Interstate Communications and Case Processing

State
CSE
Business
Activity

UIFSA

STATE

CSENet
2000

LO1
CSI
ENF
MSC

PAT
EST
COL
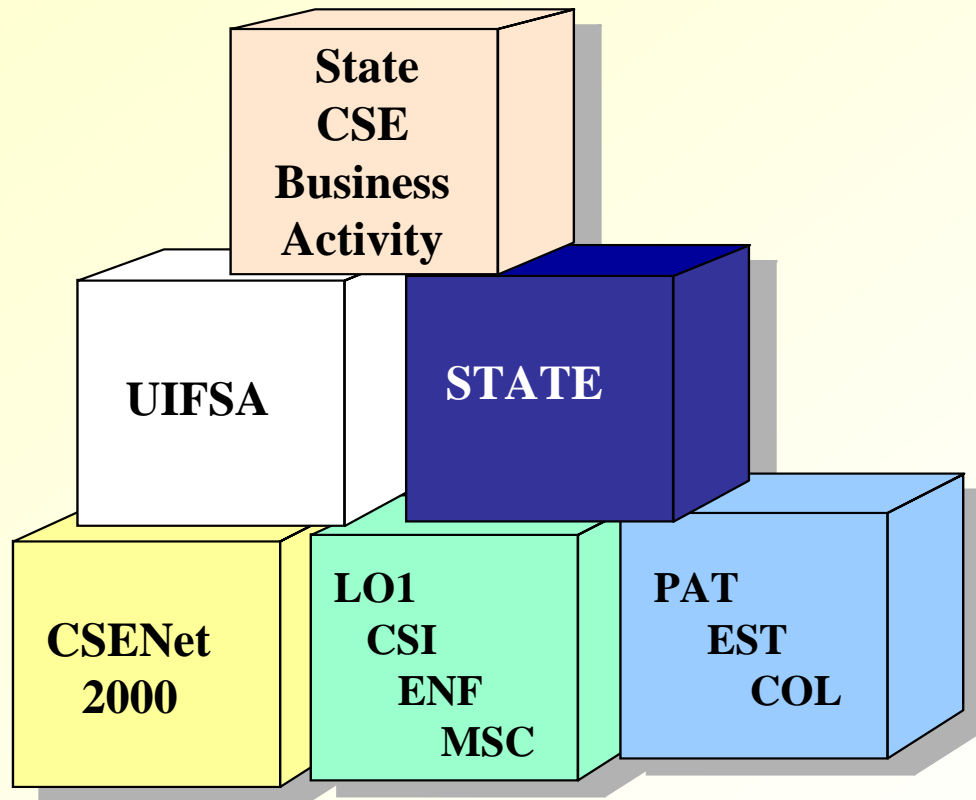
Federal Office of Child Support Enforcement
July 2004

The OCSE Network Links 54 Diverse Child Support Enforcement Agencies Together for the Effective Processing of Interstate Cases

A total of 54 jurisdictions

* **50 states**

* **District of Columbia**

* **3 territories**
    - **Guam**
    - **Puerto Rico**
    - **Virgin Islands**

Alaska

Hawaii

Guam

Puerto Rico

Virgin Islands

Goal

Expedite interstate case processing and the collection of child support payments by electronically exchanging UIFSA information via the OCSE Network
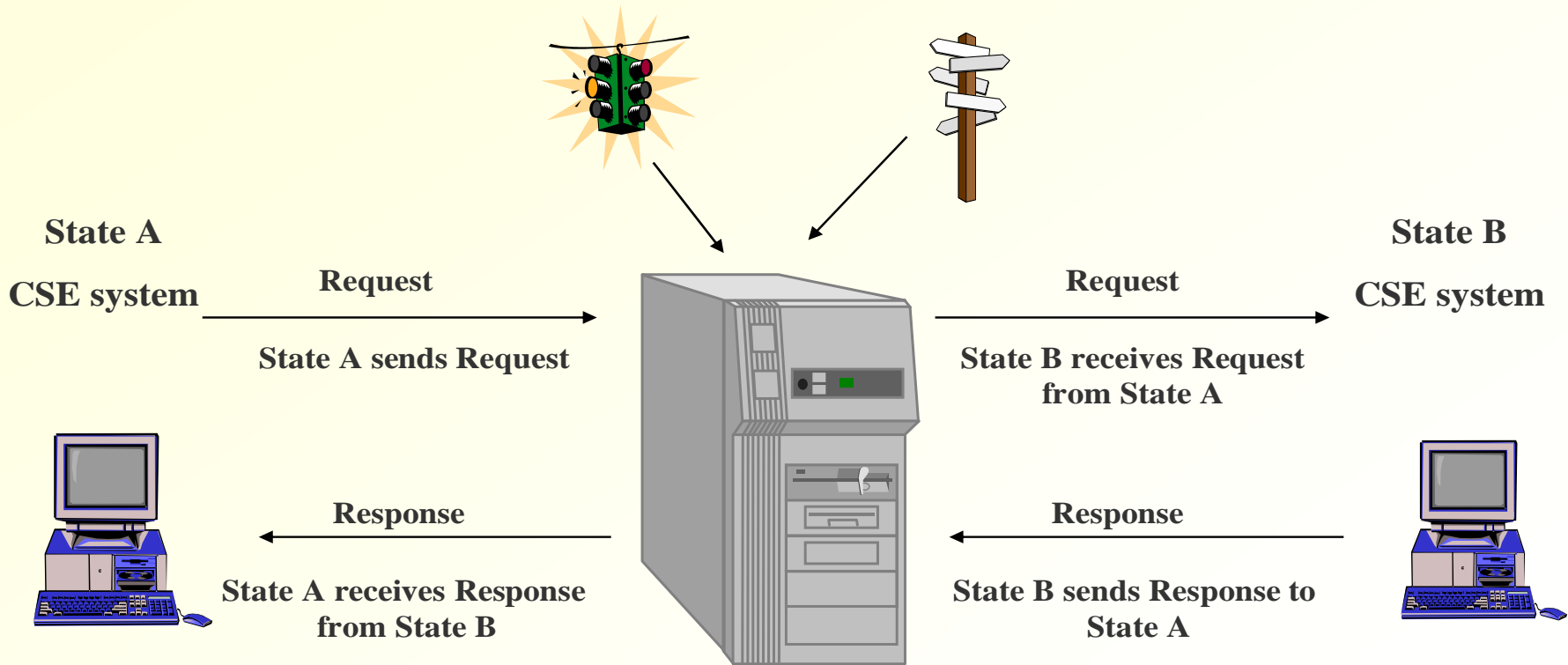
CSENet 2000 Automates UIFSA Forms

