

State of Nevada WSS: Quality Control

Version Date: 2/28/2014

2006174 Negative Reviews

Reviewed: 11/08/2006

Description: This record series consists of quality control cases on "negative" findings covering all programs. The information is needed for the review of state performance and identifying cases that may need to be investigated further. The file may contain: coversheet including case name, address, phone, identifying information & category reviewed; case record analysis, results of field investigation, worksheet and explanation or error, review findings and explanation of review findings.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006175 Quality Control Computer Reports

Reviewed: 11/08/2006

Description: This record series contains reports printed either on a regular basis or upon request and used to retrieve statistically valid samples of cases for quality control reviews. The files include computer generated reports from the old legacy system, the NOMADS system, other Welfare Division databases, other state agency databases (including some from Employment Security Division) and county databases.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006178 Quality Control Management Reviews of District Offices

Reviewed: 11/08/2006

Description: This record series consists of the reviews of district offices performed by the Quality Control Program of Medicaid, Food Stamps and Child Care Programs. Review jackets may contain copies of material from the files of selected cases and include reviewer worksheets. The purpose of the review is to monitor the function of the district offices.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006176 Quality Control Review Files: Child Care

Reviewed: 11/08/2006

Description: This records series consists of reviews performed by the Quality Control section. Cases are randomly selected for review by computer. Review jackets may contain copies of material from the individual files of selected cases and includes a reviewer worksheet. The files also contain a worksheet and other documentation which contains data on: review summary, case information, detailed error findings, payment and policy review information, and provider information.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006177 Quality Control Review Files: MAABD and Food Stamps

Reviewed: 11/08/2006

Description: This records series consists of reviews performed by the Quality Control section. Cases are randomly selected for review by computer. Review jackets may contain copies of material from the individual files of selected cases and includes a reviewer worksheet. The worksheet identifies the program under review, and identifies members of the living unit by name, birth date, relationship, and Social Security number. The files contain data on: review summary, case information, detailed person-level information, total household income by member, eligibility review information, detailed error findings, payment review information.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely