct**	**Incorrect**	**NA**	**Total**	**%**
(Includes average of 5 audits above)	**0**	**0**	**0**	**0**	**#DIV/0!**

Quality Errors					
Audit Accuracy Percentage - Total Audit Percentage	**Yes**	**No**		**Total**	**%**
(Includes average of 5 audits above)	**0**	**0**		**0**	**#DIV/0!**

DATA RELIABILITY CHECKLIST		Audit 1

Caseworker Name: **Unit:**

Supervisor: **Month/Year:**

Case Number:

CP Name: **Fail (1 error constitues a fail)**

NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								

Comments:

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								

Comments (be specific):

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	

Comments (be specific):

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	

Comments (be specific):

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:	
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No			N/A:

Comments (be specific):

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	

Comments (be specific):

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	

Comments (be specific):

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					

Comments (be specific):

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					

Comments (be specific):

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Is Case Intergovernmental?	Yes		No			N/A:
10a. Foreign Order?	Correct		Incorrect			N/A:
Was Transmittal submitted redirecting payments?	Correct		Incorrect			N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect			N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)					
Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		
Comments (be specific):					

12. Additional Locate, Intake/Locate items:					
NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 1					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 2

Caseworker Name: **Unit:**

Supervisor: **Month/Year:**

Case Number:

CP Name: **Fail (1 error constitues a fail)**

NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

    CHDE-State of Emancipation updated accurately?   Yes   No

    s/b-fips state_____.

    Comments (be specific):

3. BIW: (Applies to all functions)   Correct: Incorrect: Error Code:

    Comments (be specific):

4. BIPI: (Applies to all functions)   Correct: Incorrect: Error Code:

    Comments (be specific):

5. Paternity Method: (Applies to all functions)   Yes   No   Error Code:

    Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)   Yes   No   N/A:

    Comments (be specific):

6. Good Cause: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

    Comments (be specific):

7. Insurance: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

    Comments (be specific):

8. SUOD: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

    All court orders on SUOD: Yes   No

    All court order info correct on SUOD: Yes   No

    5th Panel accurate   Yes   No

    Comments (be specific):

9. DELN: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

    Monthly accrual accurate   Yes   No

    Money in suspense: Yes   No

    All required orders on DELN: Yes   No

    Interest accruing accurately?   Yes   No

    Comments (be specific):

10. CAST: (Applies to all functions)   Correct: Incorrect: Error Code:

    Is Case Intergovernmental?   Yes   No   N/A:

10a. Foreign Order?   Correct   Incorrect   N/A:

    Was Transmittal submitted redirecting payments?   Correct   Incorrect   N/A:

10b. Was OJ contacted for an updated arrears balance within 1 year?   Correct   Incorrect   N/A:

    Comments: (be specific):

11. Case Management: (Applies to all functions)					
Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		
Comments (be specific):					

12. Additional Locate, Intake/Locate items:					
NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 2					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST											Audit 3

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:

Audit Percentage - Audit 3					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 4

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

	Reviewed By:		**Date:**	

Audit Percentage - Audit 4					
OCSE 157 Errors	**Correct**	**Incorrect**	**N/A**	**Total**	**%**
	0	0	0	0	#DIV/0!
Quality Errors	**Yes**	**No**		**Total**	**%**
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									Audit 5

Caseworker Name:			Unit:
Supervisor:			Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:		**Date:**

Audit Percentage - Audit 5					
OCSE 157 Errors	**Correct**	**Incorrect**	**N/A**	**Total**	**%**
	0	0	0	0	#DIV/0!
Quality Errors	**Yes**	**No**		**Total**	**%**
	0	0		0	#DIV/0!

OCSE 157 Errors					
Audit Accuracy Percentage - Total Audit Percentage	Correct	Incorrect	NA	Total	%
(Includes average of 5 audits above)	0	0	0	0	#DIV/0!

Quality Errors					
Audit Accuracy Percentage - Total Audit Percentage	Yes	No		Total	%
(Includes average of 5 audits above)	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									**Audit 1**

Caseworker Name: **Unit:**
Supervisor: **Month/Year:**

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:	**Date:**

Audit Percentage - Audit 1					
OCSE 157 Errors	**Correct**	**Incorrect**	**N/A**	**Total**	**%**
	0	0	0	0	#DIV/0!
Quality Errors	**Yes**	**No**		**Total**	**%**
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 2

Caseworker Name: **Unit:**

Supervisor: **Month/Year:**

Case Number:

CP Name: **Fail (1 error constitues a fail)**

NCP Name:

1. Demographic Information:

Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

---

2. Emancipation: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

CHDE-State of Emancipation updated accurately?   Yes   No

s/b-fips state_____.

