

**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

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## Prerequisites

- Process Request activity is complete

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## Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Audit Determination</b>
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## Work Steps

Mapping  
INFORMATION PLATFORM

Welcome ChrisAuditLead | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

Home > Workbench > Work Items

Work Item List - ChrisAuditLead - February 12, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input filter your work item list.

- **Options:** Add, remove, and reorder columns in your Work Items list
- **Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- **Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name
All	All	All	
<b>Claim</b>	Audit Determination	09-05-0009P	The Villas at Dawson's Creek



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: **Claim** to claim the activity
2. Click on: **Audit Determination** to enter the Audit Determination activity

Work Item Details - Project # 09-05-0009P

**Audit Determination** | Review

**Audit Determination**

Enter the date the audit was received and the result of the audit. Click "Continue".

\* indicates a required field.

\* Case File Received Date  (MM/DD/YYYY)

\* Audit Results

Comments

**Continue >**

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:  to move to the Review screen

Work Item Details - Project # 09-05-0009P 

Audit Determination | **Review**

**Audit Determination**

Review Data  
[Expand All / Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**
- ▶ **Audit Determination**

 



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 

Work Item Details - Project # 09-05-0009P

Audit Determination | Review

**Audit Determination**

[Complete Task](#)

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.  
A designated Audit Lead reviews the case before forwarding it to FEMA for approval.  
Click to view the [workflow history](#) for this project.

[< Back](#)



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