

The instructions below are provided to report DISCREPANT CASES identified in the following FYRO Exception Reports:

1) Enrollment Month Comparison Report - June 2011 (last month of Fiscal Year (FY) 2010-2011) to July 2011 (first month of FY 2011-2012)

Enrollment Month Comparison Report - June 2011 to July 2011: Instructions for Discrepant Case

Using the tab "Enroll Mnth Comp Discrepancies", please complete the following fields:

- 1) **Office Name** - Official CCIS Office Name
- 2) **Provider ID**
- 3) **Provider Name**
- 4) **Co/Record Number** - County and Case Number
- 5) **Individual Number** - Child identifier
- 6) **Description of Issue with Discrepant Case**

An example of the required data has been provided for you in the first row of the corresponding tab. For your convenience the first 5 fields map to the data provided in the FYRO Exception Report (tab "Enrollment Month Compare"). Please copy the values from the FYRO Exception Report directly into the corresponding fields in this feedback form.

When populating the "Description" field, you are encouraged to provide **sufficient detail** that will support further analysis by the CCW Application Team. Key information to consider for inclusion:

- 1) Day(s) where discrepancies have been identified

Non-Standard Schedule Report Instructions for Discrepant Case Reporting

Using the tab "Non Std Sched Discrepancies", please complete the following fields:

- 1) **County Name**
- 2) **Office Name** - Official CCIS Office Name
- 3) **Co/Record Number** - County and Case Number
- 4) **Individual Number** - Child Identifier
- 5) **Child Name**
- 6) **Provider ID**
- 7) **Description of Issue with Discrepant Case**

An example of the required data has been provided for you in the first row of the corresponding tab. For your convenience the first 6 fields map to the data provided in the FYRO Exception Report (tab "Non Std Schedule Rpt"). Please copy the values from the FYRO Exception Report directly into the corresponding fields in this feedback form.

When populating the "Description" field, you are encouraged to provide **sufficient detail** that will support further analysis by the CCW Application Team. Key information to consider for inclusion:

- 1) Day(s) where discrepancies have been identified



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