CSENet 2000

❖ **CSENet 2000 simplifies interstate communications**

- **States/territories send their CSENet files (transactions) electronically to the OCSE server directly from their Child Support Enforcement system**

- **States/territories receive transactions, including error files, directly from the OCSE 2000 server**

Interstate Communications

CSENet 2000 Server Performs All Validation and Routing of Transactions

State A

CSE system

Request

State A sends Request

Response

State A receives Response
from State B

State B

CSE system

Request

State B receives Request
from State A

Response

State B sends Response to
State A

Communication via the OCSE Network

Business Activity
CSENet Function Relationship

Business Activity	CSENet 2000 Function
Locating noncustodial parents (NCPs)	LO1 - Quick Locate
Gathering information (FCR)	CSI - Case Status Information
Enforcing support order	ENF - Enforcement
Ongoing case activity, administrative services	MSC - Managing State Cases
Establishing paternity	PAT - Paternity Establishment
Establishing support order	EST - Order Establishment
Income tax offset notification	COL - Collection

UIFSA and CSENet Transactions

❖ **The next two slides provide examples of the various interstate business activities**

❖ **CSENet functions that support these activities are identified**

Interstate Case Activities - Governed by UIFSA & CFR

NCP Locate

Locate Data Sheet

LO1

Order Establishment

Notice of Controlling Order

General Testimony

Support Petition

Locate Data Sheet

Transmittal #1

EST

Paternity Establishment

General Testimony

Paternity Affidavit

Support Petition

Locate Data Sheet

Transmittal #1

PAT

Establishment

General Testimony

Notice of Controlling Order

Support Petition

Locate Data Sheet

Transmittal #1

ENF

Modification

General Testimony

Support Petition

Locate Data Sheet

Transmittal #1

EST

Change of Payee/Redirect

Support Petition

Locate Data Sheet

Transmittal #1

MSC

Interstate Case Activities - Governed by UIFSA & CFR

Registration of Foreign Order

Registration Statement

Locate Data Sheet

Transmittal #1

ENF

Status Request

Transmittal #2

MSC

Notice of Hearing

Transmittal #2

ENF or MSC or PAT or EST
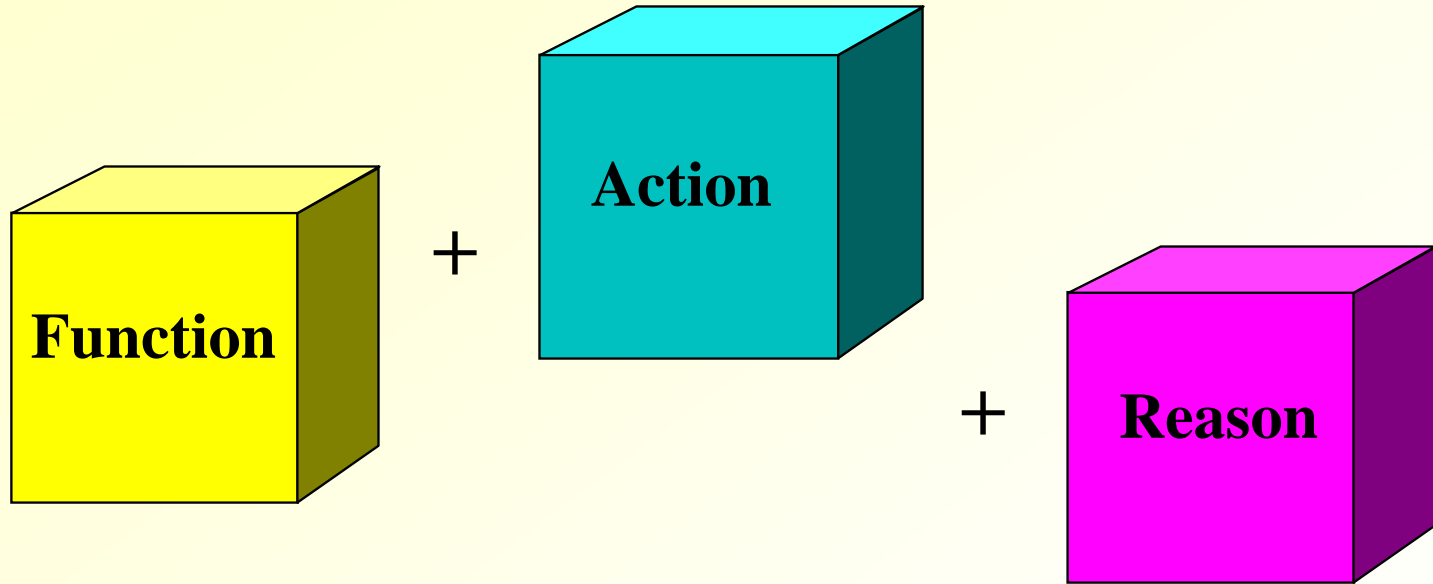
Request for Assistance/Discovery