Comments (be specific):

---

3. BIW: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

---

4. BIPI: (Applies to all functions)   Correct: Incorrect: Error Code:

Comments (be specific):

---

5. Paternity Method: (Applies to all functions)   Yes   No   Error Code:

Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)   Yes   No   N/A:

Comments (be specific):

---

6. Good Cause: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

---

7. Insurance: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:

Comments (be specific):

---

8. SUOD: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

All court orders on SUOD: Yes   No

All court order info correct on SUOD: Yes   No

5th Panel accurate   Yes   No

Comments (be specific):

---

9. DELN: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:

Monthly accrual accurate   Yes   No

Money in suspense: Yes   No

All required orders on DELN: Yes   No

Interest accruing accurately?   Yes   No

Comments (be specific):

---

10. CAST: (Applies to all functions)   Correct: Incorrect: Error Code:

Is Case Intergovernmental?   Yes   No   N/A:

10a. Foreign Order?   Correct   Incorrect   N/A:

Was Transmittal submitted redirecting payments?   Correct   Incorrect   N/A:

10b. Was OJ contacted for an updated arrears balance within 1 year?   Correct   Incorrect   N/A:

Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		
Comments (be specific):					

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:		**Date:**	

Audit Percentage - Audit 2					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 3

Caseworker Name:		Unit:
Supervisor:		Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:	
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No			N/A:
Comments (be specific):						

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Is Case Intergovernmental?	Yes		No			N/A:
10a. Foreign Order?	Correct		Incorrect			N/A:
Was Transmittal submitted redirecting payments?	Correct		Incorrect			N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect			N/A:
Comments: (be specific):						

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		**Date:**	

Audit Percentage - Audit 3					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									Audit 4

Caseworker Name: **Unit:**

Supervisor: **Month/Year:**

Case Number:

CP Name: **Fail (1 error constitues a fail)**

NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: | | N/A: |
CHDE-State of Emancipation updated accurately? | Yes | | No |
s/b-fips state_____.
Comments (be specific):

3. BIW: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: |
Comments (be specific):

4. BIPI: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: |
Comments (be specific):

5. Paternity Method: (Applies to all functions) | Yes | | No | | Error Code: |
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity) | Yes | | No | | | | N/A: |
Comments (be specific):

6. Good Cause: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: | | N/A: |
Comments (be specific):

7. Insurance: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: | | N/A: |
Comments (be specific):

8. SUOD: (Applies to Enforcement) | Correct: | | Incorrect: | | Error Code: | | N/A: |
All court orders on SUOD: | Yes | | No |
All court order info correct on SUOD: | Yes | | No |
5th Panel accurate | Yes | | No |
Comments (be specific):

9. DELN: (Applies to Enforcement) | Correct: | | Incorrect: | | Error Code: | | N/A: |
Monthly accrual accurate | Yes | | No |
Money in suspense: | Yes | | No |
All required orders on DELN: | Yes | | No |
Interest accruing accurately? | Yes | | No |
Comments (be specific):

10. CAST: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: |
Is Case Intergovernmental? | Yes | | No | | | | N/A: |
10a. Foreign Order? | Correct | | Incorrect | | | | N/A: |
Was Transmittal submitted redirecting payments? | Correct | | Incorrect | | | | N/A: |
10b. Was OJ contacted for an updated arrears balance within 1 year? | Correct | | Incorrect | | | | N/A: |
Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:			Date:	

Audit Percentage - Audit 4					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 5

Caseworker Name: **Unit:**
Supervisor: **Month/Year:**

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:
   CHDE-State of Emancipation updated accurately?   Yes   No
   s/b-fips state_____.
   Comments (be specific):

3. BIW: (Applies to all functions)   Correct: Incorrect: Error Code:
   Comments (be specific):

4. BIPI: (Applies to all functions)   Correct: Incorrect: Error Code:
   Comments (be specific):

5. Paternity Method: (Applies to all functions)   Yes   No   Error Code:
   Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)   Yes   No   N/A:
   Comments (be specific):

6. Good Cause: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:
   Comments (be specific):

7. Insurance: (Applies to all functions)   Correct: Incorrect: Error Code: N/A:
   Comments (be specific):

8. SUOD: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:
   All court orders on SUOD: Yes   No
   All court order info correct on SUOD: Yes   No
   5th Panel accurate   Yes   No
   Comments (be specific):

