

APPENDIX F: DOCUMENT REPOSITORY

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DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Central Office			
EXCEL Spreadsheet - Federal Self Assessment	Jeff Frischmann	Performance	CO-44
EXCEL Spreadsheet - Management Evaluation	Jeff Frischmann	Performance	CO-45
Internal Case Review Sheet	DWSS	Performance	CO-46
Self-Assessment Case Review Cover Sheet	DWSS	Performance	CO-47
Management Evaluation Procedures	DWSS	Performance	CO-48
ME Review System Office Questionnaire	DWSS	Performance	CO-49
FFY2006 QC Office Review Schedule	DWSS	Performance	CO-50
ME Review/Fed Self Assessment Review Comparison Chart	DWSS	Performance	CO-51
ME Flowchart - Process Overview	DWSS	Performance	CO-52
FFY05 Self Assessment Re-Reviews	DWSS	Performance	CO-53
Elko County ME	DWSS	Performance	CO-54
Elko County Corrective Action Conference Call	DWSS	Performance	CO-55
Elko County Performance Improvement Plan	DWSS	Performance	CO-56
Elko County Self-Assessment Review	DWSS	Performance	CO-57
QC Specialist I and II	DWSS	Performance	CO-58
Design Note Y27173 - Functional Enhancements for the ME System	Jeff Frischmann	Management Evaluation	CO-59
DWSS Organization Chart(s) April 2006	DWSS		CO-1
FTE Position Number and Location - DWSS	DWSS	Organization	CO-2
FTE Position Number and Location - DA	DWSS		CO-3
State Class Specifications	DWSS	Organization	CO-25
Dept of Personnel Employee Work Performance Standards	DWSS	Organization	CO-25
Cooperative Agreements with DA Offices	DWSS	Organization	CO-4
State of Nevada DWSS Strategic Plan	DWSS		CO-6
Data Reliability Audit FY 2004 & Appeal	DWSS	Performance	CO-7
Federal Self Assessment Report FFY05	DWSS	Performance	CO-8

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DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Management Evaluations - Completed (Elko DA)	DWSS	Performance	CO-10
CSE Training Materials (CD)	DWSS		CO-13
Task Guides - available at CO	DWSS		
Policy Clearances - available at CO	DWSS		
CSE Biennial Report - 2006	DWSS		CO-14
CSE Biennial Report - 2004	DWSS		CO-14
OCSE 157 Fiscal Year 2003	DWSS	Performance	CO-15
OCSE 157 Fiscal Year 2004	DWSS	Performance	CO-15
OCSE 157 Fiscal Year 2005	DWSS	Performance	CO-15
Design Note D27536 FFY2994 OCSE-157 Review	Leslee Arnold		CO-26
Caseload Statistics March 2006	DWSS		CO-16
Customer Service Log - LV PAO	DWSS	Customer Service	CO-17
Customer Service Monthly Report 2006	DWSS	Customer Service	CO-17
VRU Data	DWSS	Customer Service	CO-19
Website Data	DWSS	Customer Service	CO-20
Common Document Samples	DWSS	Customer Service	CO-21
DWSS Budget FY06-FY07	DWSS		CO-22
DWSS Budget FY04-FY05	DWSS		CO-22
Monthly Individual Production Summary - Clerical Supv Reno PAO	DWSS - Leslee Arnold	Perf Measurement	CO-27
Clerical Monthly Individual Production Summary - Reno PAO	DWSS - Leslee Arnold	Perf Measurement	CO-28
Monthly Individual Prod Summary - SES Supervisor - Reno PAO	DWSS - Leslee Arnold	Perf Measurement	CO-29
Monthly Individual Prod Summ - Mgr to SES Supv - Reno PAO	DWSS - Leslee Arnold	Perf Measurement	CO-30
Monthly Individual Prod Summary - Las Vegas PAO	DWSS - Leslee Arnold	Perf Measurement	CO-31
Monthly Individual Production Summary - CO	DWSS - Leslee Arnold	Perf Measurement	CO-32
Monthly Individual Production Summary - AAll Elko PAO	DWSS - Leslee Arnold	Perf Measurement	CO-33
Monthly Individual Production Summary - SES Elko PAO	DWSS - Leslee Arnold	Perf Measurement	CO-34
Central Registry Log	DWSS - Tanya Osborne		CO-35
Central Registry CSE Correspondence Log	DWSS - Tanya Osborne		CO-36

