

Federal Parent Locator Service

OCSE Software Change

Release 09-02 – Minor

December 4, 2009

Release Schedule and Manifest

Document Version 1.0

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Administration for Children and Families
Office of Child Support Enforcement
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EXECUTIVE SUMMARY

The Office of Child Support Enforcement (OCSE) is planning a Minor State Impact Release for the Federal Parent Locator Service (FPLS) to take effect on or about December 4, 2009. This Release Manifest describes the schedule for, and content of, this release which is designated 09-02. Note that some of the changes will be implemented at a time that is different from the December 4 release date.

The release schedule focuses on three main events:

1. posting of this Manifest on the OCSE website,
2. posting of the detailed Specifications on the website, and
3. implementation of the software changes.

The schedule also includes the State conference calls that will be held at key points during the release planning period to assist States with preparation for the changes.

This Manifest is primarily composed of individual sections that describe each of the changes.

This Release includes:

- several no-impact enhancements that do not require any State action;
- several minor impact enhancements, which are optional changes that require a change only if the State wishes to take advantage of the enhancement; and
- a major impact enhancement from Release 09-01 that requires adjustments by States. This enhancement is being included simply as a reminder because it will be implemented in early 2010.

Release 09-02 is composed of:

- One CSENet change.
- One FCR change, targeted for implementation in October 2009 (no State changes needed).
- One major Federal Offset change, which will be implemented in January 2010.
- One IRG change, which will be implemented in October 2009 (no State changes needed).
- Four QUICK changes, which will be implemented in December 2009.

As a result, Release 09-02 implementation is composed of the following phases:

1. October 2009 – FCR item 2726 and IRG item 2733
2. December 2009 (Main portion) – CSENet item 354 and QUICK items 2679, 2680, 2764 and 2777
3. January 2010 – Federal Offset item 2597 (implementation of a Release 09-01 item).

RELEASE SCHEDULE	
Dates	Activities
August 4, 2009 (Tuesday)	Post the Manifest to the OCSE website.
FCR, CSENet, IRG and QUICK Release Manifest Teleconferences: <ul style="list-style-type: none"> • August 18, 2009 3:00 PM (Tuesday) • August 20, 2009 10:00 AM (Thursday) Federal Offset Release Manifest Teleconferences: <ul style="list-style-type: none"> • August 25, 2009 2:00 PM (Tuesday) • August 26, 2009 10:00 AM (Wednesday) 	Multistate conference calls with States' technical support regarding the Release Manifest. Please plan to attend one of the sessions. The objective of the calls is to address the following: <ol style="list-style-type: none"> 1. What are your questions, comments and/or concerns? 2. Will you need to make changes to your system? 3. Do you have any issues concerning the Release implementation dates?
September 4, 2009 (Friday)	Post the Release Specifications to the OCSE website.
FCR, CSENet, IRG and QUICK State Specifications Teleconferences: <ul style="list-style-type: none"> • September 22, 2009 3:00 PM (Wednesday) • September 24, 2009 10:00 AM (Thursday) Federal Offset State Specifications Teleconferences: <ul style="list-style-type: none"> • September 29, 2009 2:00 PM (Tuesday) • September 30, 2009 10:00 AM (Wednesday) 	Multistate conference calls with States' technical support regarding the Release Specifications. Please plan to attend one of the sessions. The objective of the calls is to review the specifications and Q&A.
TBD (to be established during conference calls)	Test with States as necessary.
December 4, 2009 (Friday)	Nominal implementation date for FPLS Release 09-02. (Some items are being released at various other times. See Manifest items for additional details regarding the scheduled release dates.)