Transmittal #3

MSC

Request/Provide Case Information

CSI

Notification of Tax Offset

COL

Interstate Business Electronic Components

Function + Action + Reason

Defines the Electronic Business

Action and Reason Codes

❖ **Action code describes the action of the transaction**
  - **R – Request (an initiating transaction)**
  - **A – Acknowledgment of receipt of a Request**
  - **P – Provision of information/Response**
  - **M – Reminder (used when a Response is overdue)**
  - **U – Update of a previously transmitted Request**
  - **C – Cancel a previous Request**

❖ **Reason code clarifies the activity**
  - **Activities such as "paternity hearing scheduled" or "additional information needed to proceed" have unique Reason codes**
  - **Not contained in all transactions, e.g., PAT R (Blank) is a Paternity Request**

Function, Action, Reason Codes

❖ **Examples of Function, Action, Reason codes**
   – **CSI R FRINF**
      • **Request all available IV-D case information due to notification from the FCR of participant existing in another IV-D case in another state**
   – **PAT A AADIN**
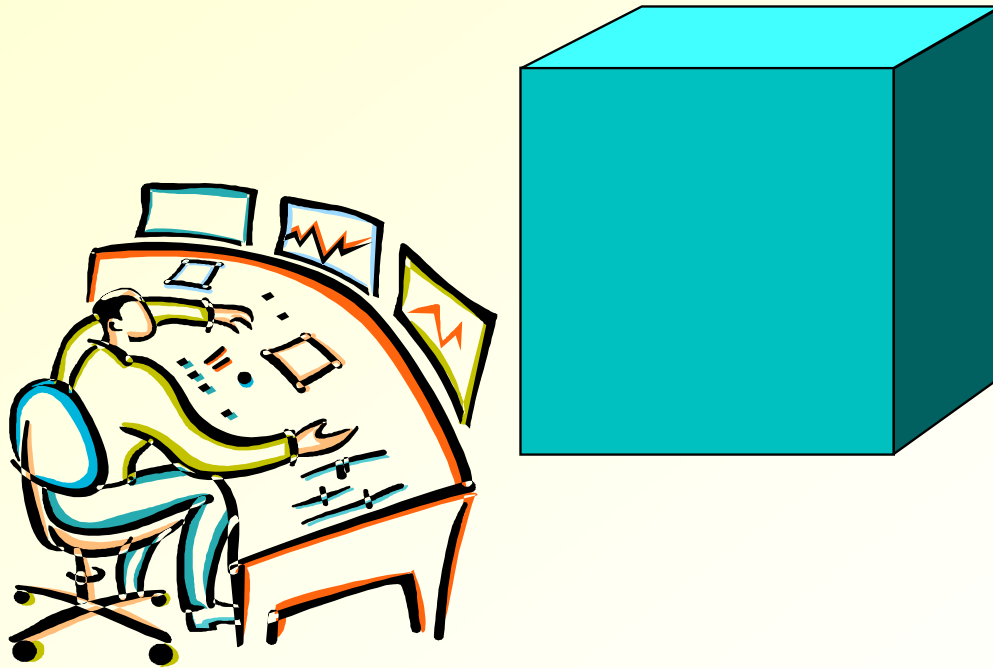   • **Acknowledgment – additional information needed to proceed**
   – **PAT P PICHS**
      • **Response – Paternity hearing scheduled**

❖ **185* valid transactions**
*MSC P REJCT added as part of OCSE Release 04-01 Minor, August 20, 2004

