INDICATOR NAME: Family Violence Indicator

SETTING CRITERIA: <u>IV-D & Non IV-D</u>--
Restraining order or protection order

ELIGIBLE PEOPLE: <u>People Directly Protected</u> --
Victims

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

IMPACT: Sends FV Indicator to the FCR

DURATION: Time-Limited

REMOVAL CRITERIA: Expiration of protection order

OVERRIDE: State-specific components not yet developed

Materials

Below are two Tennessee memoranda, and the attachments for each. The memos were developed to explain the family violence concept to the State's clerks of court and/or IV-D case participants. In the screen samples that are included, the family violence fields are highlighted.

DHS/CS
INFORMATION MEMORANDUM
IM-99-04

STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
400 DEADERICK STREET
CITIZENS PLAZA BUILDING
NASHVILLE, TN 37248

TO: All IV-D Participants and TCSES Clerks of Court

FROM: Glenda B. Shearon, Director, Child Support Services

DATE: February 5, 1999

SUBJECT: SCR Family Violence Indicator and Locate Interfaces

Sections 452(A) and Section 453(h) of Title IV-D of the Social Security Act and Tennessee Code Annotated 36-5-115, provides for the nondisclosure of case information if there has been reasonable evidence of domestic violence or child abuse. A Family Violence indicator is required in the State Case Registry (SCR) for submittal to the Federal Case Registry (FCR).

Implementing the Family Violence (FV) Indicator

When a IV-D case is submitted to the FCR and family violence exists either through an order of protection or a restraining order, a[n] FV indicator will be placed on the member(s) affected by family violence (usually the CP and child(ren)) to prevent the release of information. Once the FV indicator is set on the member(s) in the SCR, it will be transmitted to the FCR. This will notify OCSE not to disclose location information on persons which have been designated with a FAM VIOL indicator as being in need of protection.

If more than one state places an FV indicator on the same person the FCR does not release any information on that person until all states have removed the FV indicator for that person. States cannot remove the FV designation placed on the FCR by another state.

The DEMO screen on TCSES has been modified to allow TCSES users to "Update" to indicate that Family Violence exists for member(s) and/or to remove the Family Violence indicator for member(s) when appropriate. A new field, "FAM VIOL", near the bottom of the DEMO screen enables the User to add or update the family violence indicator for a member. Attached is the revised DEMO screen which includes a member based Family Violence indicator (FAM VIOL).

```
xxxxxxx          Inquire          Update                                              xx:xx:xx
xxxxxxxCSES -- Member Demographic (DEMO)                        xx-xx-xxxx

MEMBER NAME                                         MEMBER ID
SOURCE                                 PATERNITY EST        METHOD        BP NEED
SSN                 SRC          +USER       DOB                     SRC           +USER
MAIDEN NAME                     SEX    RACE          +HT    FT    IN     WT     LBS
       HAIR                + EYES        +     PHONE                TYPE          +O/B
IDENTIFYING MARKS                                        APPROX AGE
DL#                       ST      +TYPE      +STATUS      +EXP                      SRC   +
CURRENT MARITAL STATUS            SPOUSE NAME
USUAL OCCUPATION                       UNION/ORGNZ                       FED BEN
ARMED SERVICES        +                         FROM        TO             STATUS
MEMBERS BIRTHPLACE CITY                             ST     +     CNTY
DIED    DATE               CITY                     ST     +     CNTY           +SRCE
MOTHER'S MAIDEN NAME       LAST                     FIRST
       FATHER'S NAME       LAST                     FIRST
BORN OUT OF WEDLOCK        DP LIVING WITH CP     CP MARRIED TO OTHER AT DP BIRTH
ATTY ON FILE          LOCATE STATUS        NON-COOP     GOOD CAUSE     FAM VIOL
ADDN          EMPD  MIXS  MCON  JPRI     ALIS   PROP/ASST          INEX
```

STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
400 DEADERICK STREET
CITIZENS PLAZA BUILDING
NASHVILLE, TN 37248

TO: Clerks of Court

FROM: Glenda B. Shearon, Director, Child Support Services

SUBJECT: Court Clerks and the State Case Registry

DATE: September 18, 1998

CLERKS OF COURT AND THE STATE CASE REGISTRY

I. INTRODUCTION

Effective 10/1/98, states are required to have a State Case Registry -- **SCR**. The **SCR** contains information on IV-D child support cases and information on all Non IV-D cases for which support orders are established or modified on or after 10/1/98.