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Central Registry Monthly Interstate Case Counts 2005	DWSS - Tanya Osborne		CO-37
Central Registry Checklist	DWSS - Tanya Osborne		CO-38
Central Registry Paternity Codes & Status Eff Dates	DWSS - Tanya Osborne		CO-39
UIFSA Forms Matrix	DWSS - Tanya Osborne		CO-40
Reports Matrix - List	DWSS - Linda Hoxsie		CO-41
Reports Matrix - Detail	DWSS - Linda Hoxsie		CO-42
Central Registry Review - FFY 2005	Teri Harasha	Performance	CO-43
Hearing Masters List	DWSS - Leslee Arnold		CO-59
Work Performance Standards - Hope Tingle	DWSS		CO-60
Sample Information Memorandums Issued by DWSS	DWSS		CO-61
Case Count Activity Report	DWSS		CO-62
IV-D Work Item Priority List	DWSS		CO-63
New Work Items List May, 2006	DWSS		CO-64
IV-D Planning Meeting Minutes 3/22 & 23, 2006	DWSS		CO-65
Dept of Personnel Class Specifications	DWSS		CO-66
Monthly Overpayments Status Report	Rose Ramos		CO-67
Monthly Exception Request Processing	Rose Ramos		CO-68
IVR Voice Recordings	Sherry Allsip	Customer Service	CO-69
Telephone Scripts	Southern Customer Svce	Customer Service	CO-70
Customer Service Center IVR Call Flow	Sherry Allsip	Customer Service	CO-71
Revised CSE Manual - Chapter II	DWSS		CO-72
Incentive Worksheet Instructions	Kathy Kaplan		CO-73
Example - Incentive Calculation Worksheet	Kathy Kaplan		CO-74
OCSE-34 Month Ending 10/2003	Kathy Kaplan		CO-75
State of Nevada Incentive Measures - Month Ending Sept.2004	Kathy Kaplan		CO-76
OCSE Ltr to DWSS re: Grant Award	Kathy Kaplan		CO-77
Exhibit A - Calculation Worksheet for Local Offices	Kathy Kaplan		CO-78
Requests vs Authorized Estimated Incentive Pymts FFY 2004	Kathy Kaplan		CO-79
Office of Stte Controller - Budget Status Report - Incentives	Kathy Kaplan		CO-80

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Budget Status Report - Trans Detail Incentives	Kathy Kaplan		CO-81
Office of Stte Controller - Document History Inquiry - Incentives	Kathy Kaplan		CO-82
State of NV - Incentive Detail FFY02 - FFY04	Kathy Kaplan		CO-83
SCaDU Responsibilities - North	DWSS - Sue Smith		CO-84
SCaDU Unclaimed Property Stats FY2005	DWSS - Sue Smith		CO-85
SCaDU Organizational Chart	Sue Smith		CO-86
Self Assessment County Reports - FFY05 Federal	Jeff Frischmann		CO-87
DWSS Cost Allocation January - March 2006, Oct - Dec 2005, July - Sept, 2005, June 2005 Additional, April - June 2005, Jan - March, 2005, Oct - Dec, 2004, Sept 30, 2004	Romaine Gilliland, Chief		CO-88
Employer Table	Sunil	Gave to Scott	
Help Desk Reports	Nancy Kenison	Gave to Carl	
Revised Organizational Chart	Louise Bush		CO-89
Operations Help Desk Revised Process	Nancy Kenison		CO-90
CARSON CITY DA			
Organizational Chart	Carson City DA	Org Charts	CC-1
Current FTE Numbers	Carson City DA	FTEs	CC-2
Interlocal Contract	Carson City DA	Contract	CC-3
List of Training Classes	Carson City DA	Training	CC-4
Business Process Workflow - CCDA CSD House	Carson City DA		CC-5
Caseload Statistics	Carson City DA	Caseload	CC-6
Customer Service Info	Carson City DA	Customer Service	CC-7
Sample Common Documents	Carson City DA	Customer Service	CC-8
CSE Budget Info - FY 2005, 2007, 2008	Carson City DA	Budget	CC-9
Incentive Payment Allocations	Carson City DA	Incentives	CC-10
Job Descriptions	Carson City DA		CC-11
Carson City Employees Association	Carson City DA		CC-12
Group Meeting Notice	Carson City DA	Best Practice	CC-13
Caseload Assignments	Carson City DA		CC-14