Building a Transaction

Transaction Components

❖ **Header**

❖ **Data Blocks**

❖ **Data Elements**

Component 1: Header

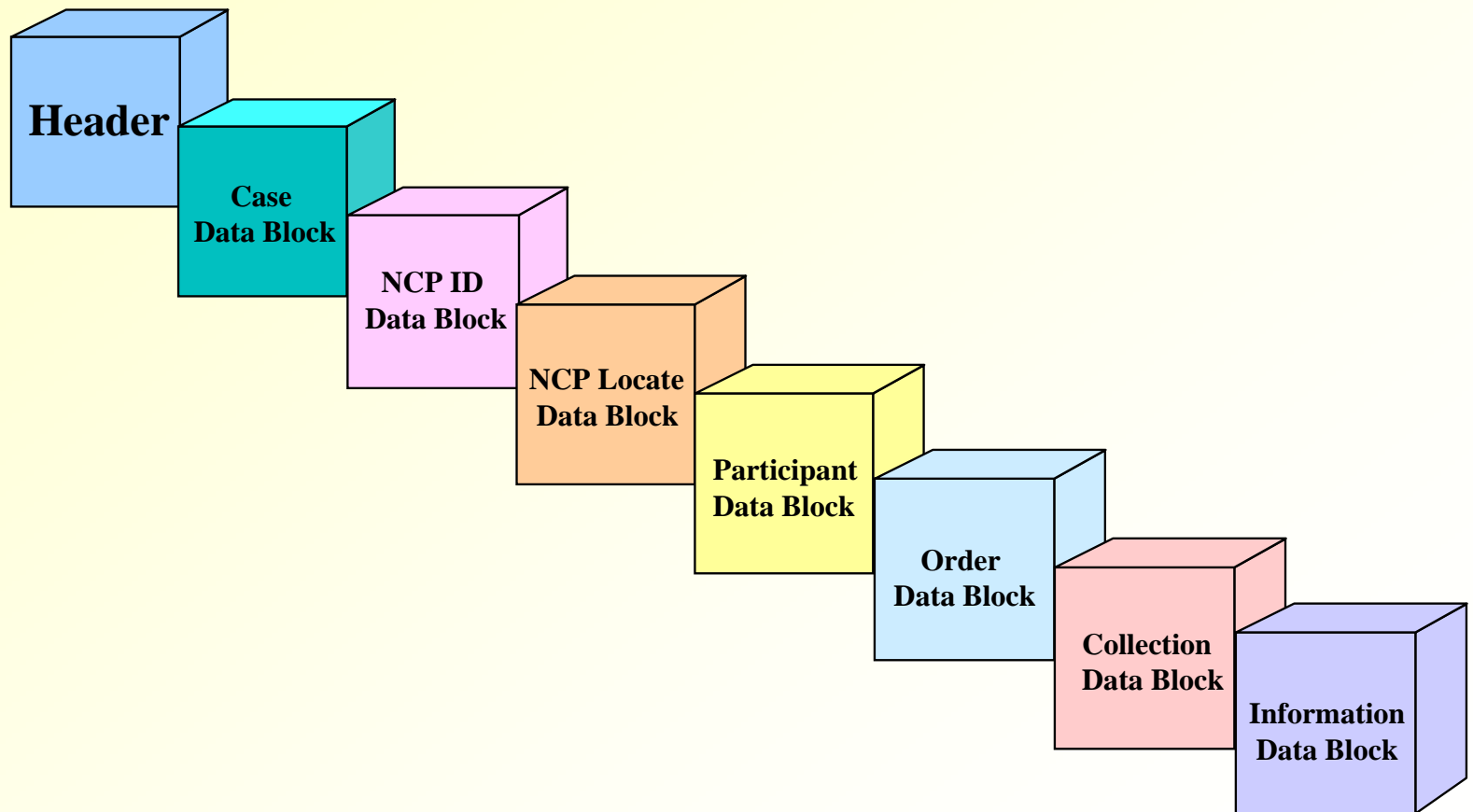❖ **A Header begins every transaction**

❖ **Provides identifying information on the case, source, destination, and content of the transaction**

 – **Contains "Indicators," used to show which data blocks (if any) and the number of data blocks the transaction contains**

❖ **Includes a combination of codes that specify the Function, Action, and Reason of the business activity communicated**
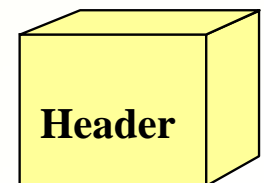
Header

Component 2: Data Blocks

The Header may be followed by one or more data blocks

Header

Case
Data Block

NCP ID
Data Block

NCP Locate
Data Block

Participant
Data Block

Order
Data Block

Collection
Data Block

Information
Data Block

Data Block Descriptions

❖ **Case Data Block**

– **General case information, status, contact, and payment address**

❖ **NCP ID Data Block**

– **Physical description of NCP or putative father**

❖ **NCP Locate Data Block**

– **Location and employer information regarding the NCP or putative father**

Data Block Descriptions

❖ **Participant Data Block**

  – **Information about other people involved in the case. Relationship field indicates the relationship of each person in the case, e.g., custodial party, dependent.**

