



George E. Pataki  
Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

Robert Doar  
Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	04-LCM-10	
<b>To:</b>	Local District Commissioners	
<b>Issuing Division/Office:</b>	OTDA PSQI/A&QC	
<b>Date:</b>	July 28, 2004	
<b>Subject:</b>	Program Integrity Performance Measures	
<b>Contact Person(s):</b>	Richard M. Nawrot 518-402-0125	
<b>Attachments:</b>	No	
<b>Attachment Available On – Line:</b>	No	

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum is to notify the districts of the new Performance Measurement for Statewide Program Integrity initiatives.

#### II. Background

As part of OTDA's program integrity efforts, we instituted a number of statewide systems and processes to detect and prevent fraud and abuse in our public benefit programs. These include the Automated Finger Imaging System (AFIS) and the Front End Detection System (FEDS). In addition, we also conduct various computer matches such as the Fugitive Felon Match, the Prison Match and the multi-state Interstate Match known as PARIS. The results of these matches are disseminated to the local districts for investigation and resolution. The local districts in turn submit to OTDA reports on the results of their activity. These reports will serve as the basis for performance measures, therefore new or additional local district reporting requirements will not be necessary. Policy and procedures for these programs may be found in 99 ADM-9 (AFIS), 92ADM-33 (FEDS), 93ADM-8 (IPV) and 97ADM-23 (Felon Match).

These program integrity efforts depend upon the valuable work carried out at the local district level to be successful. Up until now, OTDA has not tracked and monitored these efforts in a manner that enables us to easily assess their usefulness or your compliance with the investigative responsibilities for following through on the information supplied. We have a responsibility to ensure that we are collecting necessary data to support the continuation of these programs. We want to be able to improve or enhance them depending upon the results of our combined efforts.

In an effort to monitor local district timeliness, assure proper resolution of cases, and at the same time provide valuable data which can be used for future enhancements and training needs, we will be instituting the following performance measures:

<b>Performance Measure</b>	<b>Measurement Item</b>	<b>Data Source</b>
I. AFIS	-Number of days local districts take to resolve AFIS matches.  -Number of days local districts take to resolve WMS reconciled cases. These are cases that are required to be finger imaged but were not imaged.	Monthly Resolution reports from LDSS.
II. Front End Detection Systems (FEDS)	-Percentage of applications referred for a FEDS investigation by the local districts.  -Percentage of FEDS referrals that result in a case denial, withdrawal or a grant reduction.	Monthly LDSS FEDS reports.
III. Intentional Program Violations (IPV's)	-The number of Temporary Assistance and Food Stamp IPV's for each local district.	LDSS IPV and Investigations reports.
IV. Computer Matches  a. Fugitive Matches b. Prison c. Interstate (PARIS)	-Number of days local districts take to resolve a match.  -The percentage of positive versus negative actions, i.e., case closed versus exonerated.  -The number of cases and average number of days computer matches referred to the districts remain unresolved.	LDSS Match Resolution reports.

**Initially, Performance Measure reports I, II and IV a. and b. will be issued to Local Commissioners on a quarterly basis. Reports III and IV c. will be developed and issued at a future date.**

## **V. Program Implications**

The data upon which the Performance Measures will be based primarily on the case resolution data we receive from the local districts. It is critical that local district responses are both timely and accurate to assure accurate performance measures. Accordingly, you may wish to assess your current procedures. Districts with sub-standard performance may be the focus of reviews and audits to determine the cause(s) and implement corrective actions.

In addition, local district feedback on the merits of these reports and suggestions for changes are considered crucial to the evolution of this project.

**Issued By:**

**Name:**

**Mary Meister**

**Title:**

**Deputy Commissioner**

**Division/Office:**

**Program Support and Quality Improvement (PSQI)**