

OCR Performance Audit Recommendations

CHRIS HENDERSON, EXECUTIVE DIRECTOR, OCR

1

Attorney Selection & Monitoring

RECOMMENDATION

- Clarify Application Requirements: documentation of proof of insurance and annual training verification
- Update OCR Policies and Procedures to include documentation of attorney selection and monitoring

IMPACT ON CONTRACTORS

- Contractors may need to upload a certificate of insurance annually.
- Contractors may need to itemize trainings.
- OCR will publish infographics and written guidance about the application, renewal, and verifications process at www.coloradocchildrep.org/attorney-center/applications/.

2

Attorney Performance Monitoring

RECOMMENDATION

- Obtain and review evaluation information more frequently than once every three years
- Enhance written guidance on how information is used and documented
- Create benchmarks for follow up

IMPACT ON CONTRACTORS

- OCR will run reports reflecting CID and contract compliance (e.g. 30-day visit report) annually or quarterly. Contractor may be contacted with questions about the reports.
- OCR will distribute new benchmarks for contractor feedback.

3

CASA Compliance

RECOMMENDATION

- Execute contract with state CASA to support local CASA programs
- Seek legislative change to support and reflect current practice

IMPACT ON CONTRACTORS

- No impact on contractors



4

OCR Billing and Expense Approval

RECOMMENDATION

- Enhance and update written policies regarding invoicing and payments
- Statewide risk-based reviews
- Implement changes to CARES to flag noncompliant bills

IMPACT ON CONTRACTORS

- OCR has published an updated Billing Policies and Procedures document at www.coloradochildrep.org/attorney-center/billing/
- Contractors may be randomly selected for a risk-based review of billing documentation.
- Complaints trigger an internal risk-based review of CJD compliance. The CJD Checklist is posted to the Litigation Toolkit: <http://www.coloradochildrep.org/download/cjd-compliance-checklist-for-dn-cases/>



5

Use of State Credit Cards

RECOMMENDATION

- Review and update OCR policies for staff use of state procurement cards

IMPACT ON CONTRACTORS

- No impact on contractors



6

Next Steps

- Budget Requests
- Audit hearing in the Spring
- Questions?