❖ **Order Data Block**

  – **Support or paternity order information**

❖ **Collection Data Block**

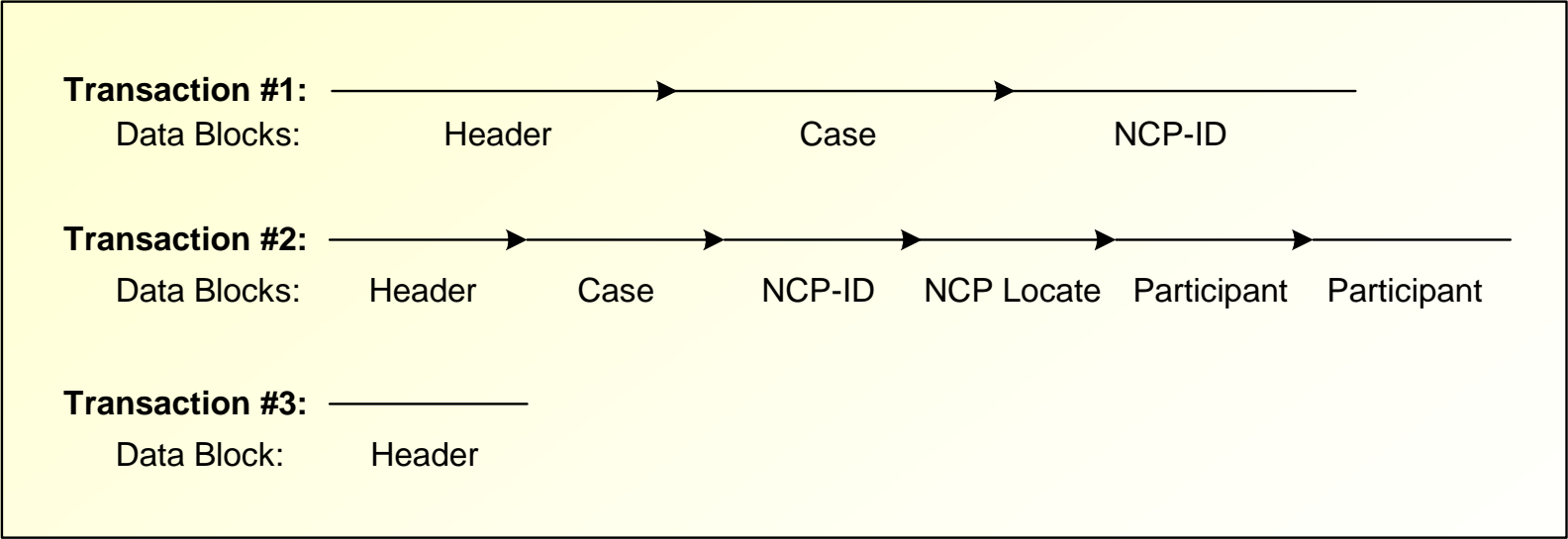 – **Information about a tax offset**

❖ **Information Data Block**

  – **General text information**

Headers and Data Blocks

❖ **A Header is required for all transactions**

– **Some transactions (CSI and MSC Requests and Updates) require only a Header, although other data blocks may be added**

– **All other transactions require one or more data blocks**

❖ **Some transactions require specific data blocks under certain conditions**

– **For example, an LO1 Response requires the NCP Locate data block, if the state has been successful in finding NCP or employer information**

❖ **Data blocks must be added to a transaction in a specified order**

– **Case, NCP ID, NCP Locate, Participant, Order, Collection, Information**

19

Sample Transaction Structures

Transaction #1: ───────────────────▶──────────────▶─────────

    Data Blocks: Header   Case   NCP-ID

Transaction #2: ──────▶──────▶──────▶──────▶──────▶──────

    Data Blocks: Header   Case   NCP-ID   NCP Locate Participant Participant

Transaction #3: ─────────

    Data Block: Header

Required Data Blocks

Data Block Name	REQUESTS AND UPDATES, Action Codes R and U						Responses, Action Code P						
	LO1	CSI	EST	ENF	PAT	MSC	LO1	CSI	EST	ENF	PAT	MSC	COL
Header	R	R	R	R	R	R	R	R	R	R	R	R	R
Case	R		R	R	R		R	A	R	R	R	R	R
NCP-ID	R		R	R	R		R		R	R	R		
NCP Locate			R	R	R		A						
Participant			B	B	B			A					
Order				R									
Collection													R
Information	C	C	C	C	C	C	C	C	C	C	C	C	C

Legend

R	Required data block
Blank	Non-required data block
A	Required if the Response is successful, i.e., the second character of the Reason code is S
B	At least two Participant data blocks required on these transactions: one with the Relationship code of C, and one with the Relationship code of D
C	Required if the Attachments indicator in the Header is Y (applies to all transactions)

Component 3: Data Elements

❖ **Each data block contains data elements, for example the local FIPS state code**

❖ **Use of a data block requires that certain data elements and/or specific values be present**

❖ **Rules govern the use of data elements**

Transaction Characteristics

❖ **Each transaction is a string of data terminated with a new-line character that signifies the end of the transaction**

❖ **Formatting rules apply to all data, for example, dates must be formatted as CCYYMMDD**

❖ **Transactions can be of variable length (maximum 8481)**

❖ **Refer to the CSENet Data Block Record Layout for additional information about data block characteristics and data elements**

A Sample Case-Closure Transaction

❖ **The next slide contains a simplified sample transaction that contains only the required data block (Case) and data elements for the transaction**

- **CSENet Data Block Layout contains additional data elements for the Case data block that states may use**

- **Transaction Functional Matrix (TFM) recommends additional data blocks as essential to conducting business and automating transaction processing**

