



Division of Early Care and Education

ADMINISTRATOR’S MEMO

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 X NOTICE DECE 15-03

ISSUE DATE: 05/08/2015

DISPOSAL DATE: None

To: County and Tribal Child Care Program Directors

From: Judy Norman-Nunnery, Ph.D.
Division Administrator

RE: Targeted Case Review Process

PURPOSE

This memo provides notice of the revised Targeted Case Review (TCR) process for Calendar Year 2015. This Administrator’s Memo applies to all county agencies, the Department of Health Services (DHS) Milwaukee Enrollment Services (MiLES) unit and the Milwaukee Early Care Administration (MECA). This memo does not apply to Tribes for the federal fiscal year 2015.

BACKGROUND

Wisconsin Statutes ss.49.155 (1m) and (3) require that the Department of Children and Families (DCF) contract for child care services with a county, Tribe, or other agency in each geographical region or Tribal unit to determine eligibility and administer the Wisconsin Shares child care subsidy program. Under the contracts, counties and Tribes determine eligibility for families seeking Wisconsin Shares child care subsidy and authorize child care payments for eligible children.

To ensure the accuracy of the Shares eligibility determinations and authorizations, the DCF conducts the Targeted Case Review of a sample of Shares cases for counties and MECA/MiLes. Starting in 2012, the TCR has been done annually. The TCR results are one of the performance standards for counties in the child care administration contract.

2015 TARGETED CASE REVIEW PROCESS

Beginning in 2015, the DCF is conducting the TCR using a quarterly case sample to ensure that local agency workers document and establish appropriate child care authorizations. The TCR sample will include an appropriate number of cases from each county or regional consortium based on the Shares caseload and up to 800 cases statewide. Counties may have cases pulled during any of the four (4) quarters to ensure accuracy.

For the 2015 calendar year, the DCF will continue to use the existing TCR review instrument. The Bureau of Operations and Planning staff will notify counties, consortiums, and MECA/MiLES of any case errors each quarter, and give agencies the opportunities to provide information that could change the error finding. Once the total number of cases for the year has been reviewed for the agency, the overall error rate for

2015 will be determined. The Bureau of Regional Operations will follow up with counties and consortiums to reduce error rates.

Annual Performance Report: Each year, the DCF will post the TCR results for each county to the SharePoint page.

Performance Standard: The target error rate will be not more than 20% of cases reviewed with an error related to qualified expenses.

CHANGES EXPECTED FOR CALENDAR YEAR 2016

Targeted Care Review Instrument: The DCF is developing a new TCR review instrument that combines the current TCR instrument with the Federal Improper Payment (FIP) instrument in order to better identify child care case errors. While the TCR primarily focuses on authorizations, the FIP includes eligibility determination and the accuracy of payments.

ACTION SUMMARY STATEMENT

- The DCF will review county child care case files on a quarterly basis as part of the Targeted Case Review.
- County agencies will be notified of error cases found during the review as they are identified by TCR review staff.
- The DCF and the counties will continue to work together to identify new initiatives that reduce error-prone practices and policies.

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Attachment:

Targeted Case Review Instrument