9. DELN: (Applies to Enforcement)   Correct: Incorrect: Error Code: N/A:
   Monthly accrual accurate   Yes   No
   Money in suspense: Yes   No
   All required orders on DELN: Yes   No
   Interest accruing accurately?   Yes   No
   Comments (be specific):

10. CAST: (Applies to all functions)   Correct: Incorrect: Error Code:
   Is Case Intergovernmental?   Yes   No   N/A:
10a. Foreign Order?   Correct   Incorrect   N/A:
   Was Transmittal submitted redirecting payments?   Correct   Incorrect   N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year?   Correct   Incorrect   N/A:
   Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		Date:	

Audit Percentage - Audit 5					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

OCSE 157 Errors					
Audit Accuracy Percentage - Total Audit Percentage	**Correct**	**Incorrect**	**NA**	**Total**	**%**
(Includes average of 5 audits above)	0	0	0	0	#DIV/0!

Quality Errors					
Audit Accuracy Percentage - Total Audit Percentage	**Yes**	**No**		**Total**	**%**
(Includes average of 5 audits above)	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		**Audit 1**

Caseworker Name: | **Unit:**
Supervisor: | **Month/Year:**

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: | | N/A: |
CHDE-State of Emancipation updated accurately? | Yes | | No | |
s/b-fips state_____.
Comments (be specific):

3. BIW: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: |
Comments (be specific):

4. BIPI: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: |
Comments (be specific):

5. Paternity Method: (Applies to all functions) | Yes | | No | | Error Code: |
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity) | Yes | | No | | | | N/A: |
Comments (be specific):

6. Good Cause: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: | | N/A: |
Comments (be specific):

7. Insurance: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: | | N/A: |
Comments (be specific):

8. SUOD: (Applies to Enforcement) | Correct: | | Incorrect: | | Error Code: | | N/A: |
All court orders on SUOD: | Yes | | No | |
All court order info correct on SUOD: | Yes | | No | |
5th Panel accurate | Yes | | No | |
Comments (be specific):

9. DELN: (Applies to Enforcement) | Correct: | | Incorrect: | | Error Code: | | N/A: |
Monthly accrual accurate | Yes | | No | |
Money in suspense: | Yes | | No | |
All required orders on DELN: | Yes | | No | |
Interest accruing accurately? | Yes | | No | |
Comments (be specific):

10. CAST: (Applies to all functions) | Correct: | | Incorrect: | | Error Code: |
Is Case Intergovernmental? | Yes | | No | | | | N/A: |
10a. Foreign Order? | Correct | | Incorrect | | | | N/A: |
Was Transmittal submitted redirecting payments? | Correct | | Incorrect | | | | N/A: |
10b. Was OJ contacted for an updated arrears balance within 1 year? | Correct | | Incorrect | | | | N/A: |
Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		**Date:**	

Audit Percentage - Audit 1					
OCSE 157 Errors	**Correct**	**Incorrect**	**N/A**	**Total**	**%**
	0	0	0	0	#DIV/0!
Quality Errors	**Yes**	**No**		**Total**	**%**
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									**Audit 2**

Caseworker Name:				**Unit:**				
Supervisor:				**Month/Year:**				

Case Number:
CP Name: **Fail (1 error constitues a fail)**
NCP Name:

1. Demographic Information:

	Name Correct		DOB Correct		Error Code: Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Comments (be specific):								

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:			
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:	
Comments (be specific):								

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By: | | Date: |

Audit Percentage - Audit 2					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 3

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions) — Correct: | Incorrect: | Error Code: | N/A:
CHDE-State of Emancipation updated accurately? — Yes | No
s/b-fips state_____.
Comments (be specific):

3. BIW: (Applies to all functions) — Correct: | Incorrect: | Error Code:
Comments (be specific):

4. BIPI: (Applies to all functions) — Correct: | Incorrect: | Error Code:
Comments (be specific):

5. Paternity Method: (Applies to all functions) — Yes | No | Error Code:
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity) — Yes | No | N/A:
Comments (be specific):

6. Good Cause: (Applies to all functions) — Correct: | Incorrect: | Error Code: | N/A:
Comments (be specific):

7. Insurance: (Applies to all functions) — Correct: | Incorrect: | Error Code: | N/A:
Comments (be specific):

8. SUOD: (Applies to Enforcement) — Correct: | Incorrect: | Error Code: | N/A:
All court orders on SUOD: — Yes | No
All court order info correct on SUOD: — Yes | No
5th Panel accurate — Yes | No
Comments (be specific):