❖ **Below the transaction is a detailed description of the**

- **data elements in the Header**

- **the two required data elements from the Case data block**

A Sample Transaction Notifying a State That a Non-TANF Case Is Closed

```
910000095000000030000000011761    PMSC2004071529C3112         001234567      GSC0220040701N10000002004071503280  4                    NC
(An invisible new-line character signifies the end of the transaction)
```

Transaction Data Elements and Data	Description
*************************** HEADER ***********************	Beginning of the Header (Note: no separator between the Header and data blocks in transactions)
Local FIPS State 91	Sending state's FIPS code
Local FIPS County 000	Sending state's County code (if applicable)
Local FIPS Sub 00	Sending state's Sub code (if applicable)
Other FIPS State 95	Receiving state's FIPS code
Other FIPS County 000	Receiving state's County code
Other FIPS Sub 00	Receiving state's sub code
CSENet 2000-Version-Number 003	CSENet 2000 Version Number
Transaction-Serial-Number 000000011761	Serial number assigned by the sending state
Error-Reason-Code (future use)	Blank
Transaction-Type (future use)	Blank
Action-Code P	Transaction is a Provide/Response
Functional-Type-Code MSC	Managing State Cases
Transaction-Date 20040715	Date in CCYYMMDD format
Case-ID 29C3112	Sending state's case ID
Other-Case-ID 001234567	Receiving state's case ID
Action-Reason GSC02	Case Closure: No longer a current support order and arrearages are under $500 or unenforceable under state law
Action-Resolution-Date 20040701	Date in CCYYMMDD format
Attachments-Indicator N	No attachments for this transaction.
Case-Data-Indicator 1	A Case data block is included in the transaction.
NCP-Identification-Indicator 0	No NCP ID data block included
NCP-Locate-Data-Indicator 0	No NCP Locate data block included
Participant-Data-Indicator 0	No Participant data block included
Order-Data-Indicator 0	No Order data block included
Collection-Data-Indicator 0	No Collection data block included
Information-Indicator 0	No Information data block included
Date-Received 20040715	Date in CCYYMMDD format
Time-Received 032804	Time in HHMMSS (military) format
Processing-Complete (future use)	Blank
Attachments-Due-Date (future use)	Blank
Sent-To-State-Host (future use)	Blank
Interstate-Forms-Printed (future use)	Blank
*************************** CASE ***********************	Beginning of Case data block (Note: no separator between data blocks in transactions)
Case Type N	Non-TANF Case
Case Status C	Closed for the reason indicated in the Action-Reason code

Note: The CSENet Data Block Record Layout contains fixed-length fields. Spaces in the example provided reflect unused fields, as well as instances when the maximum number of characters in a field were not used.

Transaction Functional and Business Usage

Steps for Building Requests and Responses

State A   **State B**
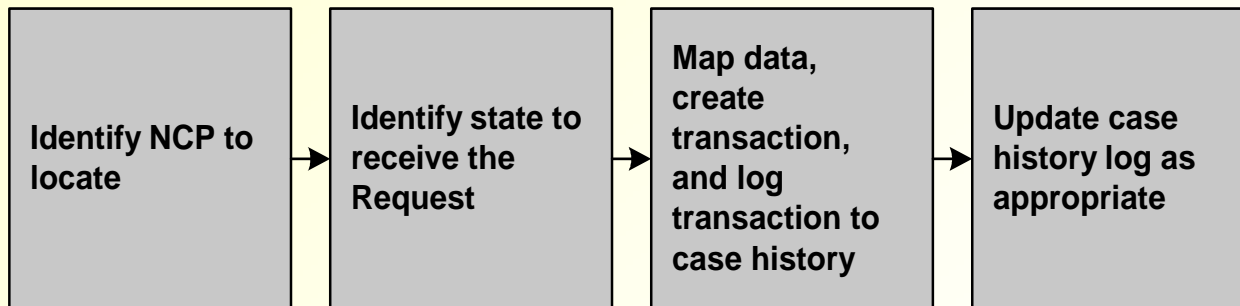
Request →

← Response
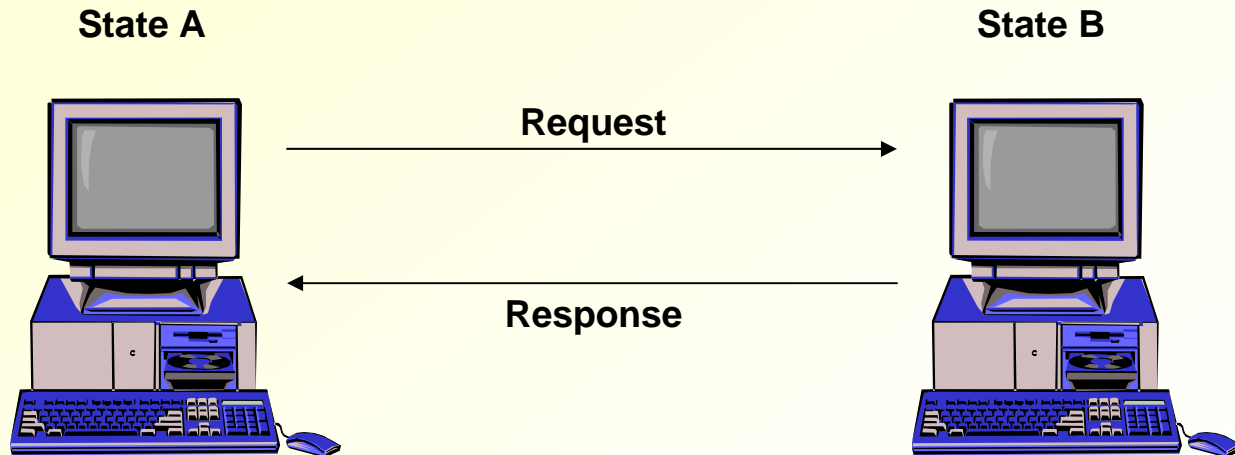
Quick Locate (LO1)

