



TO: NCCSD
FROM: Michele Cristello, Committee Chair
DATE: July 24, 2020
RE: Audit Committee Annual Report

Committee Members

Committee Members	State or Territory
Adam Norman	Indiana
Michele Cristello, Chair	Massachusetts
Barbara Delaney	Montana
Lyndsy Irwin	Mississippi
Karen Hebert	New Hampshire
Robert Duck	Tennessee

Committee Activity

The Audit Committee kicked off in January 2020 and immediately began discussing and developing an overview document which outlined the Committee’s vision, purpose and objectives.

The vision of the Audit Committee is that all IV-D Directors are supported in their management of the DRAs, there is open communication with OCSE and DRAs are conducted in a consistent, transparent manner in accordance with clearly understood and widely accepted criteria. The Committee will provide support to Directors through information gathering, monitoring of ongoing audit activity across states and disseminating relevant and timely information.

The Committee’s objectives are to solicit information from Directors regarding the DRA process and identify common issues and themes and then provide that information back to Directors for their own use. In addition, the Committee will work with OCSE to develop training and guidance for Directors that clarifies a consistent and well-understood process. The NCCSD Audit Committee Overview is attached and provides additional details about the Committee’s vision and objectives.

After some initial discussions with OCSE about their ongoing initiatives to support Directors in the DRA process, OCSE and the Committee agreed to collaborate to

develop training, guidance and improvements to the process. OCSE asked the Committee to provide a bulleted list of audit related items that the directors see as pertinent to the audit process. The Committee discussed a number of different aspects of the process that were concerning to Directors and areas where improvement was necessary. The Committee finalized the list and sent to OCSE. Attached is the List of Pertinent DRA Items. OCSE is reviewing the list and will meet with the Committee to discuss next steps.

The Committee is in the process of finalizing a survey to send to Directors. The DRA topic is a very important one and in order to provide the Directors what they really need, the survey will have a number of in-depth questions. The Committee's goal is to provide information and support for the Directors and sufficient information so that if they need assistance from a state with similar issues, they know where they can go. It is also important that NCCSD sees what is going on broadly – are we seeing the same issues everywhere or are they vastly different? Do Directors understand the process? What else do Directors need? The Committee hopes to send the survey out by the end of the summer.

Next Steps

Once the survey results are in, the Committee will consolidate the survey responses and utilize them in discussions with OCSE as well as provide the information back to Directors. The Committee anticipates working closely with OCSE to develop training materials and guidance that maps the DRA process, outlines roles and timeframes and defines a best practice model of how best to manage the DRA process.