System	CSENet
Title	Negative Dollar Amounts in Order Data Block (OCSE Ref # 354)
Proposed Changes	<p>The CSENet Transaction Management Application (TMA) is being modified to recognize negative dollar amounts and to address edit procedures accordingly. Transactions that contain a negative number constituted less than 0.05% of transactions that contain Order Data Blocks. Due to this minimum usage, States should not be significantly impacted by this software modification. The amount fields that will be affected for this CCI are:</p> <ul style="list-style-type: none"> • Order Freq Amount • Order Arrears Total Amount • Order Arrears Freq Amount • Arrears TANF Amount • Arrears Non-TANF Amount • Foster Care Amount • Medical Amount
Impact	The revised edits could result in some transactions being rejected.
Business Requirements or Benefit	The system should be able to recognize negative dollar amounts and address any edit changes accordingly.
Reason	It was discovered that negative dollar amounts were treated as if they were positive dollar amounts during the transaction edit routines. In addition, a State sent a negative dollar amount in the Arrears TANF Amount but had no Arrears TANF Thru Date or Arrears TANF From Date. The State received an error for the missing Arrears TANF Thru Date and missing Arrears TANF From Date. The State believed it should not have received those errors because it had a value less than zero in accordance with the record layout. OCSE reviewed the impact of negative values in all dollar amount fields, and determined that processing changes were required for the fields that are listed in the "Proposed Changes" section, above.
Point of Contact	Vinette Elam vinette.l.elam@lmco.com (800) 258-2736
Targeted Implementation Date	December 4, 2009

System	FEDERAL CASE REGISTRY (FCR)		
Title	Expand SVES Proactive Matching for Children (OCSE Ref # 2726)		
Proposed Changes	The Federal Case Registry (FCR) is being enhanced to proactively initiate an SVES Title II information Locate for a child or children in a case if a SVES Locate Request is made for an adult on the case. A positive SVES Title II response will be sent to the State for the child if there is no Family Violence Indicator set on the child.		
Impact	States that have elected to receive proactive SVES Locate information for children who are added to, or changed on, the FCR will automatically be included in this enhancement. There will be no response record format changes.		
Business Requirements or Benefit	Most States consider Title II benefits that are received by children in computing the child support obligation due from the Obligor. One barrier to fully automating the income withholding process with SSA is that SVES Locate Responses return data only for the participant who was requested. Data is not returned for auxiliary beneficiaries (children) who may be receiving benefits based upon their parent's entitlement. With this enhancement, children will be submitted with the parent for SVES matching, so benefit information could be returned concurrently, facilitating automated processing, without the need for States to submit an additional request.		
Reason	Providing child benefit information, at the same time that the parent benefit information is returned, speeds case processing and ensures available data is immediately accessible for the caseworker and system processing.		
Point of Contact	Kenny Nesbit	kenny.nesbit@ngc.com	(703) 272-5953
Targeted Implementation Date	October 2009		

System	FEDERAL OFFSET		
Title	Change to Frequency of Collection and Adjustment Reporting to States (OCSE Ref # 2597)		
Proposed Changes	The Federal Offset System is being modified to send Collection and Adjustment Files to the States on a weekly basis, instead of every two weeks. Note that since this change is mandatory and is a major impact, it was also included in the 09-01 Release to allow States time to make necessary system changes.		
Impact	States will need to modify their systems to accept and process Collection and Adjustment Files on a weekly basis.		
Business Requirements or Benefit	Recent changes that are contained in the Deficit Reduction Act of 2005 remove the distinction in offset hierarchy between TANF and non-TANF past-due child support. It also provides additional distribution options to States for the allocation of tax refund offsets, which includes passing money through to current support obligations. It is imperative that States keep their information as current as possible at OCSE to minimize unsynchronized balances. Increasing the frequency with which OCSE provides Collection and Adjustment Files to States from bi-weekly to weekly will help OCSE and States remain synchronized, and will allow States to disburse offset collections more quickly. In addition, the accuracy and efficiency that will be gained from processing Collection and Adjustment files on a weekly basis will benefit other Federal collections and enforcement programs including Passport Denial, MSFIDM and Insurance Match.		
Reason	To improve synchronization and currency of arrears data between State and Federal systems.		
Point of Contact	Rebecca Hamil	rebecca.hamilton@acf.hhs.gov	(202) 205-5612
	Kelley Donovan	kelley.donovan@acf.hhs.gov	(202) 205-3421
Targeted Implementation Date	January 2010		

