NEW JERSEY

INDICATOR NAME: Privacy Safeguard Indicator

SETTING CRITERIA: <u>IV-D</u> --
Good Cause status (TANF)
Protective order

Non <u>IV-D</u> --
State discretion (Temporary standard/statewide policy in development)

ELIGIBLE PEOPLE: <u>People Directly Protected</u> --
Custodial parent or child victims

<u>Others Protected</u> --
All household members involved in the victim's NJ child support cases or orders with the abuser (Automatic)

IMPACT: Sends FV Indicator to the FCR
Shields address on IV-D generated documents and reports
Prevents computer access to victim's data by unauthorized staff

DURATION: Indefinite

REMOVAL CRITERIA: IV-D discretion following terminated protection order or loss of Good Cause status

OVERRIDE: State-specific components not yet developed

Materials

The following Instruction Memorandum outlines preliminary policy for the New Jersey Privacy Safeguard Indicator and includes various screen samples. Screens A, B, and C illustrate the Privacy Safeguard field. (The Privacy Safeguard Indicator is highlighted on each of those screens.) Screen D is created after an indicator is set; it contains the protected person's personal data, and is accessible only by authorized child support staff.

State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
CN-716
TRENTON NJ 08625-0716

CHRISTINE TODD WHITMAN   WILLIAM WALDMAN
Governor   October 9, 1998   *Commissioner*

DFD   INSTRUCTION NO. 98-10-3   **ACSES**   KAREN HIGHSMITH
                                                                                Acting Director

TO: COUNTY WELFARE AGENCY DIRECTORS
             COUNTY WELFARE CHILD SUPPORT & PATERNITY UNIT SUPERVISORS

SUBJECT: **PRIVACY SAFEGUARDS**

POLICY   N/A

FISCAL N/A

SYSTEMS

In order to comply with Welfare Reform regulations, ACSES has been modified to provide safeguards against unauthorized access or inquiry of pertinent information. The information to be protected will be the address and phone number of a client who is under a protective order due to domestic violence. The following are the safeguards developed in ACSES. These safeguards are expected to be in place on or about October 13, 1998.

- A new field entitled, "PRV SG" has been added to the UCAS, CCAS and ICAS screens. To protect the address and telephone number of a client, the worker must enter a "Y" in the new "PRV SG" field via the UCAS or CCAS screen. In order to remove the "Y" from this field, the worker will be required to enter an asterisk (*). Copies of the screens showing the new field are included as Attachment A, B, and C.

- In order to access the protected information (client mailing/home address and phone number), a new screen and work function have been developed for use by designated county staff. The new screen is referred to as "IPSI". To access this screen, the worker must log on under the new function keyword . . . . A copy of the new screen is included as Attachment D.

- The client address and phone number will be protected on the following screens, reports and documents once the flag has been set:

ICAS   --   BASIC CASE DATA INQUIRY
ICA2   --   CLIENT HOME ADDRESS INQUIRY
USM1   --   SUPPORT MODIFICATION CLIENT INFORMATION UPDATE
CS152   --   NEW CASE MAINTENANCE TRANSACTIONS
CS153   --   CASE MAINTENANCE TRANSACTIONS BEING RETIRED
CS155   --   TRANSACTION ERROR REPORT
CS159   --   CASE PROFILE REPORT
CS171   --   ENFORCEMENT MASTER LIST REPORT
CS315   --   CHECK ISSUANCE REGISTER
CS092   --   COMPLAINT FOR PATERNITY AND/OR SUPPORT (NAFDC).

* * *

If there are any questions, Probation divisions should contact the appropriate liaison at the Administrative Office of the Courts at (609) 633-3747; County Welfare Agency staff should contact Donna Matlack at (609) 588-3816 or Jeffrey Austin of the Office of Child Support at (609) 588-2357.

Sincerely yours,

Glenn Martin, Assistant Director
Office of Information Systems

GM:KM:BC
Attachments

C: Administrative Office of the Courts (for distribution)
      Division of Family Development Staff
      Office of Telecommunications and Information Systems
      Family Support Administration, Region II

ATTACHMENT A

COMMAND   (UCAS   )   KEY   (?)   DATE   (xx/xx/xx)
NJ ACSES -- CASE INPUT TRANSACTION

1--IVD CID (   ) 2--DT (   )   3--TRAN CD   (UCAS)   4--NM XREF   (   )
5--WKR ID (   ) 6--ACT ( )   7--IVD LD (   )   8--PA CLT IND   (   ) 9--INT/ST   (   )

11--CLIENT NAME: LAST (   ) FIRST (   ) MI (   )   SFX (   )
12--CLIENT ALIAS: LAST (   ) FIRST (   ) 13--MDN IND (   )

