

## The FCR Reconciliation File

After the initial load of the information contained in the State Case Registry (SCR) to the Federal Case Registry (FCR), data synchronization becomes a very important responsibility on the part of States if the information in the FCR is to stay current and accurate. Data synchronization refers to maintaining the same information in different data bases managed by different organizations—in this case, the SCR managed by the States, and the FCR, managed by the Federal Office of Child Support Enforcement (OCSE).

Synchronization is maintained by submitting case and person transactions to the FCR in a timely manner to reflect additions, deletions, and changes in the SCR. Synchronization requires that States track records that have been submitted to, and registered on, the FCR. For example, when a case is established in the SCR, the State must send case and participant information to the FCR. When information changes that affects case or person data in the FCR, the changes must be submitted to the FCR. For example, if case information sent to the FCR included two Putative Fathers (PF) and subsequently, through paternity testing, one PF is named the NCP, two changes need to be reported to the FCR—one to change the PF to the NCP, the other to disassociate the other PF from the case.

To help States synchronize what is on their SCR with what they have reported to the FCR, OCSE can produce an FCR Reconciliation File at the request of a State. The Reconciliation File, which contains all of the case and person data stored on the FCR for a particular State, is intended to provide the capability of verifying case and person information stored on the FCR. The data on the Reconciliation File is provided using the record specifications as described in the FCR Interface Guidance Document (IGD). The IGD also describes how a State may request a Reconciliation File along with other information that States should know before making a request. This information can be found in Chapter 2, Section 2.4.2.1 (FCR Reconciliation File).

The State of Texas recently requested and used the FCR Reconciliation File to help them synchronize their SCR data. Their experience with the file, as related by Karen Clements, Program Specialist with the State of Texas, is described below.

### Texas' Use of the FCR Reconciliation File

Texas recently completed a series of processing runs using the Federal Case Registry (FCR) Reconciliation File. This allows us to: 1) identify data lost from the Texas Child Support Enforcement Systems (TXCSES); 2) identify and transmit case and person add, change, and delete transactions to the FCR; and, 3) update TXCSES with additional FCR data. As expected, the processing helped us address some data problems we had experienced in the past.

## **Restoring Lost Data**

A few months ago, we discovered that FCR registration dates had been overlaid for some of our cases and members. Since these dates were part of the reconciliation file layout, we were able to identify instances where this had happened and restore the lost data.

## **New Transactions Sent to the FCR**

Over the past several months, we have occasionally experienced irregularities in our routine processes that send transactions to the FCR. With the reconciliation file listing every case and person the FCR has registered for Texas, we were able to compare it with our data and assemble the transactions needed to fully represent our cases and members on the FCR. We were able to identify cases and members on our system not yet registered on the FCR and generate the appropriate add transactions. We found some members and cases on the FCR, which were no longer active on our system, and generated the appropriate delete transactions. We were also able to compare data fields for appropriately registered members and cases, identify discrepancies, and generate the appropriate change transactions.

## **Updates to the State Case Registry**

Rather than use the reconciliation process as a one-way street—that is, to make the FCR match our TXCSES data, we elected to use it as an opportunity to use selected FCR data to make updates to our system. In particular, we wanted to capture date of birth and Social Security number information. Since these elements are so closely tied to our members, we found that it was critical to have an inter-functional team working together to identify the circumstances under which we wanted to generate a report for further analysis, and the very narrow circumstances under which we were willing to replace our existing data with the data from the FCR.

This team created a decision matrix that took into account the date of birth and SSN information on the FCR, as well as the date of birth and SSN information already on TXCSES. If the FCR Primary SSN matched the TXCSES Primary SSN, we were willing to update the TXCSES date of birth using FCR data. If the FCR date of birth matched the TXCSES date of birth, we were willing to update the TXCSES SSN using FCR data. The team also utilized additional exception reports containing variations of data element matches between FCR and TXCSES.

For more information on Texas' use of the FCR Reconciliation File, please contact Karen Clements at (512) 460-6855 or [karen.clements@oag.state.tx.us](mailto:karen.clements@oag.state.tx.us).

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