System	INTERGOVERNMENTAL REFERRAL GUIDE (IRG)
Title	Enhance Certification Process for States and Tribes (OCSE Ref # 2733)
Proposed Changes	<p>The following updates will be implemented in the IRG System for Profile System (PS) and Location Codes and Addresses System (LCAS):</p> <ol style="list-style-type: none"> 1. The Certify button will allow the State or Tribe Administrator to certify all of the address records and profile information for the respective State or Tribe. 2. A message will appear when it has been over 30 days since the last certification.
Impact	There is no impact to the States.
Business Requirements or Benefit	To provide accurate certification totals to the OCSE Administrator for administrative reporting.
Reason	To improve the functionality of the certification process.
Point of Contact	Angela Kasey angela.kasey@acf.hhs.gov (202) 401-5366
Targeted Implementation Date	October, 2009

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	Add QUICK Banner to all PDF QUICK Pages (OCSE Ref # 2679)
Proposed Changes	The QUICK System is being modified to add the QUICK banner to all PDF pages.
Impact	There will be no impact to the HTML-requesting States, because they will be using OCSE-developed web pages. However, the XML-requesting States are encouraged to implement this change on their end.
Business Requirements or Benefit	As a result of this change, users will be able to identify that the printed pages are related to the QUICK System.
Reason	States currently have difficulty in distinguishing QUICK documents from other printed material.
Point of Contact	Vinette Elam vinette.l.elam@lmco.com (800) 258-2736
Targeted Implementation Date	December 4, 2009

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	Convert QUICK HTML Pages to Web Standards (OCSE Ref # 2680)
Proposed Changes	The QUICK System is being modified so State users can view standard HTML pages across different FPLS applications.
Impact	There will be no impact to the HTML-requesting States, because they will be using OCSE-developed web pages. However, the XML States are encouraged to implement this change on their end.
Business Requirements or Benefit	As a result of this change, States will be able to navigate the QUICK HTML web pages with ease. This change will also make the QUICK web application conform to the FPLS Web Standards, and will provide a common “look and feel” on web pages across FPLS applications.
Reason	Currently, the QUICK System is not part of the State Services Portal. In the future, it will be accessed by States with other FPLS applications using the State Services Portal.
Point of Contact	Vinette Elam vinette.l.elam@lmco.com (800) 258-2736
Targeted Implementation Date	December 4, 2009

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	Create a Family Violence Error Code (OCSE Ref # 2777)
Proposed Changes	The QUICK System is being modified so States can send a standard error message to the requesting State when there is Family Violence (FV) associated with a case, and the State's policy is to not release any information under these circumstances.
Impact	Responding States that want to provide the new error message when FV is associated with the case must provide the standard FV error message. There is no impact to the HTML-requesting States because they will be using the OCSE-developed web pages. XML States are encouraged to make this change on their end.
Business Requirements or Benefit	This change will facilitate a standard means of communication between States in the event there is FV associated with a case.
Reason	States currently send different error codes to requesting States if the case has Family Violence.
Point of Contact	Kishore Raheja kishore.m.raheja (703) 367-5449
Targeted Implementation Date	December 4, 2009

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	Query FCR SSN Using QUICK (OCSE Ref # 2764)
Proposed Changes	The QUICK System is being modified so a State case worker can query QUICK using an SSN. Currently, a State case worker must have the Case ID for the providing State in order to retrieve QUICK data. This new functionality will provide Case IDs for all open cases on the FCR for the States that are associated with a participant's SSN, when there is no FV associated with the SSN on the FCR and the requesting State has registered the person in an open case on the FCR. The State user can then choose to view QUICK data from the list of provided Case IDs.
Impact	States need not make any system changes because this service will only be available to HTML-requesting States. New HTML pages will be added to the QUICK System. This results in a minor impact to HTML States.
Business Requirements or Benefit	This change will: <ol style="list-style-type: none"> 1. Promote effective State-to-OCSE partnerships, 2. Provide real time access to OCSE data, 3. Provide a mechanism for effective data sharing, 4. Improve customer services by providing case data in a timely manner, and 5. Increase collections through improved case processing.
Reason	States currently can query in QUICK using Case ID only. States are requesting this functionality because State's case workers do not always know the participant's Case ID in another State, or all of the other States, in which the participant has a case.
Point of Contact	Todd Smith t.smith@lmco.com (703) 367-4339
Targeted Implementation Date	December 4, 2009