ADDRESS
     14--LINE 1(   ) 15-LINE 2 (   )
16--CITY (   ) STATE (   ) ZIP CODE (   ) 17--COUNTRY   (   )

	CD	DATE		CD	DATE
18--CASE STATUS	( )	( )	19--TERM RSN	( )	( )
20-LGL REF RSN	( )	( )	21--LGL REF STA	( )	( )
22--SUBTYPE	( )	( )	24--IVD APPL	( )	( )
26--CLT LIT STA	( )	27--CLT LANG ( )	28--IVA CS NO	( )	
29--DOB ( )		30--SSN ( )	31--RACE ( )	32--SEX ( )	
34--TAX EXEMPT ( )	**35--PRV SG ( )**				

ATTACHMENT B

COMMAND   (CCAS   )   KEY   (???   )   DATE (   )
NJ ACSES -- CASE TRANSACTION CORRECTION

1--IVD CID (   ) 2--DT (   )   3--TRAN CD   (UCAS)   4--NM XREF   (   )
5--WKR ID (   ) 6--ACT ( )   7--IVD LD (   )   8--PA CLT IND   (   ) 9--INT/ST   (   )
     10--ERROR KEY: DATE (   )   NO (   )   ACT   (   )

11--CLIENT NAME: LAST (   ) FIRST (   ) MI (   )   SFX (   )
12--CLIENT ALIAS: LAST (   ) FIRST (   ) 13--MDN IND (   )

ADDRESS
     14--LINE 1(   ) 15-LINE 2 (   )
16--CITY (   ) STATE (   ) ZIP CODE (   ) 17--COUNTRY   (   )

	CD	DATE		CD	DATE
18--CASE STATUS	( )	( )	19--TERM RSN	( )	( )
20-LGL REF RSN	( )	( )	21--LGL REF STA	( )	( )
22--SUBTYPE	( )	( )	24--IVD APPL	( )	( )
26--CLT LIT STA	( )	27--CLT LANG ( )	28--IVA CS NO	( )	
29--DOB ( )		30--SSN ( )	31--RACE ( )	32--SEX ( )	
34--TAX EXEMPT ( )	**35--PRV SG ( )**				

ATTACHMENT C

COMMAND   (ICAS   )   KEY (   )   PAGE (001)
DATE   (   )   NJ ACSES -- BASIC CASE DATA INQUIRY

WKRID (   )   LOAD (   )   TYPE ( )   DATE (   )   SUBTYPE (   )
STATUS (   )   TERM RSN (   )   EFF DT (   )   DT CASE TRANS (   )
INT/ST CD (   )   IV-A CASE NO (   )   PA CLIENT IND (   )   PA CASE IND (   )
INT/ST NO (   )   IVD APPL (   )   DATE (   )   TAX EXEMPT ( )
FDP IND   (   )   FDP DATE   (   )   FDP TRANS CC DATE (   )
CLIENT NAME: LAST (   ) FIRST (   ) MI (   ) SUF (   )
CLIENT ALIAS: LAST (   ) FIRST (   ) MDN IND (   )

          CLIENT ADDRESS
(   )   CLIENT RACE   (   )   CLIENT DOB (   )
(   )   CLIENT SEX   (   )   CLIENT SSN (   )
(   )   (   )   CLIENT LIT STATUS   (   )   CLIENT LANG (   )
(   )   COUNTRY   (   )

AP   NAME: LAST (   )   FIRST (   )   MI (   )   SUF (   )

CHILD SUPPORT (   )   SPOUSAL SUPPORT (   )   FREQUENCY (   )
          CHILDREN ON CASE (   )   CHECK HOLD DT (   )
LEGAL REF STATUS (   )   DT (   )   DT CASE LAST UPD (   )
LEGAL REF REASON (   ) DT (   )   MED/CC IND (   )   **PRV SG** (   )
(INVALID OR MISSING CASE ID   )

ATTACHMENT D

COMMAND (IPSI   )   KEY (   )   PAGE (001)
DATE (   )   NJ ACSES -- PROTECTED CLIENT DATA INQUIRY

          WKR ID (   )

CLIENT NAME: LAST (   )   FIRST (   ) MI (   )   SUF (   )

                     CLIENT MAILING ADDRESS
          ADD LN 1   (   ) ADD LN 2 (   )
                CITY (   ) STATE (   ) ZIP (   )   COUNTRY (   )

                     CLIENT HOME ADDRESS
          ADD LN 1   (   ) ADD LN 2 (   )
                CITY (   ) STATE (   ) ZIP (   )   COUNTRY (   )

CLIENT TELEPHONE   HOME: (   ) ( )   WORK (   ) (   )

(INVALID OR MISSING CASE ID   )