Expanded Federal Parent Locator Service

Interstate Roster and Referral Guide

Release 01-01 – Minor

November 19, 2001

Interface Specifications
Interim Phase

August 20, 2001

TABLE OF CONTENTS

LIST OF CHARTS

FIGURES

PART 1.0

Interstate Roster and Referral Guide

1.1   INTRODUCTION

The Interstate Roster and Referral Guide (IRG) is an information resource tool used to facilitate the exchange of information relevant to child support enforcement between States. IRG data includes States' profiles of services and valid Federal Information Processing Standard (FIPS) codes and addresses, Federal and Regional Office data, and demographic data on international Child Support Enforcement agencies.

This document will provide specifications to Interstate Roster and Referral Guide (IRG) Online users for the capability of adding, viewing and modifying addresses for State Regional Offices, county courts and prosecutor offices. In addition, this document will provide the standardized address types. It will also provide an explanation of the new link being provided to the CSENet 2000 Exchange Agreement.

Part 2.0, "State Regional Offices, County Courts, and Prosecutor Offices Addresses," describes the system modification to allow the capability of adding, viewing and modifying addresses for State Regional Offices, county courts and prosecutor offices. It contains an explanation of the impact on States for the changes.

Part 3.0, "Standardization of State Address Types," describes the system modification to standardize address types. It contains an explanation of the impact on States for the changes.

Part 4.0, "CSENet 2000 Exchange Agreement," describes the system modifications to provide the access to the CSENet 2000 Exchange Agreement. It includes an explanation of the impact on States for the changes.

The appendices provide a layout of the format in which States will receive IRG data and the new screen prints associated with the changes.

PART 2.0

State Regional Offices, County Courts and Prosecutor Offices Addresses

2.1   Overview

States have requested that the IRG allow State Administrators the capability of adding and modifying address descriptions for State Regional Offices, county courts and prosecutor offices. In addition, the States requested that the State user have the capability of viewing addresses for the State Regional Offices, county courts and prosecutor offices. The addresses for county courts and prosecutor offices will not be available for Public View.

2.2   Implementation

Upon implementation of the request, States will have the option to enter a pre-defined number of addresses for State Regional Offices, county courts, and prosecutor offices. An OCSE Administrator and State Administrator will be able to add, modify and delete addresses for Regional Offices, county courts and prosecutor offices.

2.3   IRG Processing

This section describes the changes being made to allow the adding, editing and searching for the new address types.

2.3.1   State Regional Offices

The following is a list of valid State Regional Offices address descriptions and their associated address type codes:

- Regional Office I (RON),
- Regional Office II (RTW),
- Regional Office III (RTH),
- Regional Office IV (RFO),
- Regional Office V (RFV),
- Regional Office VI (RSX),
- Regional Office VII (RSV),
- Regional Office VIII (RET),
- Regional Office IX (RNN), and
- Regional Office X (RTN).

New Mode

In New Mode, the State Administrator will see a new "Region" button on the navigation panel. Refer to Appendix B, Figure B-1, "Address and FIPS Codes," for the revised screen. If this button is clicked, the "New Region Address Data" screen for the State listed in the

"Select State" box will display. Refer to Appendix B, Figure B-2, "New Region Address Data," for the revised screen. On the right side of the box displaying "Select State Region", click on the down arrow to display a list of valid Regional Offices. Highlight the desired Regional Office and that Regional Office will fill the "Select State Region" box. The new address data will be entered on this screen. The following data is required: Address Description, Address, City, State/Province and Zip Code.

Edit Mode

In Edit Mode, the State Administrator will see a new "State Region" button on the navigation panel. If this button is clicked, the "Select State Region Address" screen for the State listed in the "Select State" box displays. Refer to Appendix B, Figure B-3, Select State Region Address," for the revised screen. On the right side of the "Select Region From List" box, click on the down arrow to display a list of valid State Regional Offices. Highlight the desired State Regional Office and that Regional Office will be displayed in the "Select Region From List" box. Click on the "Search" button and the desired "Edit Region Address Data" screen will display. Refer to Appendix B, Figure B-4, "Edit Region Address Data," for the revised screen. The Administrator clicks the appropriate field and makes the desired changes. The following data is required: Address Description, Address, City, State/Province and Zip Code.