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
CHURCHILL COUNTY DA			
Case Action Log (actions/responses due by) maintained by Coord.	Churchill DA		CH-1
Court Prep Checklist- for preparing cases for court	Churchill DA		CH-2
FTEs	Churchill DA		CH-3
Organization Chart	Churchill DA		CH-4
Caseload Stats	Churchill DA		CH-5
Churchill County DA Budget Info- 2007	Churchill DA		CH-6
Churchill County DA Budget Info- 2006	Churchill DA		CH-7
Churchill County DA Budget Info - 2005	Churchill DA		CH-8
Churchill County - DWSS Contract	Churchill DA		CH-9
DOUGLAS COUNTY DA			
Checklists	Douglas DA	Best Practices	DC-1
Desk Handbook Sample Section - Paternity	Douglas DA	Best Practices	DC-2
Desk Handbook Sample Section - Notice of Finding of Fin Responsibility	Douglas DA	Best Practices	DC-3
Application Packet	Douglas DA		DC-4
DA CSE Organizational Chart	Douglas DA		DC-5
FTE Stats	Douglas DA		DC-6
Interlocal Agreement with DWSS	Douglas DA		DC-7
Contract with Attorney for Legal Services	Douglas DA		DC-8
Desk Manual TOC	Douglas DA		DC-9
Caseload Stats	Douglas DA		DC-10
Sample Documents	Douglas DA		DC-11
Budget 06-07, 05-06, 04-05	Douglas DA		DC-12
Incentive Usage	Douglas DA		DC-13
Job Descriptions	Douglas DA		DC-14
ELKO COUNTY DA			
IV-D Reports Matrix - Reports That They Use, Don't Use	Elko DA		EL DA 1
IV-D Reports List from Nevada Intranet Website	Elko DA		EL DA 2
Child Support Incentive Funds	Elko DA		EL DA-3

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Labor Agreement City of Elko & Elko County Employees	Elko DA		EL DA-4
Elko County Org Chart	Elko DA		EL DA-5
Elko County Cooperative Agreement	Elko DA		EL DA-6
Caseload Stats	Elko DA		EL DA-7
Documents Used	Elko DA		EL DA-8
Elko County CSE Budget FY 2007	Elko DA		EL DA-9
Elko County CSE Budget FY 2005-2006	Elko DA		EL DA-10
Elko County CSE Budget FY 2004-2005	Elko DA		EL DA-11
Elko County Position Job Descriptions	Elko DA		EL DA-12
CSE Policy Manual Index	Elko DA		EL DA-13
Elko DA Case File Set-up Procedures	Elko DA		EL DA-14
Elko DA Case manager Checklist	Elko DA		EL DA-15
Elko DA Setting Alerts - Best Practice	Elko DA		EL DA-16
Elko DA Case manager Weekly Progress Report	Elko DA		EL DA-17
Elko County CS Incentive Balances	Elko DA		EL DA-18
HUMBOLDT CONTY DA			
Caseload Statistics	Humboldt DA		HB DA-01
Organizational Chart	Humboldt DA		HB DA-02
Job Descriptions - Assorted	Humboldt DA		HB DA-03
Interlocal Contract with DWSS	Humboldt DA		HB DA-04
Budget Information FY 2005	Humboldt DA		HB DA-05
Budget Information FY 2006	Humboldt DA		HB DA-06
Budget Informaiton FY 2007	Humboldt DA		HB DA-07
Incentive Information	Humboldt DA		HB DA-08
Collective Bargaining Agreement	Humboldt DA		HB DA-09
Desk Guides, Process Descriptions	Humboldt DA		HB DA-10
Humboldt County Background Information	Humboldt DA		HB DA-11
LINCOLN COUNTY DA			
Organizational Chart	Lincoln DA		LN DA-01