❖ **The Quick Locate process is a highly successful way of locating noncustodial parents (NCPs) in an efficient manner**

❖ **Often the initiating state believes the NCP may be in one of several states and may send an LO1 Request to each**
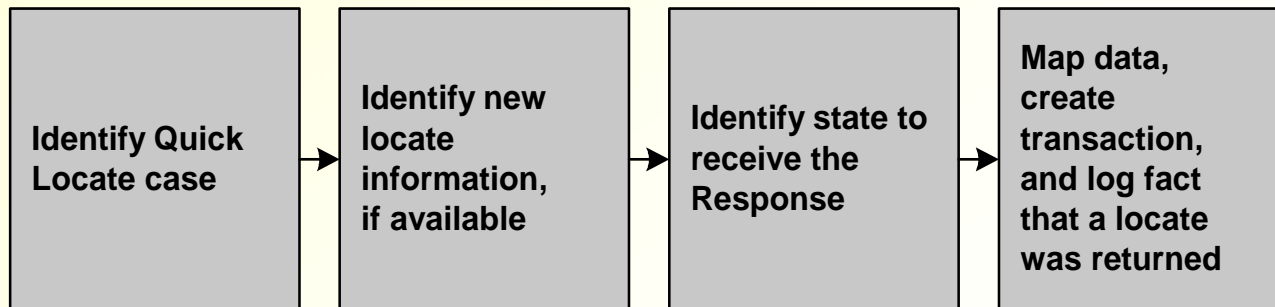
Steps for Building an LO1 Request

❖ **The LO1 Request is typically used to obtain an address or employer when a state/territory has reason to believe that the NCP works or resides in another jurisdiction**

Identify NCP to locate	→ **Identify state to receive the Request**	→ **Map data, create transaction, and log transaction to case history**	→ **Update case history log as appropriate**

Steps for Building an LO1 Response

❖ **Upon receiving a Quick Locate request, the responding state/territory should use its resources to attempt to locate the NCP**

❖ **The responding state**
  - **need not initiate a case of its own**
  - **should report any findings to the initiating state, whether successful or unsuccessful**

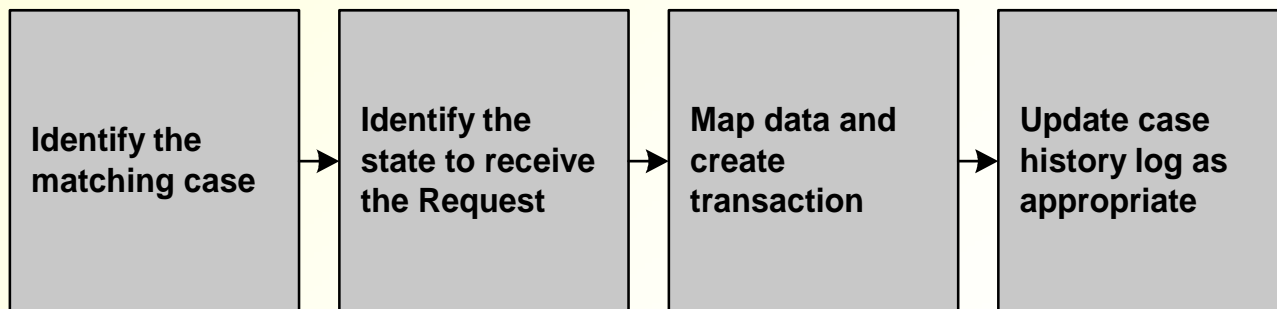| Identify Quick Locate case	→	Identify new locate information, if available	→	Identify state to receive the Response	→	Map data, create transaction, and log fact that a locate was returned

Case Status Information (CSI)

❖ **Provides states/territories an automated method to obtain comprehensive case and order information from another state**