9. DELN: (Applies to Enforcement) — Correct: | Incorrect: | Error Code: | N/A:
Monthly accrual accurate — Yes | No
Money in suspense: — Yes | No
All required orders on DELN: — Yes | No
Interest accruing accurately? — Yes | No
Comments (be specific):

10. CAST: (Applies to all functions) — Correct: | Incorrect: | Error Code:
Is Case Intergovernmental? — Yes | No | N/A:
10a. Foreign Order? — Correct | Incorrect | N/A:
Was Transmittal submitted redirecting payments? — Correct | Incorrect | N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year? — Correct | Incorrect | N/A:
Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No		
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No		
CAWT updated	Yes		No		

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No		
NCML/CPML: appropriately completed for all locate?	Yes		No		
LOEL/LODL: work list item completed?	Yes		No		
NCJD appropriately worked/updated?	Yes		No		
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No		
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No		
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No		
Were all locate items on CAWT worked?	Yes		No		

13. Additional Comments:

Reviewed By:		Date:

Audit Percentage - Audit 3					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST		Audit 4

Caseworker Name:	Unit:
Supervisor:	Month/Year:

Case Number:	
CP Name:	**Fail (1 error constitues a fail)**
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
CHDE-State of Emancipation updated accurately?	Yes		No					
s/b-fips state_____.								
Comments (be specific):								

3. BIW: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

4. BIPI: (Applies to all functions)	Correct:		Incorrect:		Error Code:	
Comments (be specific):						

5. Paternity Method: (Applies to all functions)	Yes		No		Error Code:		
Paternity Affidavit field updated accurately? (Intake/Locate; Paternity)	Yes		No				N/A:
Comments (be specific):							

6. Good Cause: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

7. Insurance: (Applies to all functions)	Correct:		Incorrect:		Error Code:		N/A:	
Comments (be specific):								

8. SUOD: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
All court orders on SUOD:	Yes		No					
All court order info correct on SUOD:	Yes		No					
5th Panel accurate	Yes		No					
Comments (be specific):								

9. DELN: (Applies to Enforcement)	Correct:		Incorrect:		Error Code:		N/A:	
Monthly accrual accurate	Yes		No					
Money in suspense:	Yes		No					
All required orders on DELN:	Yes		No					
Interest accruing accurately?	Yes		No					
Comments (be specific):								

10. CAST: (Applies to all functions)	Correct:		Incorrect:		Error Code:			
Is Case Intergovernmental?	Yes		No				N/A:	
10a. Foreign Order?	Correct		Incorrect				N/A:	
Was Transmittal submitted redirecting payments?	Correct		Incorrect				N/A:	
10b. Was OJ contacted for an updated arrears balance within 1 year?	Correct		Incorrect				N/A:	
Comments: (be specific):								

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	
Comments (be specific):				

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By:		**Date:**

Audit Percentage - Audit 4					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

DATA RELIABILITY CHECKLIST									Audit 5

Caseworker Name:			Unit:		
Supervisor:			Month/Year:		

Case Number:	
CP Name:	Fail (1 error constitues a fail)
NCP Name:	

1. Demographic Information: Error Code:

	Name Correct		DOB Correct		Tribal Correct		Deceased Date Correct	
	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:	Correct:	Incorrect:
	Yes	No	Yes	No	Yes	No	Yes	No
CP								
NCP								
CHILD 1								
CHILD 2								
CHILD 3								
CHILD 4								
CHILD 5								
Comments:								

2. Emancipation: (Applies to all functions) — Correct: / Incorrect: — Error Code: — N/A:
  CHDE-State of Emancipation updated accurately? — Yes / No
  s/b-fips state_____.
  Comments (be specific):

3. BIW: (Applies to all functions) — Correct: / Incorrect: — Error Code:
  Comments (be specific):

4. BIPI: (Applies to all functions) — Correct: / Incorrect: — Error Code:
  Comments (be specific):

5. Paternity Method: (Applies to all functions) — Yes / No — Error Code:
  Paternity Affidavit field updated accurately? (Intake/Locate; Paternity) — Yes / No — N/A:
  Comments (be specific):

