

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



March 11, 2008

LCSA LETTER: 08-03

ALL IV-D DIRECTORS

Reason for this Transmittal

- State Law or Regulation Change  
 Federal Law or Regulation Change  
 Court Order or Settlement Change  
 Clarification requested by One or More Counties  
 Initiated by DCSS

**SUBJECT: CHILD SUPPORT ENFORCEMENT (CSE) 1257 BACK UP DATA (CBUD)**

As Local Child Support Agencies (LCSAs) transition into California Child Support Automated System (CCSAS) Child Support Enforcement (CSE) system, the Department of Child Support Services (DCSS) identified the need to develop a tool that will give LCSAs access to the monthly and annual case and participant level detail that supports the CS 1257 and Office of Child Support Enforcement (OCSE) 157 Performance Reports. Change Request (CR)-2-01171 was approved in April 2007 to meet the business need of providing backup data for the performance reports. The purpose of CR-2-01171 is to provide a tool outside of CSE that will allow DCSS, LCSAs, and auditors to view the backup data reported on the CS 1257 and OCSE 157 reports for each transitioned county.

The web based tool that has been created for this purpose is named: CSE Back Up Data or CBUD. The CBUD application was released into production in October 2007, and it is located in the LCSA secure web site. The URL for LCSAs to access the site is <https://counties.dcss.ca.gov/main/logon.asp>.

To request access, please send an email to [LCSA.helpdesk@dcss.ca.gov](mailto:LCSA.helpdesk@dcss.ca.gov). The information listed below should be included with your request:

Note: If you are requesting access for multiple users, please use the attached excel form, and email an electronic copy to the LCSA helpdesk.

- County Number used in the Monthly State Performance Report (MSPR) System (*do not list the FIPs Code*)
- First Name
- Last Name
- Phone Number
- Email Address
- Access Level (0 for No Access / 1 for Access)

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If access is no longer needed for an authorized user, the same information will need to be submitted to the LCSA Helpdesk with a request for 0 Access Level. CBUD is designed to allow authorized users the ability to view the CS 1257 monthly performance backup data for each transitioned LCSA.

If you have any questions about the process contained in this letter, please contact Genebin McKenzie at (916) 464-5803 or via electronic mail at [Genebin.Mckenzie@dcss.ca.gov](mailto:Genebin.Mckenzie@dcss.ca.gov).

Sincerely,

/os/ by Wilfrid Otterbeck

WILFRID OTTERBECK  
Acting Deputy Director  
Child Support Services Division

Enclosure

### CBUD Multiple User Access Request Form

County Number	First Name	Last Name	Phone	Email	Access Level

Please email an electronic copy of this request form to [LCSA.helpdesk@dcss.ca.gov](mailto:LCSA.helpdesk@dcss.ca.gov) as an excel file.  
 If access is no longer needed for an authorized user, the same information will need to be submitted to the LCSA Helpdesk with a request for 0 Access Level.