



## **Work Verification Plan JOBS Audit FY 2014 – Results**

### **Background:**

Oregon's Work Verification Plan submitted to the Administration for Children and Families (ACF) requires Oregon to perform at least a yearly field audit of the cases that met Federal Participation Rate Hours<sup>1</sup> for adults determined to be Work Eligible Individuals (WEI) as well as to verify the exemption of adult clients needed to care for a family member with a disability in their home. The intent of the audit is to verify that documentation is available and that it supports either the hours of participation or the purpose for the exemption.

### **Overview:**

The audit begins by selecting branches to be reviewed from all sixteen Department of Human Services Districts. The branches selected are alternated with other audit years to ensure all branches participate as often as possible. Branches that did not receive the 90% threshold for accuracy in the prior year are also scheduled for review. The number of cases reviewed is determined by the size of the TANF caseload in each District. In Districts that have under 1,000 TANF cases, 30% of their participants that 'Met' participation are selected for review. In Districts with

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<sup>1</sup> April 2014 was a 4 week month. In order to meet federal requirements, WEI's, must have participation hours as follows:

- Single parent family with child under 6 = 80 (20 average weekly).
- Single parent family with child 6 and over = 120 (30 average weekly).
- Two-Parent families coded prgm '82' and '2' (INC) were removed from Oregon's participation effective 10/1/11 and 7/1/12 respectively.

1000 to 3,999 TANF cases, 20% are selected, and in Districts with 4,000 or more TANF cases, 10% are selected for review.

Once the branches to be audited are identified, a month within the Federal Fiscal Year is selected. For FY 2014 the month of April was chosen. Three lists were generated to identify cases for review: 1) A list of cases that were determined through the state run version of participation as having 'Met' the federal participation rate criteria; 2) a list of Jobs Participation Incentive (JPI) coded cases that had both FSMIS and CMS coding during the review month; and 3) a list of cases that were coded with the D/N exemption coding (signifying client is needed in the home to care for a disabled family member) on UCMS.

The cases are chosen randomly from the total list of participants who met federal participation rate, as described above. Additionally, families who are exempt from participation are selected randomly for review in the branches being audited.

The goal of the audit is to reach an accuracy rate of 90% or above. According to Oregon's Work Verification Plan: *'Data element and other accuracy errors breaking the 10 percent threshold will require the development and implementation of a corrective action plan to address the areas of concern.'*

The following is a summary of cases reviewed, errors cited, and outcomes:

- A total of 1,987 cases were reviewed: 1,908 were reviewed for participation and 79 for D/N exemption. There were 135 errors cited that resulted in 93.2% accuracy rate overall.
  - 112 errors cited out of the 1,908 participation cases for a 96.0 % accuracy rate.
    - JOBS Activities – There were 35 errors which resulted in 80.2 % accuracy rate.
    - Job Participation Incentive (JPI) – There were 77 errors which resulted in 95.6% accuracy rate.
  - 23 errors cited out of the 79 exemption cases for 70.9% accuracy rate.

Audit Category	JOBS Activities								JPI		Exemptions	Totals
	JO	LS	DA	MI	SW	VT	WE	WO	JPI	JP2	D/N	
Incorrect Activity Code		1			1		1		14	7		24
Incorrect Calculation of Weekly Hours	3							2	11	21		37
No Cited Need for Care of Family Member											11	11
Insufficient Documentation to Support Participation or Exemption	8	1	3	1		2	1	7	5	2	11	41
Reported Changes Not Acted Upon	1							3	9	8	1	22
Total Errors by Element	12	2	3	1	1	2	2	12	39	38	23	135
Total Errors By Category	35								77		23	135

### 2014 JOBS Audit Highlights:

- Oregon's overall audit accuracy rate for FY 2014 increased to 93.2 % from FY 2013 of 90.2%.
- The exemption coding for caring for a family member with a disability drastically improved from 54.3% to 70.9% over the 2013 Accuracy rate.
- JOBS Corrective Action Plans (J-CAP) were received for all branches not meeting the 90% accuracy threshold.
- The areas for improvement based on identified errors include:
  - Ensuring work hour calculations are correct and families meet JPI program requirements.(34 errors)
  - Ensuring verification to support hours reported is available.(30 errors)
    - job search hours are actual and detailed.(8)
    - two weeks consecutive work hours verified.(14)
    - All other CORE countable activities have verification.(8)

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- Ensuring JOBS activities are being used according to definitions.  
(24 errors)
  - Correct JPI - based on # of parents and age of children.(21)
  - Use activity code that represents actual client activities.(3)
- Additional narration and documentation to support exemption to care for family members with disabilities.(22 errors)
- Taking necessary actions on reported changes, especially in regards to work activities. (22 errors)