Search Capabilities

The State user can search for a State Regional Office address by clicking on the new "State Region" button located on the navigation panel. If this button is clicked, the "Select State Region Address" screen for the State listed in the "Select Region From List" box is display. On the right side of the "Select Region From List" box, click on the down arrow to display a list of valid State Regional Offices. Highlight the desired State Regional Office and that Regional Office will be displayed in the "Select Region From List" box. Click on the "Search" button and the desired State regional address data will display on the "View Region Address Data (View Only) screen.

2.3.2   County Courts and Prosecutors Offices

The following is a list of valid State county courts address descriptions and their associated address type codes:

- Clerk of the Court (CLC),
- Friends of the Court (FRC),
- Circuit Court (CTC),
- District Court (DTC),
- Family Court (FAC),
- Juvenile and Domestic Relations Court (JDR), and
- Tribal Court (TLC).

In addition, the following is a list of valid State prosecutor address descriptions and their

associated address type codes:

* Attorney General (AGO),
* District Attorney (DAO),
* State Prosecutor (SPO), and
* Prosecuting Attorney (PAO).

New Mode

After selecting the State on the navigation panel, press the "County" button. The "New County Address Data" screen appears. On the right side of the "Select Address Description" box, click on the down arrow to display a list of valid county address descriptions. The county courts offices and prosecutors offices have been added to this list. Click on the desired address description and that address description will populate the "Select Address Description" field. Tab or click to the next fields and enter, at minimum, the required data: Address Description, County FIPS Code, Address, City and Zip Code.

Edit Mode

After selecting the State on the navigation panel, press the "County" button to display the "Select County Addresses" screen. The Edit user can search by "County Name", "Contact Name" or "City". When searching by County Name, select an address description from the "Address Description" drop-down list to narrow the search. On the right side of the "Address Description" box, click on the down arrow to display a list of valid county address descriptions. The new county court offices and prosecutor offices have been added to this list. Highlight the desired Address Description and click on the "County Search" button to display the associated county address data. The address description is displayed and cannot be changed. To select a different address description, the State Administrator must return to the "Select County Address" menu screen.

Search Capabilities

The State user can search for a county address by "County Name", "Contact Name", or "City". If the user searches by "County Name", the search can be narrowed, by selecting an address description from the "Address Description" drop-down list. On the right side of the "Address Description" box, click on the down arrow to display a list of valid county address descriptions. The county court offices and prosecutor offices have been added to this list. Highlight the desired address description and click on the "County Search" button to display the associated county address data.

2.4   Impact on States for New Address Types

The enhancement may require that the States modify their State system to accommodate the new address types for State Regional Offices, county courts and prosecutor offices.

The States may not be prepared to implement the State system modification immediately. A State may elect to delay the entry of the new address types. In making this decision, the State must consider that the additional information will not be available to other States for searching. When the information is entered, they will be available in the download.

In order to allow States additional time to prepare, the download process will however provide two options. The first option, the IRG will allow a State user to select the current download process. In this process, the State will be able to download only the current standard addresses. Any Address Type 2 with an identifier as OTH will not be available. The download available to the States via CSENet 2000 will use this option. The second option, the new standardized download process, will include the new Address Type 2 codes described in the revised record layout. The State must have the ability to recognize the new Address Type 2 codes in its download if selecting this option.

PART 3.0

Standardization of State Address Types

3.1   Overview

States have requested that the IRG standardize address types by limiting the number of address types, exclude the OTH option from the download, and not allow the option to add other address types. The standardization of the address types will eliminate inconsistent naming of like addresses across the States, expedite case processing, increase dialog between the States, and reduce the programming modifications for the download process.

3.2   Implementation

Upon implementation of this request, the State Administrator will not be able to add other types of address types to the address description. All States will have the same address types available for selection. The OTH address type will be eliminated from the download. The States will have the option for the Administrator to remove the non-standard address types from the web site. In the future, all new address types must be submitted to the OCSE Administrator for approval.

3.3   IRG Processing

State Address Types

The following is a list of the new valid State Address Types and Descriptions with its identifier:
- Payment Record Contact (PYR),
- Employer Income Withholding Contact (EIW),
- Bureau of Vital Statistics Contact (BVS),
- Electronic Funds Transfer Contact (EFT),
- Financial Institution Data Match Contact (FDM),
- Guideline Calculations Contact (GCL),
- Non IV-D Contact (NVD), and
- Interstate Roster and Referral Guide Contact (IRG).

