CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

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
[X] Initiated by DCSS

October 2, 2001

LCSA LETTER: 01-37

ALL IV-D DIRECTORS

SUBJECT:　　ANNUAL CS 157 REPORT – WEB BASED REPORTING SYSTEM

To ensure uniform CS 157 data tracking and reporting, the Department of Child Support Services (DCSS) has developed the automated CS 157 Statistical Analysis Management (SAM) System. The SAM System is web based and will not require any modification to the county consortia application.

Effective October 1, 2001, local child support agencies (LCSA) will be required to use the SAM System to enter CS 157 data through the internet. The DCSS will use the SAM System to collect and track the annual data statewide.

The SAM System will only be accessible to authorized users. We request that each IV-D agency complete the attached Child Support CS 157 SAM System Login ID Request form, to identify authorized users in your county. Counties are asked to identify a preparer, a supervisor (optional) and the IV-D Director (required) or his/her designee (optional). For small counties the preparer, supervisor and IV-D director can be one or two users. Prior to completing this form, please talk to your consortia lead about the preparation of your CS 157 report.

We will use this information to assign unique user names and passwords for each authorized user in your county. We will only assign unique user names and passwords to those employees that have completed the Child Support CS 157 SAM System Login ID request form.

DCSS-RP-2001-SAM-0001

Flex your POWER

DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

Please complete the Child Support CS 157 (SAM) System Login ID Request form. To ensure user access to the SAM System beginning October 9, 2001, the form should be e-mailed or faxed by October 5, 2001 to:

      Department of Child Support Services
      Attention: Douglas Rose
      Fax: (916) 464-5065
      E-Mail: countysamhelp@dcss.ca.gov

If you have any questions or concerns regarding this matter, please contact Douglas Rose, of the Office of Research and Program Design, at (916) 464-5038 or by email at douglas.rose@dcss.ca.gov.

Sincerely,

LEORA GERSHENZON
Assistant Director

Attachment

CS 157 STATISTICAL ANALYSIS MANAGEMENT (SAM) SYSTEM
LOGIN ID REQUEST

The Child Support CS 157 Statistical Analysis Management (SAM) System Login ID Request form is used to authorize, change and terminate access to the Child Support CS 157 SAM System. If the individual already has a Login ID for the Complaint Resolution Tracking System, include their Login ID, so the necessary privileges can be set to that user. The information on this form must be kept current. When an employee separates from the local child support agency, requests to terminate access must be submitted to DCSS as soon as possible and no later than one business day after the employee's separation date. This form must be kept on file with the LCSA.

Step 1 REQUESTING COUNTY:
      1.   Complete User Information Section(s)
      2.   Forward the completed login ID request to the DCSS via e-mail or fax

Step 2 DEPARTMENT OF CHILD SUPPORT SERVICES:
      1.   Assign login ID and register the users password
      2.   E-mail DCSS Login ID Assignment to county agency to keep on file

USER INFORMATION	**PREPARER**

Logon ID (optional): _____

User Name: _____

County: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

USER INFORMATION	**SUPERVISOR (optional)**

Logon ID (optional): _____

User Name: _____

County: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

USER INFORMATION	**IV-D DIRECTOR (required)**

Logon ID (optional): _____

User Name: _____

County: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

USER INFORMATION	**IV-D DIRECTOR'S DESIGNEE (optional)**

Logon ID (optional): _____

User Name: _____

County: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

CS 157 Electronic Submission Instructions

On October 1, 2001, the DCSS County Website will be introducing a new web application called the CS157 Statistical Analysis Management (**SAM**) System Version 1.0. For users that are not familiar with the DCSS County Website it is a "secure" site that resides on a server that is available only to local child support agencies (LCSA). This is the same server where LCSAs access the Local Complaint Resolution and State Hearing Process Internet applications. SAM will give the counties/consortiums the ability to submit their CS157 data to DCSS via the Internet.

There are two methods of data submission: (1) Data File Upload, and (2) Manual Entry.

Data File Upload. SAM will be accepting two types of files from the counties/ consortiums. The first consists of a fixed length data structure. The second will contain the consortium system JetForm data structure. ***Please contact your consortia lead to determine which type of file you should use for your county's report submission to DCSS.***

Manual Entry. The user will have the option to manually enter the data into the CS157 Form on the website.

Access to SAM
A password and username are required to access SAM. Please contact the SAM Help Desk at (916) 464-5627 to receive a username and password.

