

CMSP Letter No: 09-01
Issue Date: January 16, 2009

CMSP
GOVERNING BOARD

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: 2009 CMSP COUNTY ELIGIBILITY ADMINISTRATION
QUALITY CONTROL AUDIT SCHEDULE

The purpose of this letter is to provide information concerning the next cycle of CMSP county eligibility administration quality control (QC) audits. For your information, an audit schedule is attached for the period of January through July 2009. A schedule for the period of August through December 2009 will be released in May. Mr. Gary R. Varner, Eligibility Quality Control Specialist, will be conducting the audits on-site in each county. If the audit date that has been set for your county will cause undue hardship, please contact Mr. Varner. Mr. Varner can be reached at 916-649-2631, ext. 11, or via email at gvarner@cmspcounties.org.

In keeping with the QC audit process conducted previously, a list of the cases to be pulled for QC review will be sent to the county two weeks prior to the scheduled review date.

In order for the audit to process smoothly and with minimal disruption to county staff, it is requested that counties provide the following support for Mr. Varner:

1. A quiet work area for conducting the audit;
2. Cases on the audit list pulled and placed in the work area;
3. An ISAWS or CaWIN computer terminal (and password);
4. A MEDS INQM screen print for each CMSP case in the sample; and,
5. An ISAWS passport to services screen print.

It is anticipated that most audits will take two days to complete. The County will be provided an opportunity to meet with Mr. Varner both before and after the audit to discuss the audit process and preliminary findings.

The name of a County Contact person, including phone number, email and the physical address where the audit will be conducted should be sent to Mr. Varner at gvarner@cmspcounties.org two weeks prior to the county audit date. Thank you very much for your consideration and assistance.

Sincerely,



Lee D. Kemper
Administrative Officer

Enclosure

CMSP AUDIT SCHEDULE
2009
January - July

Month/County	Audit dates
January Del Norte	1/27 – 1/28
February Sierra Inyo Mono	2/10 2/24 – 2/25 2/26 - 2/27
March Kings San Benito	 3/10 – 3/11 3/25 – 3/26
April El Dorado Imperial	 4/7 – 4/8 4/21 – 4/22
May Glenn Alpine Colusa Amador	 5/6 – 5/7 5/12 5/14-5/15 5/26-5/27
June Calaveras Tuolumne	 6/9-6/10 6/23 – 6/24
July Marin Napa	 7/7 – 7/8 7/28 – 7/29