In the Administrative section of the IRG, the Administrator has the option of selecting the "State Address Descriptions Admin Screen" link. The link will display the "Online IRG State Address Descriptions" screen. The Administrator may modify or delete an address description by using the Modify or Delete buttons. The New button has been eliminated. The Administrator cannot delete a standard address type. The delete option is allowed for the previously "other" categorized non-standard address types. The Modify button will continue to allow the indication of an address type as Public View. The State Administrator must delete all of the non-standard address types and reenter the address information with the correct address type.

3.4   Impact on States

The enhancement may require that the States modify their State system to accommodate the new standardized address types including addresses for State Regional Offices, county courts and prosecutor offices. Also, the States must eliminate all non-standard address types. The download record layout will no longer have the option of providing the "OTH" address type.

The States may not be prepared to implement the State system modification immediately. Therefore, there were no critical modifications to the system that would hinder the retrieval of address information. A State may elect to delay the implementation of these changes. In making this decision, the State must consider the following issues:

1.   The download results may be incomplete or inaccurate.
2.   Non-standard addresses will remain on the system as view only.
3.   Increase in the number of unidentified (OTH) address types in the Address Type 2 codes that will not be part of the download process. The OTH option is eliminated.

In order to allow States additional time to prepare, the download process will provide two options. The first option, the IRG will allow a State user to select the current download process. In this process, the State will be able to only download the current standard address types. Any Address Type 2 with an identifier as OTH will not be available. The second option, the new standardized download process will include the new Address Type 2 codes described in the revised record layout. The State must have the ability to recognize the new Address Type 2 codes in its download if selecting this option. For those States electing to receive the downloaded information via CSENet 2000, only the current standard address types will be available.

PART 4.0

CSENet 2000 Exchange Agreement

4.1   Overview

The IRG web site will be enhanced to include a link to the CSENet 2000 State Exchange Agreement Matrix for view only purposes. States requested this matrix during the IRG conference calls and during the Phase II Consensus Plan Work Group sessions.

States requested the expansion of the current exchange agreement process to allow two matching States the option of determining for which of the seven transaction types (L01, CSI, MSC, ENF, PAT, EST, and COL) an exchange agreement exists.

4.2   Exchange Agreement Matrix

The CSENet 2000 State Transaction Type Overview page will contain overview information about the Function codes (Transaction Types) along with a matrix showing the functions States exchange and their status with Phase I (LO1, CSI), Phase II (LO1, CSI, ENF, MSC), and Full Functionality (LO1, CSI, ENF, MSC, PAT, EST, COL).

The States will access the CSENet 2000 State Transaction Type Overview page from the IRG Map Page. They will also link from the State Profile page to the CSENet 2000 State Agreement by Function Code page. From the new CSENet 2000 pages, there will also be a link to the CSENet 2000 State Status Map Page http://www.acf.shhs.gov/programs/cse/newhire/csenet/csenet.htm.

The user can click on a CSENet 2000 link from the IRG Map Page or State Profile. A menu will be displayed and allow the user to view the information based on selecting the following options:

*   Enter a State to see all its Exchange Agreements.
*   Enter two States to see their Exchange Agreements.
*   Enter a CSENet 2000 transaction function type to see all States with an Exchange Agreement for that type.
*   Enter Phase I (LO1 and CSI) functions to see all States with Exchange Agreements for both function types.
*   Enter Phase II (LO1 and CSI and MSC and ENF) functions to see all States with Exchange Agreement functions.
*   Enter ALL to display States with all 7 functions programmed.

A help function will be available on the CSENet State Exchange Agreement by Function Code page. The help function will define the description of the CSENet 2000 function codes.

4.3   CSENet State Transaction Type Overview

The following chart illustrates the types of transactions each State exchanges. Also included is information if a State communicates Phase I (LO1, CSI) and Phase II (LO1, CSI, ENF, MSC) transactions, and if a State is Fully Functional (communicates LO1, CSI, ENF, MSC, PAT, EST, COL transactions).

For Specific information regarding what types of transactions are being exchanged among States, click on the State in the left-hand column to display a detailed chart.

