



TEXAS CIVIL COMMITMENT OFFICE

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EXECUTIVE DIRECTOR

Fiscal Year 2017 Proposed Audit Plan Internal Audit

Audit Title: Littlefield Case Management

Audit Number: 1701

Budgeted Hours: 250

The Texas Civil Commitment Office is responsible to provide supervision and treatment services to civilly committed sex offenders. Case managers are the individuals tasked with monitoring and documenting the client's progress. In addition, they interact with contract providers related to treatment and supervision issues such as disciplinary actions.

Client records are maintained on a web-based program known as Corrections Software Solutions (CSS). This electronic record is built through electronic transfer of data from external agencies such as the Texas Department of Criminal Justice and by direct data entry by Texas Civil Commitment Office and contract employees. Data in the CSS record is used for all decisions related to the client's commitment.

This audit has been included as the fiscal year 2017 audit plan with the objectives to determine: (1) the completeness and validity of client records within the Corrections Software Solution database; and, (2) whether case managers are compliant with recording contact and treatment information in the CSS.