CCDF Fraud Toolkit Instructions

The purpose of this document is to provide an overview and instructions for using the different sections of the Child Care and Development Fund (CCDF) Fraud Toolkit, provided by the National Center on Subsidy Innovation and Accountability (NCSIA).

Overview

The CCDF Fraud Toolkit (Toolkit) is an evolving resource designed to assist Lead Agencies in increasing program integrity and accountability and decreasing fraud within the child care program. The Toolkit will encompass five separate evaluation sections: an overall Fraud Risk Assessment, and additional assessments for Prevention, Detection, Enforcement & Recovery, and Monitoring.

The overall Fraud Risk Assessment and Prevention Assessment sections of the Toolkit are the first available resources provided and include element questions related to overall fraud risk and fraud prevention strategies. When a question is answered, an automated response text is displayed, which may include recommended next steps based on the Lead Agency’s answer.

After answering all questions, a summary of risk information will display on the RESULTS SUMMARY tab of the chosen section’s workbook. The summary is designed to provide the Lead Agency with a risk assessment and draw attention to areas that may require additional focus. **Note: The Fraud Risk Assessment section of the Toolkit is the only section that will provide the Lead Agency with an overall risk assessment score.**

Currently, the Toolkit is designed to allow Lead Agencies to assess their risk levels and provide basic next steps. As additional Fraud Toolkit resources are developed and become available, the Toolkit will evolve to become more robust and provide links to resources to help with fraud detection, prevention, enforcement and recovery.

Instructions

Each section of the Toolkit has two tabs: QUESTIONS and RESULTS SUMMARY. The QUESTIONS tab is interactive and used to respond to a series of questions from multiple categories. The RESULTS SUMMARY tab is updated based on the answers provided and displays a summary based on the completion of the QUESTIONS tab.

Answer Assessment Questions

There are only three acceptable answers for each question: ‘Yes’, ‘No’, and ‘I Don’t Know’. The answer may be typed in or selected from a drop-down list. To get started:
1. Open the desired section to be used (i.e. Fraud Risk Assessment or Prevention).

![Fraud Risk Assessment Tool](image)

The QUESTIONS tab is displayed.

2. Click the Answer box for the first question to display the Answer drop-down arrow.

![Fraud Risk Assessment Tool](image)

A drop-down arrow is displayed in the Answer box.

3. Click the Answer drop-down arrow to display a list of answer choices.

![Fraud Risk Assessment Tool](image)

A list of answer choices is displayed.

4. Select the desired answer for the question to display the Risk and Recommendation.

![Fraud Risk Assessment Tool](image)

The answer is populated in the Answer box and a Risk level and Recommendation are displayed.

**Note:** The answer may also be typed in exactly as it appears in the drop-down list or selected from the list.

Repeat steps 2 – 4 until all questions are answered.

**View Assessment Results**

1. Answer all assessment questions, per instructions above ("Answer Assessment Questions").

2. Click the RESULTS SUMMARY tab at the bottom of the page.
The Overall Fraud Risk Assessment Score and/or the Category Based Risk Summary are displayed.

3. Review the results and begin exploring ways to reduce risk; seek technical assistance, if desired.

4. Return to the QUESTIONS tab for a more focused, question level review of the risk level and recommendations.

Filter Questions

Auto-filters are built into the QUESTIONS tab to filter the page based on either column. For example, it may be beneficial to filter the results to show all High-risk responses. Another approach is to filter the Category column for a focused view by that category.

The following instructions cover filtering by risk level.

1. Click the QUESTIONS tab, if it is not already open.

   The completed questions are displayed with filter drop-down arrows on each column.

2. Click the drop-down arrow on the desired column.
The auto-filter drop-down appears with all column values selected by default.

3. Uncheck values until the only value checked is the one desired to display.

The checked values indicate which rows will display.

4. Click the [OK] button.

Only rows with the checked value are displayed.

Note:
To remove the filter and display all rows, click the filter drop-down arrow again and check the Select All value and then click the [OK] button.