CHART 4-1: IRG PUBLIC MAP – CSENET 2000 STATE STATUS MAP										
State	LO1	CSI	ENF	MSC	PAT	EST	COL	Phase I (LO1, CSI)	Phase II (LO1, CSI, ENF, MSC)	Fully Functional
State 1										
State 2										
State 3										
Etc.										
Totals										

4.4   CSENet State Exchange Agreement by Function Code

The following chart illustrates the types of transactions a State has agreed to accept from one or more States. A State will only appear in the list if an agreement exists with the State requested. An indicator will appear in the function code column where an agreement exists for that transaction type.
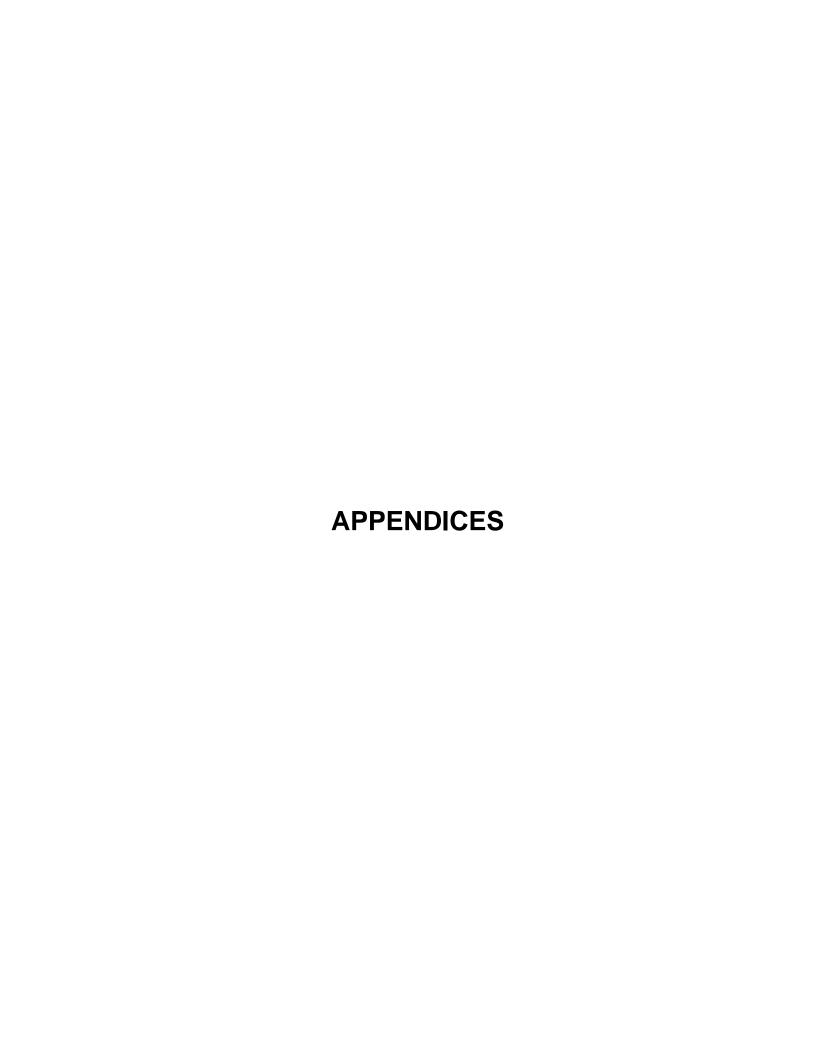
CHART 4-2: CSENET STATE EXCHANGE AGREEMENT BY FUNCTION CODE								
Sample Name State								
Comments:	Does not communicate using CSENet 2000							
States	LO1	CSI	ENF	MSC	PAT	EST	COL	Date Changed

4.5   CSENet 2000 Exchange Agreement Impact on States

The posting of the Exchange Agreement Matrix will provide States with a ready source of information concerning States' abilities to send and receive interstate communication electronically.

This expansion will provide States with more flexibility compared to the all-or-nothing exchange agreement process presently in place. This encourages opening electronic communications between States for some types of transactions while other CSE system functionality may still be in development.

States may need to modify their internal exchange agreement tables to support this change.

APPENDICES

A. Download Record Layouts

This record format provides the specifications for downloading FIPS Codes and addresses to the States. Type "A" is alphabetic, type "N" is numeric, and type "A/N" is alphanumeric.