6. Good Cause: (Applies to all functions) — Correct: / Incorrect: — Error Code: — N/A:
  Comments (be specific):

7. Insurance: (Applies to all functions) — Correct: / Incorrect: — Error Code: — N/A:
  Comments (be specific):

8. SUOD: (Applies to Enforcement) — Correct: / Incorrect: — Error Code: — N/A:
  All court orders on SUOD: — Yes / No
  All court order info correct on SUOD: — Yes / No
  5th Panel accurate — Yes / No
  Comments (be specific):

9. DELN: (Applies to Enforcement) — Correct: / Incorrect: — Error Code: — N/A:
  Monthly accrual accurate — Yes / No
  Money in suspense: — Yes / No
  All required orders on DELN: — Yes / No
  Interest accruing accurately? — Yes / No
  Comments (be specific):

10. CAST: (Applies to all functions) — Correct: / Incorrect: — Error Code:
  Is Case Intergovernmental? — Yes / No — N/A:
10a. Foreign Order? — Correct / Incorrect — N/A:
  Was Transmittal submitted redirecting payments? — Correct / Incorrect — N/A:
10b. Was OJ contacted for an updated arrears balance within 1 year? — Correct / Incorrect — N/A:
  Comments: (be specific):

11. Case Management: (Applies to all functions)

Case file organized and tabbed?	Yes		No	
Imaged Cases (Case file organized by Doc Type/Imaged file correct?)	Yes		No	
CAWT updated	Yes		No	

Comments (be specific):

12. Additional Locate, Intake/Locate items:

NCPD/CPPD: appropriately completed for all locate?	Yes		No	
NCML/CPML: appropriately completed for all locate?	Yes		No	
LOEL/LODL: work list item completed?	Yes		No	
NCJD appropriately worked/updated?	Yes		No	
2nd panel of WAWD updated if NCP no longer working for employer?	Yes		No	
NCDE appropriately worked/updated for addresses older than 6 months?	Yes		No	
If unable to locate NCP, were all items on the locate Checklist Utilized?	Yes		No	
Were all locate items on CAWT worked?	Yes		No	

13. Additional Comments:

Reviewed By: _____ **Date:** _____

Audit Percentage - Audit 5					
OCSE 157 Errors	Correct	Incorrect	N/A	Total	%
	0	0	0	0	#DIV/0!
Quality Errors	Yes	No		Total	%
	0	0		0	#DIV/0!

OCSE 157 Errors					
Audit Accuracy Percentage - Total Audit Percentage	Correct	Incorrect	NA	Total	%
(Includes average of 5 audits above)	0	0	0	0	#DIV/0!

Quality Errors					
Audit Accuracy Percentage - Total Audit Percentage	Yes	No		Total	%
(Includes average of 5 audits above)	0	0		0	#DIV/0!

Yearly PASE Audit Accuracy Percentage

	Correct	Incorrect	NA	Total	%
Audit Accuracy Percentage - Total Audit Percentage - Month 1 - OCSE157					
(Includes average of monthly audits)	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 1 - QC	Yes	No		Total	%
(Includes average of monthly audits)	0	0		0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 2 - OCSE157	Correct	Incorrect	NA	Total	%
(Includes average of monthly audits)	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 2 - QC	Yes	No		Total	%
(Includes average of monthly audits)	0	0		0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 3 - OCSE157	Correct	Incorrect	NA	Total	%
(Includes average of monthly audits)	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 3 - QC	Yes	No		Total	%
(Includes average of monthly audits)	0	0		0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 4 - OCSE 157	Correct	Incorrect	NA	Total	%
(Includes average of monthly audits)	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 4 - QC	Yes	No		Total	%
(Includes average of monthly audits)	0	0		0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 5 - OCSE157	Correct	Incorrect	NA	Total	%
(Includes average of monthly audits)	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 5 - QC	Yes	No		Total	%
(Includes average of monthly audits)	0	0		0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 6 - OCSE 157	Correct	Incorrect	NA	Total	%
(Includes average of monthly audits)	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Month 6 - QC	Yes	No		Total	%
(Includes average of monthly audits)	0	0		0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Year (Includes average of 6 Months above) **OCSE 157**	Correct	Incorrect	NA	Total	%
	0	0	0	0	#DIV/0!
Audit Accuracy Percentage - Total Audit Percentage - Year (Includes average of 6 Months above) **QC**	Yes	No		Total	%
	0	0		0	#DIV/0!

