

Introduction for the Preparation for 2010 OHS Federal Review

June 17, 2010

In the Director's Meeting on May 20, 2010, a brief update was given in terms of how the Grantee is preparing for the OHS Review. We know that our review will occur in the 2010 fiscal year (October 1, 2010 through September 30, 2011). We expect that given the GAO investigation, LACOE and its agencies will have the triennial review as well as an erroneous payment review. We should plan for both and we should plan for sooner than later.

Erroneous Payment Review – The eligibility verification reviews being conducted by grantee staff and by agency staff will prepare us for this review. Please ensure that all your 2009-2010 are reviewed and the appropriate verification form added to each file. Additionally, as you move forward in enrolling for the 2010-2011 program year, please ensure that you are in compliance with the verification form and maintaining income documentation in the files. The income documentation is effective June 1, 2010. This is not needed for returning students.

Agencies that have completed enrollments for the 2010 program year and are awaiting for clearance to be given to input into the GRS system, DO NOT have to go back to families and ask for documentation. Please ensure that the Eligibility Verification form and a copy of the GIM regarding the effective date are placed in the child's folder for future reference.

OHS Federal Triennial Review – While we have requested the review to be conducted in the spring 2011, LACOE has no control over how OHS schedule their visits. We should be prepared for the fall 2010 in the event that we are scheduled. This means that there is much work for the summer months.

Attached for your review is a copy of the Oversight for Quality Outcomes Committee document. This document provides you basic information of how the planning process will occur. Additionally, below are 3 areas we are asking Directors to respond to immediately.

1. **June 17th Directors Meeting** – This meeting will be extended and lunch will be provided. After the main agenda, we will go into a study session around the OHS Monitoring Protocol and Guides. Please bring your agency committee representative with you to this meeting.
2. **Training** – Training on the OHS Monitoring Protocol and Guide will continue through various modes: July, August, September Director's Meeting, Monthly Coordinators Meetings, Board /Superintendent/CEO Meeting and other meetings to be determined.
3. **Committee Members** – please select your agency primary and back up representative to be an active participant on the committee. This individual should be in a position to make decisions, have good organizational skills to manage agency logistics, have a broad understanding and knowledge of systems and services for the organization, understanding of how things within the organization connect; the ability to ensure two way communications to the agency Director and to the committee, and the ability to train staff as needed.

Please let me know if you have questions or comments.