SCR files will be routinely submitted to the Federal Case Registry -- **FCR** -- with new cases and changes to cases previously submitted to the **FCR**. The **FCR** is a national information resource to locate parents, employers and other information to aid in the establishment and enforcement of child support. Information provided by the **SCR** to the **FCR** will be matched against other states[,] information and other data bases for the purpose of providing this information to the states who have an interest in the information.

The **SCR** is maintained on Tennessee's statewide automated child support system -- **TCSES** [--] and information is forwarded to the **FCR** from TCSES.

Information for the **SCR** includes:

- Name of NCP, CP, and Dependent Child(ren) -- there must be at least one child.
- Type of Case (IVD or non IVD).
- Date of Birth or Social Security Number.
- Family Violence Indicator (If there is family violence indicated on a case, the FCR will not share information with other parties in an effort to prevent future violence).

Family Violence should be indicated if:

-- There is a[n] Order of Protection on the case
-- There is a Restraining Order in the Final Decree Of Divorce.

* * *

DATE:

Please Check Once of the Following:
Original Order   _____
Modified Order   _____

5/99

Complete and fax two copies, one copy to: Local Nashville calling area (615) 313-6634 or
Statewide (888)701-3073, and fax second copy to: (615) 532-8793

Non IV-D Demographic Information and Update Worksheet
(Please Print Legibly)

DOCKET ID* _____   ORIGINAL ORDER DATE* _____
COURT CODE* _____   **FAMILY VIOLENCE INDICATOR*   YES or NO**

CUSTODIAL PARENT INFORMATION

CP LAST NAME* _____   FIRST NAME* _____   Middle Name _____

SEX ___ CP SSN* _____   DATE OF BIRTH* ___/___/___   Relationship to DP _____
CP MAILING ADDRESS* _____
Address Line 2 _____
CITY NAME* _____STATE* _____ZIP* _____Country _____

NONCUSTODIAL PARENT INFORMATION

CP LAST NAME* _____   FIRST NAME* _____   Middle Name _____

SEX ___ CP SSN* _____   DATE OF BIRTH* ___/___/___   Relationship to DP _____
NCP Mailing Address _____
Address Line 2 _____
City Name _____State _____Zip _____Country _____
NCP EMPLOYER NAME* _____
EMPLOYER ADDRESS* _____
Address Line 2 _____
CITY NAME* _____STATE* _____ZIP* _____Country _____

DEPENDENT INFORMATION

DP #1:   LAST NAME* _____FIRST NAME* _____Middle Name _____
         SEX___SSN _____Date of Birth ___/___/___
DP #2:   Last Name _____First Name _____Middle Name _____
         SEX___SSN _____Date of Birth ___/___/___
DP #3:   Last Name _____First Name _____Middle Name _____
         SEX___SSN _____Date of Birth ___/___/___

* Fields REQUIRED.

NOTES: Additional dependents (if greater than three) can be entered on a separate page and faxed to the above 800 numbers. Docket # and Court Code must be re-entered for additional dependents. Father's and Mother's information need not be re-entered.

<div style="text-align: right">**ATTACHMENT B**</div>

INSTRUCTIONS FOR USING THE NIVD SCREENS
FOR TCSES CLERKS AND CENTRAL OFFICE STAFF

The NIVD screens are used to enter information on Non-IV-D support orders established or modified on or after 10/1/98 into TCSES to create a non IV-D case for the purpose of providing the required information for the State Case Registry. Any changes reported by the parties to the order must als [sic] to the The [sic] **NIVD** screens will be used by:

⁂   TCSES clerks to enter information on Non IV-D orders established or modified in their court[s] on or after 10/1/98.