Label Fields	Position in Record	Length	Type	Description
Chart A-1: Downloading FIPS Codes and Addresses to States				
ADDRESS TYPE 1	1-3	3	A	Type of Address: STA - State LOC - County/Local FED - Federal
ADDRESS TYPE 2	4-6	3	A	Type of Address: **Address Type 1 LOC** COL - Collection RES - Responding CLC - Clerk of the Court FRC - Friends of the Court CTC - Circuit Court DTC - District Court FAC - Family Court JDR - Juvenile and Domestic Relations Court TLC - Tribal Court AGO - Attorney General DAO - District Attorney SPO - State Prosecutor PAO - Prosecuting Attorney **Address Type 1 STA** AIP - Automated Interstate Case Payment Requests AIS - Automated Interstate Case Status Requests CDC - Collection and Distribution Contact CEJ - Continuing Exclusive Jurisdiction Contact COC - Copy of Order Contact CRG - Central Registry Contact EAC - Employer Assistance Contact GTI - Genetic Testing and Interstate

Chart A-1: Downloading FIPS Codes and Addresses to States				
Label Fields	Position in Record	Length	Type	Description
				Teleconferencing Contact
				IPC - Interstate Policy Contact
				IVD - State IV-D Director
				NHR - New Hire Reporting Contact
				PRW - PRWORA-Administrative Policies, Procedures Contact
				PAF - Paternity Acknowledgement Forms Contact
				PAT - Paternity Acknowledgement Copies Contact
				PFR - Putative Father Registry
				PRC - Privatization Contact
				SDU - State Disbursement Unit
				SLA - State Long Arm Statute and Process Contact
				SPA - State Paternity Acknowledgement Hospital Contact
				SPC - Service of Process Contact
				SPL - State Parent Locator Service
				TOC - Tax Offset Coordinator
				UCW - Unemployment Compensation Withholding
				WCW - Workers Compensation Withholding
				PYR - Payment Records Contact
				EIW - Employer Income Withholding Contact
				BVS - Bureau of Vital Statistics Contact
				EFT - Electronic Funds Transfer Contact (EFT)
				FDM - Financial Institution Data Match Contact
				GCL - Guideline Calculations Contact
				NVD - Non IV-D Contact
				IRG - Interstate Roster and Referral Guide Contact
				RON - Regional Office I
				RTW - Regional Office II

Chart A-1: Downloading FIPS Codes and Addresses to States				
Label Fields	Position in Record	Length	Type	Description
				RTH - Regional Office III RFO - Regional Office IV RFV - Regional Office V RSX - Regional Office VI RSV - Regional Office VII RET - Regional Office VIII RNN - Regional Office IX RTN - Regional Office X **Address Type 1 FED** CEN - OCSE Central Office REG - OCSE Region
STATE CODE	7-8	2	N	State or Territory Code (e.g., 04)
COUNTY CODE (Local Code)	9-11	3	N	County FIPS Code (e.g., 000)
STATE EXTENSION CODE (Sub Local Code)	12-13	2	N	Assigned by State (e.g., 00)
DEPARTMENT NAME	14-48	35	A	Department Name
TITLE	49-83	35	A	Title
STREET ADDRESS LINE 1	84-118	35	A/N	First Line of Street Address
STREET ADDRESS LINE 2	119-153	35	A/N	Second Line of Street Address
CITY	154-183	30	A	Name of the City
STATE OR COUNTRY	184-203	20	A	State Abbreviation or Country Name
ZIP CODE	204-212	9	N	U.S. Zip Code
AREA CODE	213-215	3	N	Telephone Area Code
EXCHANGE	216-218	3	N	Telephone Exchange
SEQUENCE NUMBER	219-222	4	N	Telephone Number
EXTENSION NUMBER	223-227	5	N	Telephone Extension
ACTION CODE	228-228	1	A	A – Address added C – Address changed D – Address deleted

Chart A-1: Downloading FIPS Codes and Addresses to States				
Label Fields	Position in Record	Length	Type	Description
FACSIMILE AREA CODE	229-231	3	N	Facsimile Telephone Area Code
FACSIMILE EXCHANGE 1	232-234	3	N	Facsimile Telephone Exchange
FACSIMILE SEQUENCE NUMBER	235-238	4	N	Facsimile Telephone Number
RECORD DATE	239-246	8	N	System generated date when record is added, changed or deleted: CCYYMMDD
FILLER	247-247	1	A/N	Filler