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Interlocal Contract with DWSS	Lincoln DA		LN DA-02
Caseload Statistics	Lincoln DA		LN DA-03
County CSE Budget 2004, 2005, 2006	Lincoln DA		LN DA-04
Incentive Payment Information	Lincoln DA		LN DA-05
Child Support Coordinator Job Description	Lincoln DA		LN DA-06
Labor Agreement	Lincoln DA		LN DA-07
LYON COUNTY			
Business Process for New Cases	Lyon DA		LYN-01
Caseload Assignments	Lyon DA		LYN-02
Sample Documents	Lyon DA		LYN-03
How to Appeal the Court Master's Recommendations - Handout	Lyon DA		LYN-04
Case Court Prep Checklist	Lyon DA		LYN-05
Lyon County Budget FY2005	Lyon DA		LYN-06
Lyon County Budget FY2006	Lyon DA		LYN-07
Lyon County Budget FY-2007	Lyon DA		LYN-08
CSE Incentive Information	Lyon DA		LYN-09
Unit Meeting Minutes	Lyon DA		LYN-10
Correspondence re: BOW Flag Issue	Lyon DA		LYN-11
Application Packet	Lyon DA		LYN-12
Organizational Chart	Lyon DA		LYN-13
Job Descriptions	Lyon DA		LYN-14
Cooperative Agreement	Lyon DA		LYN-15
MINERAL COUNTY DA			
Organizational Chart	Mineral DA		MIN DA-1
Cooperative Agreement	Mineral DA		MIN DA-2
Incentive Funds	Mineral DA		MIN DA-3
Mineral County Budget Information	Mineral DA		MIN DA-4
Job Description - CSE Coordinator	Mineral DA		MIN DA-5
Job Description - CSE Officer	Mineral DA		MIN DA-6

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Union Bargaining Agreement	Mineral DA		MIN DA-7
Letter from DWSS Regarding Incentives	Mineral DA		MIN DA-9
WASHOE COUNTY DA			
Washoe County DA Organizational Chart 4/06	Washoe DA	Organization	WA-01
Washoe County DA FTEs	Washoe DA	Organization	WA-02
Family Support Division Case Flow	Washoe DA		WC-03
Customer Service Documents	Washoe DA	Customer Service	WA-03
Customer Service Phone Statistics	Washoe DA	Customer Service	WA-04
Forms Downloaded from Web Site	Washoe DA	Customer Service	WA-05
Caseload Statistics as of 4/12/06	Washoe DA		WA-06
Sample Flexi-Form Documents	Washoe DA	Customer Service	WA-07
Budget Request FY 2007-2008	Washoe DA		WA-08
Budget FY 2006	Washoe DA		WA-09
Budget FY 2005	Washoe DA		WA-10
Budget FY 2004	Washoe DA		WA-11
Washoe County DA Cooperative Agreement	Washoe DA		WA-12
Washoe County Employees Assn Contract Non-Supervisory Employees 2005-2008	Washoe DA		WA-13
Washoe County Employees Assn Contract Supervisory-Administrative Employees 2005-2008	Washoe DA		WA-14
Agreement Between Washoe County and Washoe County Public Attorneys Assn 2001-2003	Washoe DA		WA-15
Allocation of Incentive Payments	Washoe DA		WA-16
Washoe County Training Manuals	Washoe DA		WA-17
Washoe County Incoming FAX Checklist	Washoe DA		WA-18
Agency Names/Address Not to Send Inc Withholding to	Washoe DA		WA-19
Employers Requesting Use of Work Number & Work Num Comp Code	Washoe DA		WA-20
Printing Employer Letters and Wage Withholdings	Washoe DA		WA-21
Mail Room Procedures	Washoe DA		WA-22

