
From: DPA Field Services
Sent: Monday, December 30, 2002 4:10 PM
To: ALL DPA Statewide Staff
Subject: Procedure for Documenting Fraud Referrals and Findings

BROADCAST TO ALL STAFF
from Mary Rogers and Jim Dalman

This broadcast clarifies the procedure for documenting fraud referrals and outcomes in CANO. Fraud referral information can and should be documented in CANO following these procedures:

DOCUMENTING FRAUD REFERRALS

Caseworkers must follow the procedure outlined in Administrative Manual section 112-4 in making referrals of suspected fraud cases. In addition, caseworkers must document concisely on CANO all referrals made to Fraud Control Unit as follows:

TITLE: FRAUD REFERRAL - (Indicate whether applicant/EFD or recipient/PCI referral)

- Reason for referral
- Program(s) and eligibility factor(s) affected by the allegation
- Possible benefit months affected by allegation
- Form completed and submitted to Fraud Control Unit (Gen 97a / Gen 40), and date of submission

DOCUMENTING FRAUD FINDINGS

Caseworkers must also document in CANO the investigation findings received from Fraud Control Unit. Immediately after receiving the Early Fraud Findings Report (Gen 97b) or Disposition Report (FCU#5), the caseworker must take action and document the findings on CANO as follows:

TITLE: FRAUD FINDINGS FOR REFERRAL MADE ON (date of referral)

- Summary of fraud report
- Action taken on case resulting from fraud findings
- Additional forms completed as a result of the fraud findings (e.g. Gen 95 form if overpayment occurred)

If you have any questions, please email Clarissa Ridgway at Clarissa_Ridgway@health.state.ak.us or call her at 269-7879.

From: Rogers, Mary
Sent: Wednesday, July 03, 2002 3:10 PM
To: ALL DPA Statewide Staff
Subject: NEW Conference Announcement

**This is a broadcast message from
Ellie Fitzjarrald, Jim Dalman and Mary Rogers
to all DPA staff**

Would you like to network with individuals from other states who work in your profession? Do you want to find new ways to improve our business and improve personally and professionally?

[Then this opportunity is for you!](#)

The National Eligibility Worker's (N.E.W) Conference is right around the corner and once again we would like to show our support by sending and sponsoring representatives from our organization.

Last year the division sponsored seven representatives to attend the conference. Our representatives returned with renewed energy, fresh ideas, knowledge of other states' programs and processes, and a pocket full of business cards (new acquaintances from their networking efforts).

This year's event will be held August 19-21, 2001 in Little Rock, Arkansas. Again, we are pleased to announce that we will be sending seven staff to this conference.

Staff that have previously attended the NEW Conference under a DPA sponsorship are not eligible for consideration, as we want to ensure that as many DPA staff as possible have the opportunity to participate.

This year we decided to devote a slot for a member of Central Region's Implementation Team. As most of you know, this team is comprised of Central Region staff representing a variety of positions within our division. The team has been tasked with re-designing the workflow to emphasize employment. The hat drawing event was held last week and Bob Tomzak was chosen to go to the conference. Congrats Bob!

Six other staff will be selected:

- Representative from the Central, Northern, Southeast, and Coastal regions (4 total)
- A representative from one of the support units (Fraud, Quality Control, SD&T, Systems Operations, Network Services, Field Services, Heating Assistance)
- A representative from Policy & Program

You do not have to be a NEW member to participate in this opportunity. However, if you are selected and not currently a member, a \$40 membership (\$30 for National and \$10 for the State Chapter) will be your responsibility prior to attending the conference. The division will pay for travel, per diem and the conference fee at the member rate for each representative.

Nomination Process

Staff are encouraged to email their nominations by the close of business on July 10 to the following:

- Region nominations - Email nominations to the regional manager.
- Support Units - Email nominations to your unit manager who will then forward to Shirley Bryan.
- Policy and Policy nominations - Email nominations to Pam Van Kirk

The regional managers, Shirley and Pam will place the names into a hat and pick the winner. A broadcast message will be sent to "all staff" announcing the 6 representatives.

Representatives attending the conference will be responsible for creating a group travel report as well as presenting information and providing materials to coworkers.

I encourage staff to take advantage of this great opportunity. If you are interested in attending this year's conference or wish to nominate a coworker, please email the folks listed above.

Remember, all nominations are due by July 10!

Administrative time will be provided to staff who are who paying their own way or being sponsored by N.E.W. A zero cost travel authorization (TA) will be required and employees must follow state employee conduct rules.

If you have additional questions, please contact Jim, Ellie or Mary.

Happy July 4th everyone!