

ATTACHMENT 2
DATA ENTRY FORM AND INSTRUCTIONS (ACF-401)

Item #	Item	Coding
1	State	
2	County	
3	Child ID	
4	Sample Month/Year	
5	Record Review Date	
6	One or more case errors during sample review month 0= no errors, 1= one or more errors	
7	Total amount of Underauthorization or Overauthorization during sample review month	
8	Type of improper authorization for payment (U = Underauthorization, O = Overauthorization or NA = No Authorization Error)	
9	Reason for error due to insufficient or missing documentation (Y = Yes, N = No or NA = No Error)	
10	Total Authorization Amount during sample review month	

"THE PAPERWORK REDUCTION ACT OF 1995"

Public reporting for this collection of information is estimated to average .18 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

INSTRUCTIONS FOR COMPLETING THE DATA ENTRY FORM

The *Data Entry Form* (Attachment 2) is for States to use to record the findings from each *Record Review Worksheet*.

Below is a list of the information included on the *Data Entry Form*, instructions as necessary, and where the information can be located on the *Record Review Worksheet*. Note that the term "authorization" means the subsidy payment authorized during eligibility determination or redetermination for the sample review month. (See Glossary)

1. State—Insert the State name from the first line of the *Record Review Worksheet*;
2. County—Insert the County name from the first line of the *Record Review Worksheet*;
3. Child ID—Insert the Child ID from the first line of the *Record Review Worksheet*;
4. Sample Month/Year—Insert the sample month/year from the first line of the *Record Review Worksheet*;
5. Date of record review—Insert the Record Review Date from the first line of the *Record Review Worksheet*;
6. One or more errors during sample review month—Insert the number of errors code according to the following key: "0" = no errors, "1" = one or more errors. This information is located on the *Record Review Worksheet* in Element 410, Column 4;
7. Total amount of improper authorization for payment (Underauthorization and Overauthorization) during sample review month—Insert the total dollar amount of the improper authorization for payment located on the *Record Review Worksheet* in Element 410, Column 4;
8. Type of improper authorization for payment—Insert the type of improper authorization for payment code according to the following key: "U" = Underauthorization, "O" = Overauthorization. Enter "NA" if there is no authorization error. This information is located on the *Record Review Worksheet* in Element 410, Column 4. (For cases with multiple authorization errors, enter the type of improper authorization for payment for the larger dollar amount of error.);
9. Reason for error due to insufficient or missing documentation—Insert "Y" = Yes if the reason for error was due to insufficient or missing documentation; "N" = No if the error was not due to insufficient or missing documentation; and "NA" if there is no error. This information is located on *Record Review Worksheet*, in Element 410, Column 4;
10. Total Authorization Amount during sample review month—Insert the total dollar amount included on *Record Review Worksheet* in Element 410, Column 2.