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Sample Document - Judgement and Order	Washoe DA		WA-23
Office Assistant Training Manual	Washoe DA	Training	WA-24
Case manager Training Manual Vol I	Washoe DA	Training	WA-25
Case manager Training Manual Vol II	Washoe DA	Training	WA-26
Case manager Training Manual Vol III	Washoe DA	Training	WA-27
Customer Service Pamphlets	Washoe DA	Customer Service	WA-28
Client Request Form	Washoe DA	Customer Service	WA-29
Client Address Info Form	Washoe DA	Customer Service	WA-30
Application for Child Support Services	Washoe DA	Customer Service	WA-31
Office Sign In Slip	Washoe DA	Customer Service	WA-32
Phone Prompts for 775.789.7100	Washoe DA	Customer Service	WA-33
Reception Walk-In Email Sequence	Washoe DA	Customer Service	WA-34
Reception Phone Call Log	Washoe DA	Customer Service	WA-35
Assistant Request (Office Assistant Rqst) completed by case manager	Washoe DA		WA-36
Legal Request Form	Washoe DA		WA-37
File Closure Checklist and Request Form	Washoe DA		WA-38
Paternity - Clerk Request Form	Washoe DA		WA-39
LabCorp GT Request Form - NC	Washoe DA		WA-40
LabCorp GT Request Form - Local	Washoe DA		WA-41
Sample Documents - Tera Wortman	Washoe DA		WA-42
Comments received with a Survey Questionnaire	Washoe DA		WA-43
Clark County DA			
Clark County Job Descriptions			
DA Family Support Position Matrix	Clark DA		CL-1
Training Plan for Non-comp Promotion	Clark DA	Training	CL-2
Caseload Management Report	Clark DA		CL-5
Clark County VRU Tree - CD	Clark DA	Customer Service	CL-6
Clark County VRU Stats - CD	Clark DA	Customer Service	CL-7
Budget Detail			

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Non-Supervisory Agreement - Service Employees Intl Union	Clark DA		CL-9
Non-Supervisory Agreement - Service Employees Intl Union	Clark DA		CL-9
Clark County DA Investigators Assn Union Contract	Clark DA		CL-9
Incentive Information	Clark DA	Incentives	CL-10
Clark County DA Cooperative Agreement	Clark DA	Co-Operative Agreement	CL-11
Statistics from Front Desk	Clark DA	Customer Service	CL-12
Complaint Log by Unit	Clark DA	Customer Service	CL-14
Sample Documents	Clark DA	Customer Service	CL-15
Implementation Plan of PSI Recommendations	Clark DA		CL-16
Employee Performance Reports	Clark DA		CL-17
Front Desk Questions	Clark DA	Customer Service	CL-18
Various Stats from Administrative Services	Clark DA	Customer Service	CL-21
Clark County Outreach Materials	Clark DA	Customer Service	CL-22
Clark County Job Descriptions	Clark DA		CL-23
Clark County DAFS Training Handbook - CD	Clark DA		CL-24
Clark County DAFS Employee Training Program Description	Clark DA	Training	CL-25
Clark County 2006 Training Calendar	Clark DA	Training	CL-26
Brochures	Clark DA	Customer Service	CL-27
IV-A and IV-D Swapping Issues & Attachments	Clark DA	Clark County History	CL-28
DA FSD Briefing Proposal to Request Addl Staff	Clark DA	Clark County History	CL-29
Management Reports Distribution Summary and Log	Clark DA	Reports	CL-30
Position Listing Report	Clark DA	FTE Positions	CL-31
Position Allocation	Clark DA	FTE Positions	CL-32
Complaint Log by Unit	Clark DA	Customer Service	CL-33
Clark County DA FSD Strategic Plan 2004-2009	Clark DA		CL-34
Clark County MROJ (Masters Recommendation and Order/Judgment	Clark DA		CL-35
Sample NAWC Audit	Clark DA		CL-36
Monthly Performance Log - Attorneys	Clark DA	Performance	CL-37
STARS Projects List	Clark DA	Performance	CL-38