⁂   Central office child support staff to enter information on Non IV-D orders required by the State Case Registry into TCSES from information they receive on the demographic sheets or orders faxed to them by the Opt Out Clerks.

The screen may not be used to enter a IV-D case as any case entered will be created as a non IV-D case.

<div style="text-align: center">* * *</div>

Entering Non IV-D Order Information on TCSES by Using the Non IV-D Screens

<div style="text-align: center">* * *</div>

Family Violence Indicator

The "Family Violence" indicator is recorded and tracked for each individual member and should be used if appropriate so that information on the member will not be shared by the **FCR**.

The Family Violence Indicator should be used when:

⁂   There is an Order of Protection on the case[.]

⁂   There is a restraining provision in the Final Order of Divorce[.]

The valid codes for the "Family Violence Ind" field are:

⁂   'FV' -- family violence Indicated for this member

⁂   'XX' -- family violence removed for this member

⁂   Spaces -- no change in family violence status[.]

Currently, the **NIVD** screens can be used to add a Family Violence Indicator only at the point of initial entry of the case. Any subsequent Family Violence Indicator changes that are needed after the case is established on TCSES, will be updated on the TCSES DEMO screen. More information will be provided concerning the Family Violence Indicator and procedure to update the DEMO screen when family violence exists.

<div style="text-align: center">* * *</div>

SCREEN 1

```
DESXXX                    Inquire  Add    Update  Delete                          xx:xx:xx

xxxxxxx                   CSES -- NON-IVD CASE ENTRY (NIVD-1)          xx-xx-xxxx

DOCKET _____    COURT ID _____    SEQUENCE # _____

NON-CUSTODIAL PARENT INFORMATION:
LAST NAME _____  FIRST _____  M ___  FAMILY VIOLENCE IND ___
        SEX CODE ____  SSN ____ ____ _____  DOB ___ ___ _____
CITY OF BIRTH _____  STATE OF BIRTH ___  COUNTRY OF BIRTH _____
NCP FATHER'S LAST NAME _____  FIRST _____  M ___
NCP MOTHER'S LAST NAME _____  FIRST _____  M ___

CUSTODIAL PARENT INFORMATION:
LAST NAME _____  FIRST _____  M ___  FAMILY VIOLENCE IND ___
        SEX CODE ____  SSN ____ ____ _____  DOB ___ ___ _____
CITY OF BIRTH _____  STATE OF BIRTH ___  COUNTRY OF BIRTH _____
CP FATHER'S LAST NAME _____  FIRST _____  M ___
CP MOTHER'S LAST NAME _____  FIRST _____  M ___
CP ADDRESS _____
           _____
       CITY _____  STATE _____  + ZIP _____  COUNTRY _____

Command ===> _____
      1=HELP        3=EXIT        4=PRMT        5=CLER        10=FRWD        11=SBMT
```

SCREEN 2

```
DESXXX                    Inquire  Add    Update  Delete                          xx:xx:xx
xxxxxxxCSES -- NON-IVD CASE ENTRY (NIVD-2)              xx-xx-xxxx

DEPENDENT INFORMATION:

___    LAST NAME _____  FIRST _____  M ____
       SEX CODE ___  SSN ____ ____ _____  DOB ___ ___ ___  FAMILY VIOLENCE IND ___

___    LAST NAME _____  FIRST _____  M ____
       SEX CODE ___  SSN ____ ____ _____  DOB ___ ___ ___  FAMILY VIOLENCE IND ___

___    LAST NAME _____  FIRST _____  M ____
       SEX CODE ___  SSN ____ ____ _____  DOB ___ ___ ___  FAMILY VIOLENCE IND ___

___    LAST NAME _____  FIRST _____  M ____
       SEX CODE ___  SSN ____ ____ _____  DOB ___ ___ ___  FAMILY VIOLENCE IND ___

Command ===> _____
      1=HELP        3=EXIT        4=PRMT        5=CLER        10=FRWD        11=SBMT
```