Quinault Indian Nation TANF Program

Annual Audit Preparation

Bi-weekly TAS Database Reviews

▶ The TANF Lead Caseworker and Lead Youth Advocate review the TAS Database two times per month. The Lead Staff review all open and closed cases for that time-period. The Lead Caseworker reviews the following for each case: the intake of new cases, all case notes entered for the month, letters sent to the participant/s, grant calculations, work activity log entries, and Support Services entries. The Lead Staff also verify that all required documentation required for the monthly grant and support services have been scanned into TAS. A TAS Review is created for each caseworker or Youth Advocate listing all of their assigned cases and any corrections that need to be made in the TAS Database

Bi-annual Audit

▶ The Bi-annual case file and TAS Database audits are to be completed for all cases open from October 1st through April 30th. A report generated from the TAS Database is printed out for each caseworker showing all cases that were assigned to him/her from October 1st through April 30th. An Audit Form is completed for every case that was open during the above listed period. The Audit Form is completed for the Case File and also for all documents scanned into the TAS Database for every case that was assigned to the Caseworker. The deadline for the Caseworker to complete the Bi-annual case file and TAS Database Audit is May 31st. Once the Caseworker has completed their Audit Forms for his/her cases the Audit Forms, Case Files and the TAS Database are reviewed by the Lead Caseworker. The deadline for completion by the Lead Caseworker is June 30th.

Annual Audit

▶ The Annual case file and TAS Database audits are to be completed for all cases open from October 1st through September 30th. A report generated from the TAS Database is printed out for each caseworker showing all cases that were assigned to him/her from October 1st through September 30th. An Audit Form is completed for every case that was open during the above listed period. The Audit Form is completed for the Case File and also for all documents scanned into the TAS Database for every case that was assigned to the Caseworker. The deadline for the Caseworker to complete the Annual case file and TAS Database audits is October 31st. Once the Caseworker has completed their Audit Forms for his/her cases the Audit Forms, Case Files and the TAS Database are reviewed by the Lead Caseworker. The deadline for completion by the Lead Caseworker is November 30th.

Case Closure Checklist and Audit

- Every time a case closes a Case Closure Checklist and an Audit Form is completed by the assigned caseworker. The Lead Caseworker reviews the Audit Form, the case file and TAS Database and then signs off on the Case Closure Checklist and Audit Form as complete.

Case Transfer Checklist and Audit
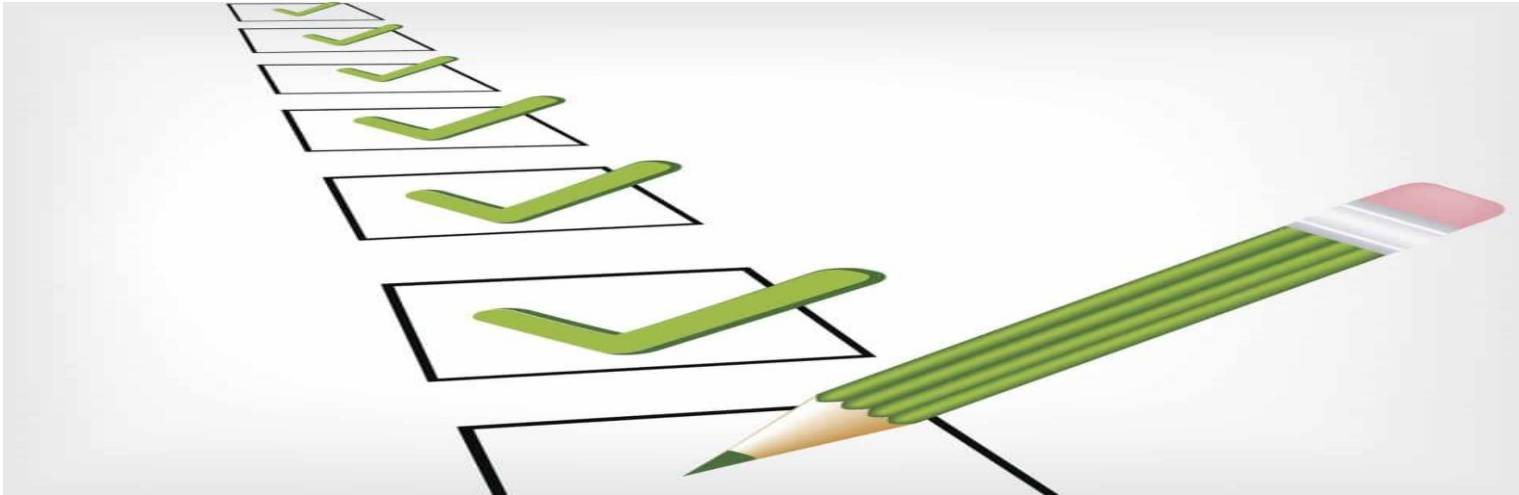
- Every time a case transfers to a new caseworker and/or to another site a Case Transfer Checklist and Audit Form is completed by the assigned caseworker. The Lead Caseworker reviews the Audit Form, the case file and TAS Database and then signs off on the Case Transfer Checklist and Audit Form as complete.

Changes for FY 2019

- ❑ We have transitioned to Above Active Casework with an overall QIN TANF Program Goal of moving towards 25% Administrative Work and 75% Direct Customer Service to our Families that we serve.

- ❑ We have moved to Minimalized Case Files. Our case files now have four sections (previous years' case files had eight sections)

- ❑ We now scan into the TAS Database the vast majority of all case documents to include, but not limited to: the application for services, all Intake documents; the Orientation Packet, all identification documents for each member of the family unit, court documents, Work Activity Logs, Monthly Eligibility Reports and Income statements; all support service documents (request form, invoices, etc); all Incentive Requests and supporting documents; Family Service Plans, Youth Section of the Family Service Plan; youth grades, school attendance and Individual Student Plans

- ❑ We have worked with Eaglesun to create a number of Reports in the Reports Manager Program that assist us with tracking what has been scanned into the TAS Database which has made the Audit Process of the database much quicker and is great for quick checks throughout the year.

- ❑ We also have an Archive File Project in progress. We are in the process of digitally archiving our closed case files into the TAS Database.

- ❑ Our overall goal it to move towards operating as a "Paperless" program, with all documents scanned into the TAS Database and Annual Audits being completed out of the TAS Database.

Please feel free to contact me if you have any questions or if you would like any further information

You may reach me at:

Kierstin Pope

P.O. Box 189

Taholah, WA 98587

(360) 276-8211 ext. 4113

kpope@Quinault.org