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DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Fiscal Year Collections 1998-2006	Clark DA		CL-39
Audit Team Stat Sheet	Clark DA	Performance	CL-40
Cases That Cannot be Audited in NAWC	Clark DA	Business Process	CL-41
Sample Performance Stats - Case manager	Clark DA	Performance	CL-42
Court Prep Worksheet	Clark DA	Business Process	CL-43
Caseload Stats	Clark DA	Caseload	CL-44
ELKO COUNTY DA			
IV-D Reports Matrix - Reports That They Use, Don't Use	Elko DA		EL DA 1
IV-D Reports List from Nevada Intranet Website	Elko DA		EL DA 2
Child Support Incentive Funds	Elko DA		EL DA-3
Labor Agreement City of Elko & Elko County Employees	Elko DA		EL DA-4
Elko County Org Chart	Elko DA		EL DA-5
Elko County Cooperative Agreement	Elko DA		EL DA-6
Caseload Stats	Elko DA		EL DA-7
Documents Used	Elko DA		EL DA-8
Elko County CSE Budget FY 2007	Elko DA		EL DA-9
Elko County CSE Budget FY 2005-2006	Elko DA		EL DA-10
Elko County CSE Budget FY 2004-2005	Elko DA		EL DA-11
Elko County Position Job Descriptions	Elko DA		EL DA-12
CSE Policy Manual Index	Elko DA		EL DA-13
Elko DA Case File Set-up Procedures	Elko DA		EL DA-14
Elko DA Case manager Checklist	Elko DA		EL DA-15
Elko DA Setting Alerts - Best Practice	Elko DA		EL DA-16
Elko DA Case manager Weekly Progress Report	Elko DA		EL DA-17
Elko County CS Incentive Balances	Elko DA		EL DA-18
NYE COUNTY DA			
Cooperative Agreement	Nye DA		NYE-1
Caseload Statistics	Nye DA		NYE-2
Incentive Funds	Nye DA		NYE-3

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Job Descriptions - UIFSA Coordinator	Nye DA		NYE-4
Job Descriptions - UIFSA Case manager	Nye DA		NYE-5
Nye County Budget - 2004	Nye DA		NYE-6
Nye County Budget - 2005	Nye DA		NYE-7
Nye County Budget - 2006	Nye DA		NYE-8
Sample 2906 - FAME Referral	Nye DA		NYE-9
Nye County Budget - 2007-2008	Nye DA		NYE-10
Nye County Employees Assn Agreement	Nye DA		NYE-11
Sample Local Forms	Nye DA		NYE-12
WHITE PINE DO			
Sample FAME Manual Section	White Pine DO - CSE		WP-01
Caseload Statistics	White Pine DO - CSE		WP-02
Job Description	White Pine DO - CSE		WP-03
Employee WPS - Performance Standards	White Pine DO - CSE		WP-04
ELKO PAO			
IV-A/IV-D Exchange of Information Document	Elko PAO		EL PAO-1
Case manager Action Request Form	Elko PAO	Best Practice	EL PAO-2
Information for Notice	Elko PAO	Best Practice	EL PAO-3
Information for Default Order	Elko PAO	Best Practice	EL PAO-4
Expedited Case Processing Log	Elko PAO	Best Practice	EL PAO-5
Amended Birth Certification Log	Elko PAO	Best Practice	EL PAO-6
White Pine Checklist	Elko PAO	Best Practice	EL PAO-7
EPAO Monthly Outcomes 2005	Elko PAO	Best Practice	EL PAO-8
Case manager Monthly Stat Report	Elko PAO	Best Practice	EL PAO-9
Establishment Caseload Status Reporting	Elko PAO	Best Practice	EL PAO-10
Elko PAO Business Workflow	Elko PAO	Best Practice	EL PAO-11
Caseload Stats	Elko PAO		EL PAO-12
Client Report Form	Elko PAO	Customer Service	EL PAO-13
Client Information Sheet	Elko PAO		EL PAO-14