B.   Screen Prints

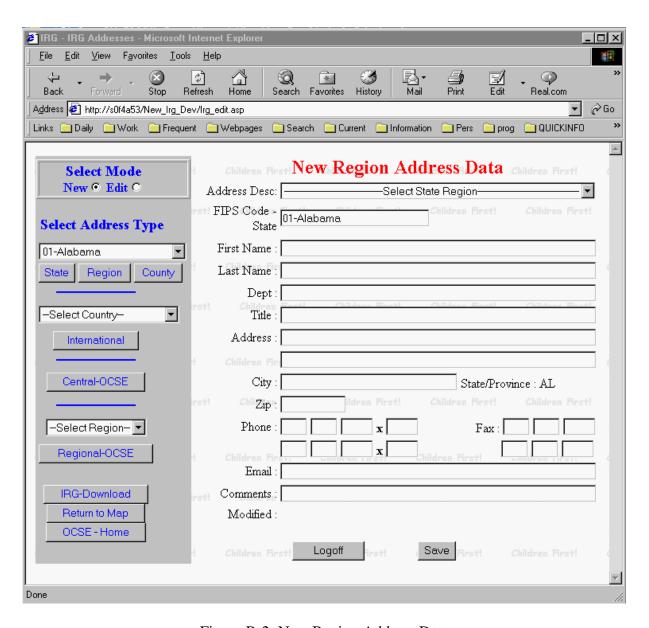Figure B-1: Addresses and FIPS Codes
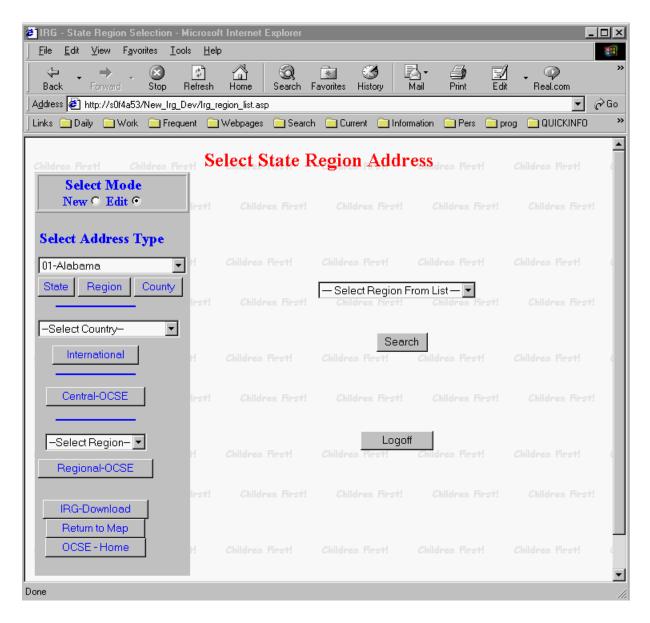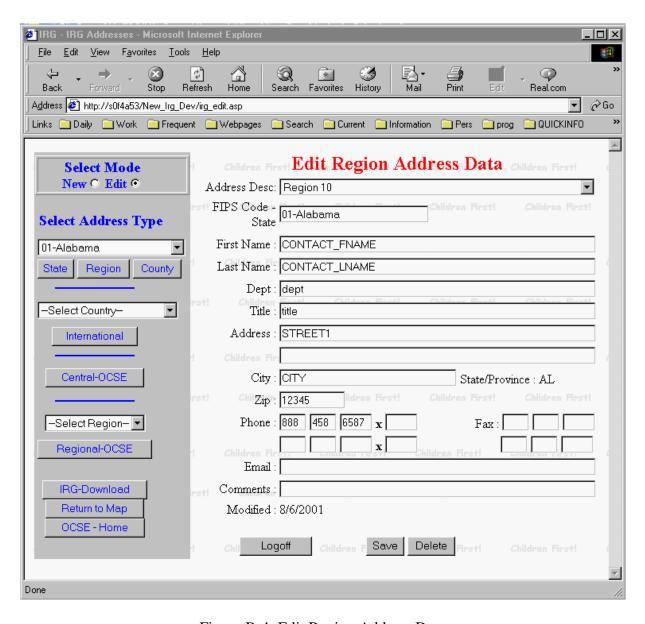
Figure B-2: New Region Address Data

Figure B-3: Select State Region Address

Figure B-4: Edit Region Address Data