There are four types of users:
1. Preparer – person who manually enters or uploads the CS157 data.
2. Supervisor – person who approves the data.
3. IV-D Director – person who submits the data.
4. IV-D Director Designee - person who submits the data.

If a user represents all four types, then that user will only have one Login ID (username). A Login ID Request Form has been provided to all IV-D Directors.

To access SAM follow these steps:

1. Open Microsoft Explorer and type in the following: https://counties.dcss.ca.gov

2. The login web page will be displayed. Type in your username and password.

3. The home web page of the DCSS County Website will be displayed. Click on the DCSS Data Retrieval hyperlink.

4. The DCSS Data Retrieval web page will be displayed, and depending on the user type, the user will have the option of accessing the CS157 Statistical Analysis Management (SAM) System Version 1.0.

5. The SAM web page will be displayed. The user has the ability to submit the county/consortium CS157 data to DCSS by the two methods (data file upload or manual entry). The user will select either option by clicking on the hyperlink.

Data File Upload Option

1. Click on the "Browse" button to access the CS 157 data file. Your consortia system should have created either a JetForm electronic file or Fixed Length electronic file. Also, your consortia system should have placed this file in a specific location.

2. After selecting the file, click on the "Upload CS157 Data" button.

3. If the upload is successful, a message will notify the user and here, the user will have the option to press the "Continue" button to confirm the information. The CS157 Form will be displayed with the data. The information can be edited , if necessary.

4.   After review, click on the "Confirm" button.

5.   Two levels of approval are available (Supervisor and/or IV-D Director). The Supervisor approval is optional and the IV-D Director approval is required.

PLEASE NOTE: THE APPROVAL BY THE IV-D DIRECTOR IS REQUIRED AND WILL BE CONSIDERED THE DIRECTOR'S CERTIFICATION THAT THE DATA BEING SUBMITTED IS ACCURATE. This approval is considered by the State to be equivalent to the IV-D Directors signature on the hardcopy form mailed to DCSS in prior years.

Manual Data Entry Option

1.   Enter data manually into the CS157 Form on the website. The data should either provided by your consortia system or lead.

2.   Click the "Prepare Info" button to insert the data into the DCSS County Database.

Supervisor Data Approval

Supervisors must have a login username and password to access the county secure website. **Please contact the SAM Help Desk at (916) 464-5627 to receive a username and password.**

1. Follow the "Access to SAM" instructions above.

2. The Supervisor will have the option to click on the Approve Prepared CS157 Data. When the hyperlink is referenced, the CS157 Form will automatically be displayed with the prepared information.

3. After reviewing the information, the Supervisor has the option to edit the data. Click on the "Approve" button.

4. When the Supervisor approves the information, the data cannot be uploaded. However, the Supervisor and IV-D Director will still have the ability to modify the data online.

IV-D Director Data Approval

IV-D Directors must have a login username and password to access the county secure website. **Please contact the SAM Help Desk at (916) 464-5627 to receive a username and password.**

1. Follow the "Access to SAM" instructions above.

2. The IV-D Director will have the option to click on the Approve Prepared CS157 Data. When the hyperlink is referenced, the CS157 Form will automatically be displayed with the prepared information.

3. After reviewing the information, the IV-D Director has the option to edit the data, then press the "Approve" button. Supervisor approval is not required prior to IV-D Director approval.

4. **Once the IV-D Director approves the information, the data is locked.** This means that the data cannot be modified by anyone including the Supervisor and IV-D Director. Only the IV-D Director has the ability to un-approve the data.

Modification of Data After IV-D Director Approval

1. Follow the "Access to SAM" instructions above.

2. The IV-D Director will have the option to click on the Approve Prepared CS157 Data. When the hyperlink is referenced, the CS157 Form will automatically be displayed with the prepared information.

3. Only the IV-D Director has the security level to display the "Request for Modification" button. To request of CS157 data modification after approval, click on this button.

4. DCSS will contact the IV-D Director to determine approval of data modification. A representative from the CS157 Team will notify the IV-D Director.

THE IV-D DIRECTOR MUST APPROVE THE CS 157 DATA SUBMISSION NO LATER THAN OCTOBER 15, 2001. THE DIRECTOR'S APPROVAL IS CONSIDERED THE DIRECTOR'S CERTIFICATION THAT THE DATA SUBMITTED TO THE STATE IS ACCURATE.