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
Sample Documents	Elko PAO		EL PAO-15
RENO PAO			
Organization Chart May 2006	Reno PAO		RN PAO-1
Locate Caseload Stats 6/1/06	Reno PAO		RN PAO-2
Paternity Caseload Stats 6/1/06	Reno PAO		RN PAO-3
Obligation Caseload Stats 6/1/06	Reno PAO		RN PAO-4
Storey County Caseload Stats 6/1/06	Reno PAO		RN PAO-5
Specialist Training Outline	Reno PAO	Training	RN PAO-6
Procedure Developed for Accepting Referrals by Trainees - PRFL	Reno PAO	Best Practices	RN PAO-7
FIDM Procedures	Reno PAO		RN PAO-8
FIDM - Example of Documentation on NOMADS	Reno PAO		RN PAO-9
FIDM Monthly Status Report Sample	Reno PAO		RN PAO-10
FIDM - Documents and Notices	Reno PAO		RN PAO-11
Desk Guide - Timeframes to Remember	Reno PAO	Best Practices	RN PAO-12
Desk Guide - Things to Remember When Working a Case	Reno PAO	Best Practices	RN PAO-13
Monthly Individual Production Summary - Manager	Reno PAO		RN PAO-14
Monthly Individual Production Summary - FSS Supervisor	Reno PAO		RN PAO-15
Monthly Individual Production Summary - SES II	Reno PAO		RN PAO-16
Monthly Individual Production Summary - Clerical Supervisor	Reno PAO		RN PAO-17
Clerical Monthly Individual Production Summary	Reno PAO		RN PAO-18
Notice of Future Action	Reno PAO		RN PAO-19
Locate Resources	Reno PAO	Best Practices	RN PAO-20
Case Set-Up	Reno PAO		RN PAO-21
Court Desk Procedures - Debbie Ritchey	Reno PAO		RN PAO-22
LV PAO			
Paternity It's In the Bag Kit	Margie Adams	Paternity	LV PAO-1
PID Monthly Report	Margie Adams	Paternity	LV PAO-2
Running Totals for PIB Project	Margie Adams	Paternity	LV PAO-3
PIB Newsletter	Margie Adams	Paternity	LV PAO-4

DOCUMENT NAME	SOURCE	SUBJECT MATTER	Number
NV Hospital Paternity Program - Hospital Training Manual	Margie Adams	Paternity	LV PAO-5
Monthly Prod. Summary - Sharon Halat (Non-IVD cases)	Margie Adams		LV PAO-6
Procedures for Non IVD Data Sheets	Margie Adams		LV PAO-7
LV PDC			
PDC Course Evaluation	Leonette Allsip	Training	PDC-1
Southern SCaDU			
SCaDU South Policies and Procedures	Jimmie Bryson		S SCaDU-1
Procedures for Processing Case manager Mail	Jimmie Bryson		S SCaDU-2
Procedures for Processing Misdirected Mail	Jimmie Bryson		S SCaDU-3
Customer Service Unit			
Telephone Scripts - Southern Customer Service Unit	Estela Walsh	Customer Service	S Cust Svc-1
Reno District Office (IV-A)			
IV-D Questionnaire	Anjel Lee	Customer Service	RDO - 1
Case 2906 Referral Log	Anjel Lee	Customer Service	RDO-2
Other States			
Customer Service Pamphlets	Washington State		OS-1
The Paternity Affidavit - English Version	Washington State		OS-2
The Paternity Affidavit - Spanish Version	Washington State		OS-3
The Paternity Affidavit Program Guide	Washington State		OS-4