

CHECKLIST FOR READINESS REVIEW AND START-UP REVIEW

I. METHODS AND PROCEDURES

The following items will be assessed to determine if the SESA can/does draw and assign the prescribed QC sample and conduct the investigations.

1. \* Sample Selection. The weekly selection of cases for the QC sample is to be initiated timely and in accordance with Chapter III of the draft Benefit Quality Control State Operation Handbook (No. 395).

2. \* Sample Size. Initially, the annual sample of weeks compensated for a SESA is to be 100 cases per investigator position officially allocated to the SESA. Future flexibility to reprogram resources will be introduced as rapidly as possible. A directive will be issued shortly to provide guidance for special studies proposals.

3. \* Staffing. The QC unit should have sufficient trained staff on board to perform timely, thorough and complete investigations for the number of cases prescribed for the SESA. (See Chapter VI of ET Handbook 395).

4. \* Assignment of Cases. Cases selected for the sample are to be assigned to investigators on a weekly basis. (This item to be checked in Start-Up Review only.)

5. \* QC Methodology Used in Investigations. The investigations are to use the QC methodology prescribed in draft ET Handbook No. 395. This includes in-person investigations of all data elements utilizing approved forms. If the Claimant Questionnaire is altered, approval by the Department must be obtained prior to use.

Note: Items preceded by an asterisk (\*) must be implemented in order for a State to maintain that it is conducting the QC program. Items without an asterisk cover procedures and actions which maximize operation of the QC system.

## II. ADP RELATED ITEMS

The following items will be assessed to determine if the SESA can/does efficiently and properly operate the ADP equipment and mainframe tie-in for downloading.

### A. Administrative Items

1. A login name and password has been established for each member of the QC staff on the PRO 380.

2. Sufficient copies of the ADP Users Manual have been reproduced for all QC staff, including those at all out-station locations.

3. \* Have on hand an adequate supply of "expendable supplies" for operation of the PRO 380: diskettes, printer paper, ribbons, etc.

4. Have in place a tested procedure for periodic back-up of non-required files on the PRO 380 QC data base are off-loaded onto diskettes, and these diskettes are stored in a safe, cool, dry & secure place away from the equipment.

5. Returned the warranty registration card for each Carterfone and requested the additional 12 months of warranty, as suggested by National Office.

6. Establish and maintain a staffing record on the PRO 380 for each member of the QC staff. (See the ADP Users' Manual chapter on "QC Program Administration.")

7. Establish and maintain an inventory record on the PRO 380 for all ADP equipment and software. (See the ADP Users' Manual chapter on "QC Program Administration.")

8. Recorded the LEX and QC access numbers and stored them in a safe place.

9. Mailed copy of the LEX-11 Registration Information sheet to the National Office, Attn: TEUQS.

10. Returned any diskettes from previous software releases/modifications or diskette mailers to the National Office, Attn: TEUQS

11. Labeling and inventory of the ADP equipment in accordance with the normal State inventory procedures has been completed.

B. Mainframe Computer Items

1. \* Install, run, and verify the National Office QC "COBOL" routine.
2. \* Following the previous item, certified that the state specific extraction routines which build record type 1 are functioning properly.
3. \* Provide either a hard-copy listing of the weekly sample cases, proportions test data and Record Type 1 for manual input to the PRO 380 or downloaded such data via the mainframe - PRO link, if operational. (See item 4 below).

C. PRO 380 Items

1. \* Load the most recent version of the National Office supplied software and register any portion of that software which requires registration.
2. \* Install a phone line connection for the PRO 380 for telecommunications.
3. Execute a maintenance contract with DEC or equivalent service company on the equipment, to include the complete DEC PRO 380 system (including internal component parts) and the additional DEC LA-50 printers (for the out-station offices, if applicable).
4. If the State is an option 1 "IBM mainframe" operation, install the Forte board into the PRO 380 and link it to the IBM via a coaxial cable.
5. For the Forte board link between the PRO 380 and State mainframe, test the linkage to insure that it is working properly.

D. Carterfone Items

1. Obtain for the Carterfone initially sent to all States, a terminal-to-PRO cable either by asking the State ADP shop to make one or purchasing it from a computer supply company. (Different cable than that needed for item 4 below.)
2. Install a phone line and phone instrument in each out-station office location for the Carterfone to use to dial-up the State PRO 380.
3. Conduct the modem test for each separate modem that goes with the Carterfone for each out-station office.
4. Obtain for each out-station office equipment configuration a terminal-to-modem cable either by asking the State ADP shop to make one or purchasing it from a computer supply company. (Different cable than that needed for item 1 above.)
5. Receive and install a Carterfone terminal, a Penril modem, and a DEC printer for each out-station office.