Error Codes

Category	Code	Explanation		Category	Code	Explanation
Demographics (CHDE, CPDE, NCDE)				**NCGC (Good Cause)**		
OCSE 157	DEM1	CP Tribe (registered)		OCSE 157	NCG1	Non-Coop field incorrect
OCSE 157	DEM2	NCP Tribe (registered)		OCSE 157	NCG2	Good cause field incorrect
OCSE 157	DEM3	NCP Deceased Date		OCSE 157	NCG3	Good cause begin date field incorrect
OCSE 157	DEM4	Child DOB incorrect		OCSE 157	NCG4	Good cause end date field incorrect
OCSE 157	DEM5	Child Deceased Date		**Insurance (CPPD &**		
OCSE 157	DEM6	Child Adoption Information		OCSE157	INS1	CP Coverage begin date
OCSE 157	DEM7	Child Tribe (registered)		OCSE157	INS2	CP Coverage type
OCSE 157	DEM8	Child State of Emancipation		OCSE157	INS3	CP Coverage end date
OCSE 157	DEM9	Child High School Graduation		OCSE157	INS4	CP Obtained through
OCSE 157	DEM10	Child Emancipation Override		OCSE157	INS5	NCP Coverage begin date
OCSE 157	DEM11	LPF Case		OCSE157	INS6	NCP Coverage type
QC	DEM12	CP Deceased Date		OCSE157	INS7	NCP Coverage end date
QC	DEM13	CP/NCP Tribe (Reservation RES ID)		OCSE157	INS8	NCP Obtained through
QC	DEM14	CP/NCP Tribe (Census number)		QC	INS9	NCP/CP Holder
QC	DEM15	NCP/CP Name		QC	INS10	NCP/CP Group #
QC	DEM16	NCP/CP DOB		QC	INS11	NCP/CP Member #
QC	DEM17	Child Paternity Affidavit Complete		QC	INS12	NCP/CP Policy #
QC	DEM18	LPF Waiver Sent		QC	INS13	NCP/CP Relation holder
QC	DEM19	LPF Waiver Received		QC	INS14	NCP/CP Insurance card
QC	DEM20	LPF Panel Name (first & last)		QC	INS15	NCP/CP Coverage
QC	DEM21	LPF Panel Address (street, phone, city, state, zip, country)		**CAST**		
QC	DEM22	LPF DOB		QC	CAS1	Child Deactivation Reason
QC	DEM23	LPF SSN		QC	CAS2	Caretaker Indicator
BIW Indicator				**Court Orders (SUOD)**		
OCSE157	BIW1	Indicator is blank		OCSE157	COU1	Court order not on ATLAS – order in file or with CoC
OCSE157	BIW2	Indicator is incorrect		OCSE 157	COU2	Court order information incorrect
OCSE157	BIW3	System: Paternity wrong suffix		OCSE 157	COU3	Court order on ATLAS – no order in file or with CoC
OCSE157	BIW4	System: MAC issue		OCSE 157	COU4	Court order on ATLAS – should not be
Paternity (PACC)				OCSE 157	COU5	Court order but no debt set-up
OCSE157	PAT1	Method field		OCSE 157	COU6	SUOD & DEDN do not match
OCSE157	PAT2	Sign date		QC	COU7	Judgment/Fees information
QC	PAT3	NCP Relationship		QC	COU8	Child Name/HLCI
QC	PAT4	CP Relationship		OCSE 157	MED1	Medical ordered but blank
QC	PAT5	Court Order #		OCSE 157	MED2	Medical ordered and field incorrect
QC	PAT6	Court ID		OCSE 157	MED3	Provided by field blank
QC	PAT7	Genetic Test fields		OCSE 157	MED4	Provided by field incorrect
BIPI				OCSE 157	MED5	Provide by date blank
QC	BIP1	Bio/Adoptive Father name		OCSE 157	MED6	Provide by date incorrect
QC	BIP2	Bio/Adoptive Mother name		QC	MED7	Reasonably available field blank
QC	BIP3	Relationship		QC	MED8	Reasonably available field incorrect
QC	BIP4	Date married		QC	MED9	Uncovered percentages blank or incorrect
QC	BIP5	Date divorced		**Debts (DEDN) (Non-Debt**		
QC	BIP6	Pending divorce		OCSE 157	DED1	Current support accrual is incorrect
QC	BIP7	Docket # (divorce)		OCSE 157	DED2	Accruing field incorrect
QC	BIP8	Date legal separation		OCSE 157	DED3	Arrears principal incorrect
QC	BIP9	Docket # (separation)		OCSE 157	EMN1	Child emancipated – support still accruing
Fail (1 error constitues a fail)				OCSE 157	EMN2	Child emancipated – debts not adjusted (per child orders)