

Work Instruction Audit Lead - Audit Determination

Purpose

This work instruction is used to outline the process conducted by the Audit Lead to review the case before forwarding it to FEMA for approval. The steps in the MIP include:

- · Enter date case file was received
- Denote Approve, Return, or Audit Not Required
- Enter comments

Prerequisites

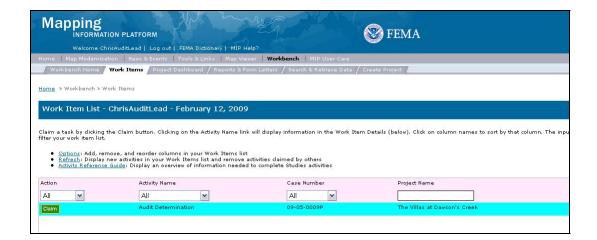
• Process Request activity is complete

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim → Audit Determination



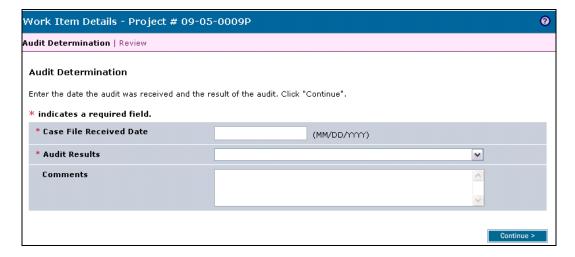
Work Steps





Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

- 1. Click on: to claim the activity
- 2. Click on: Audit Determination to enter the Audit Determination activity



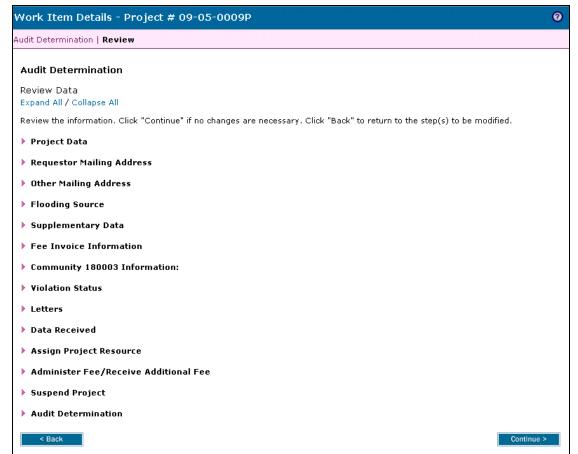
- 3. Click to enter the Case File Received Date in MM/DD/YYYY format
- 4. Click the Audit Results dropdown box and select the audit result





Comments may be provided and will be viewable on the Review screen of all future activities. Generally comments are entered if Return was selected and the Task Lead will be able to view the comments on the Review Audit History screen within the Process Request activity when the case returns to their workbench.

5. Click on: Continue > to move to the Review screen



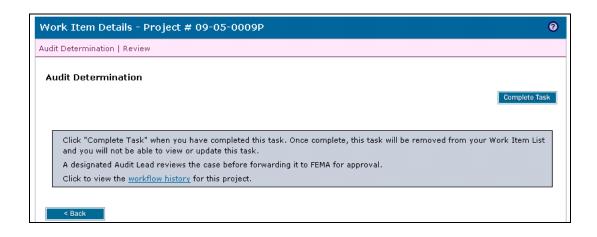


On the Review screen, click the twistie to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

6. Review the information and click









Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

7. Click on: Complete Task to complete the activity

Results

The next activity is Review Determination conducted by the FEMA Revision Lead.

Last updated: March 2009