

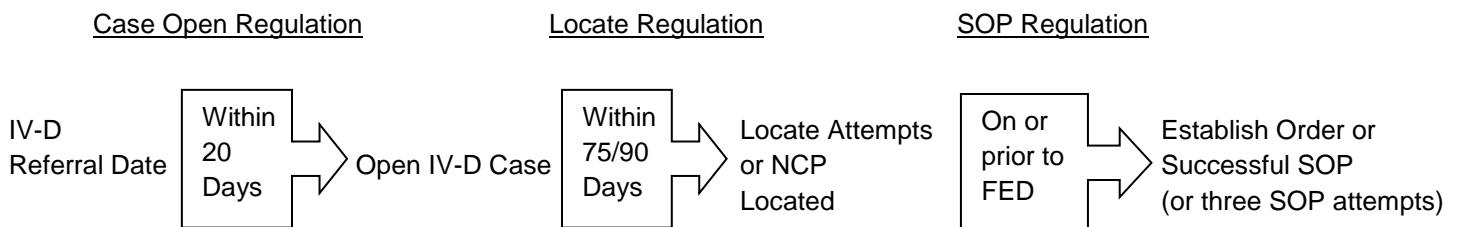
# Michigan Office of Child Support: Self-Assessment Audit – Establishment Criterion

The Office of Child Support randomly selects a set of IV-D cases that had a paternity or child support order established (Establishment). IV-D staff review the cases for program compliance with the Establishment criterion. The reviewers read the IV-D case conditions on MiCSES to determine if the selected IV-D cases pass or fail the Establishment criterion based on federal regulations.<sup>1</sup>

## Self-Assessment Audit – Establishment Criterion Review Requirements

The following rules for the Establishment criterion must be met 75 percent of the time:

- Open a IV-D case within 20 calendar days of receipt of a request for IV-D services (application). An application is not needed for automated referrals for IV-D services; MiCSES opens these cases automatically when appropriate.<sup>2</sup>
- If the MiCSES non-custodial parent (NCP) is not in a locate status, access all appropriate locate sources within 75 calendar days of the date the IV-D case is opened. The reviewer must determine whether:
  - NCP locate activities began within 75 days of the case opened date or a change in the locate status of the NCP; and
  - Locate activities occurred every 90 days thereafter until the NCP was located or there was a change in case conditions, such as case closure.
- Establish the order or complete service of process (SOP) within 90 days of specific case events as identified in OCS policy (NCP located, case opened, etc.).<sup>3</sup> If order establishment or SOP is not possible within 90 days, complete three SOP attempts before that date or obtain a qualifying IV-D summons extension. MiCSES' *Federal Expiration Date* (FED) field calculates the 90-day period.



Self-assessment audit reviewers must use the following matrix during the IV-D case review.

<sup>1</sup> Ref: 45 Code of Federal Regulations (CFR) 308.2.

<sup>2</sup> Ref: [Section 2.05, "Referrals and Applications," of the Michigan IV-D Child Support Manual.](#)

<sup>3</sup> Ref: [Section 4.15, "Service of Process \(SOP\)," of the Michigan IV-D Child Support Manual.](#)

## Michigan Office of Child Support: Self-Assessment Audit – Establishment Criterion

| Establishment Dates   | MiCSES Screens    | MiCSES Fields or Notes                 | Case Reviewer Actions   |
|---|-------------------|--|---|
| Referral Date<br><br>- Public Assistance Referral Date<br><br>- IV-D Application Date | NOTE <sup>4</sup> | First System-Generated Note            | The reviewer must determine if the referral was an automated referral (referred via Bridges or the e1201). On the NOTE screen, confirm that the first system-generated note indicates the case was opened by a Bridges referral or the e1201. The system note will indicate the date the case was referred and automatically opened.  |
|   | CASE <sup>5</sup> | <i>App Returned DT</i>                 | If the case is not from an automated referral, IV-D staff will enter the date the party returned the application in the <i>App Retd DT</i> field on the CASE screen.  |
| IV-D Case Open Date   | CASE              | Opened Date                            | The reviewer must identify the date the case opened from the CASE screen's <i>Opened DT</i> field. By comparing the <i>Opened DT</i> to the date found in the automated referral system note, the reviewer can calculate the number of days between the referral and the day the case was opened.<br><br>If the case was opened due to an application (request for IV-D services), the reviewer will calculate the number of days between the case opening and the <i>App Retd DT</i> noted above.<br><br>If the case was a non-IV-D case first, the reviewer will click the <i>View Case History</i> button on the CASE screen to determine the date the case was converted from non-IV-D to IV-D. The reviewer will calculate the number of days between the conversion date and the <i>App Retd DT</i> . |
|   | NOTE              | Note about the application return date | If the <i>App Retd DT</i> field is blank and the case was not an automated referral, the reviewer will go to the NOTE screen to determine if the IV-D worker entered the date the application was received in the office. The reviewer will calculate the number of days between the date documented in the note to the case open date.   |

<sup>4</sup> *Notes Processor* (NOTE) screen

<sup>5</sup> *Case Member Details* (CASE) screen

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| Establishment Dates  | MiCSES Screens                         | MiCSES Fields or Notes   | Case Reviewer Actions   |
|--|--|--|---|
| Locate Date<br><br>- NCP Verified Locate Date or Locate Activities | AHIS <sup>6</sup><br>EHIS <sup>7</sup> | NCP Verified Locate Date   | The reviewer must determine whether: <ul style="list-style-type: none"> <li>• Locate activities began within 75 days of the case opened date or the change in the locate status of the NCP; and</li> <li>• Locate activities occurred at least every 90 days thereafter until the NCP was located, or there was a change in case conditions, such as case closure.</li> </ul>   |
|  | CASD <sup>8</sup>                      | Activity Group <sup>9</sup><br>(SCON1, SCON2, NONCO, Locate)                               |   |
|  | NOTE                                   | Note about the date  |   |
| Court Order / SOP Date<br>(or SOP attempts)                        | SORD <sup>10</sup>                     | Court Order Issue Date   | The reviewer must determine whether: <ul style="list-style-type: none"> <li>• A court order was established or a successful SOP occurred prior to the <i>Federal Expiration Date</i> on the LSOP screen;</li> <li>• There were at least three SOP attempts if SOP was not completed prior to the <i>Federal Expiration Date</i> on the LSOP screen; or</li> <li>• A IV-D-qualifying summons extension was obtained prior to the <i>Federal Expiration Date</i> on the LSOP screen.</li> </ul> The reviewer will manually recalculate the <i>Federal Expiration Date</i> if necessary. <sup>11</sup> |
|  | LSOP <sup>12</sup>                     | Service Attempt<br><i>Federal Expiration Date</i><br><br>IV-D-Qualifying Summons Extension |   |
|  | NOTE                                   | Date <b>and</b> Results of Service, if not documented on LSOP                              |   |

<sup>6</sup> Member Address History (AHIS) screen

<sup>7</sup> Member Employment History (EHIS) screen

<sup>8</sup> Case Activity Diary (CASD) screen

<sup>9</sup> Activity Group as found on the CASD screen

<sup>10</sup> Support Order Entry (SORD) screen

<sup>11</sup> Ref: Section 4.15 of the *Michigan IV-D Child Support Manual*.

<sup>12</sup> Legal Service of Process (LSOP) screen