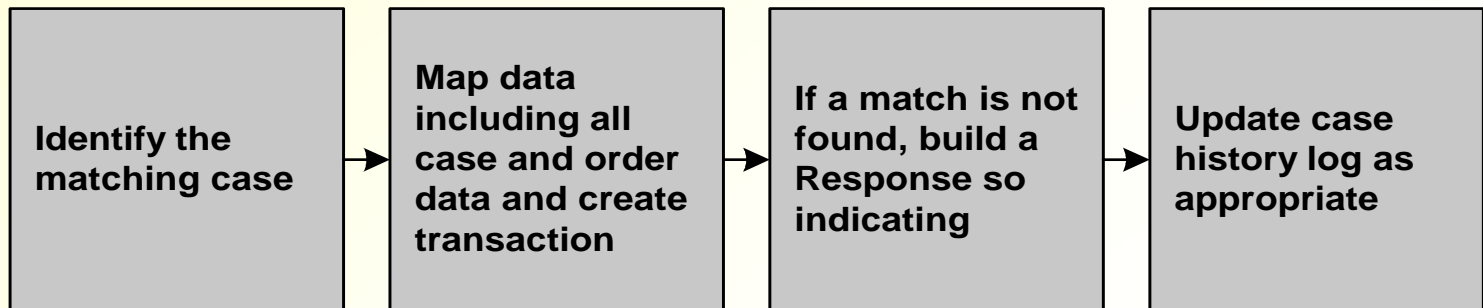❖ **Supplements the information from the Federal Case Registry (FCR)**

Steps for Building a CSI Request

❖ **A state receives an FCR Query/Proactive Match Response Record indicating that the NCP and/or CP are involved in a case in another state**

❖ **The state evaluates the case to determine if a CSI Request for additional information is warranted**

  – **For example, there is no order or the NCP has stopped paying on an existing order**

| Identify the matching case | → | Identify the state to receive the Request | → | Map data and create transaction | → | Update case history log as appropriate |

Steps for Building a CSI Response

❖ **Upon receiving a CSI request, the responding state should automatically build a CSI Response**

❖ **States and territories are encouraged to send all available information in the CSI Response**

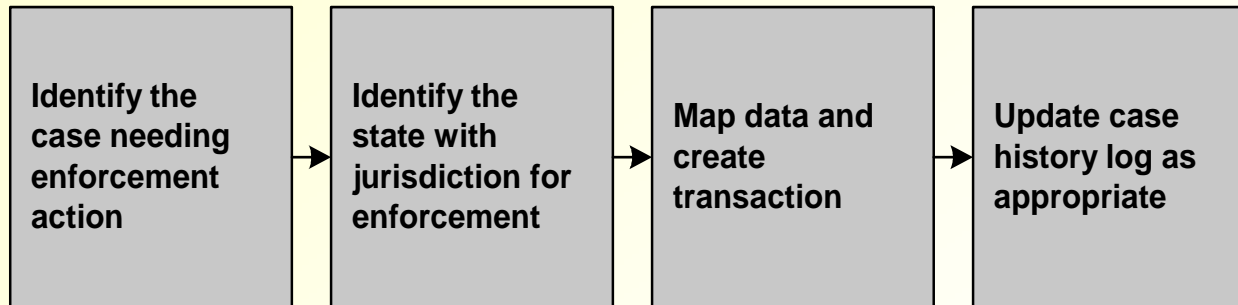❖ **Once a Response is received, the initiating state can then determine the next case-processing action**

| Identify the matching case | → | Map data including all case and order data and create transaction | → | If a match is not found, build a Response so indicating | → | Update case history log as appropriate |

Enforcement (ENF)

❖ **The enforcement process is used by states to request and receive assistance with the enforcement of a support order**

❖ **Reasons for initiating an Enforcement Request are numerous, for example:**

– **Modify a support order**

– **Request collection of an existing order or of arrears**
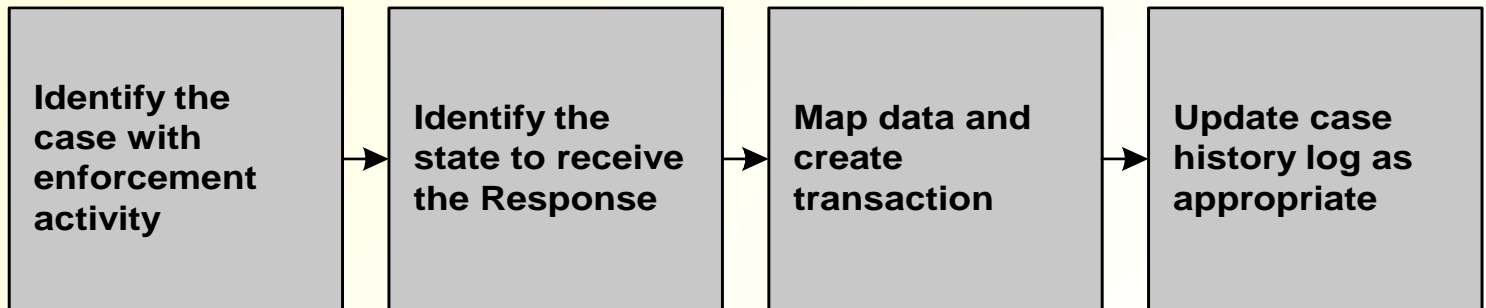
– **Request administrative review of a tax offset**

Steps for Building an ENF Request

❖ **Once interstate enforcement action is determined to be necessary, the state generates and sends an ENF Request to the state with jurisdiction for enforcement**

Identify the case needing enforcement action	→	Identify the state with jurisdiction for enforcement	→	Map data and create transaction	→	Update case history log as appropriate

Steps for Building an ENF Response

❖ **After processing the case, the responding state builds an ENF Response to provide status information or outcome**

❖ **Once a Response is received, the initiating state can then determine the next case-processing action**

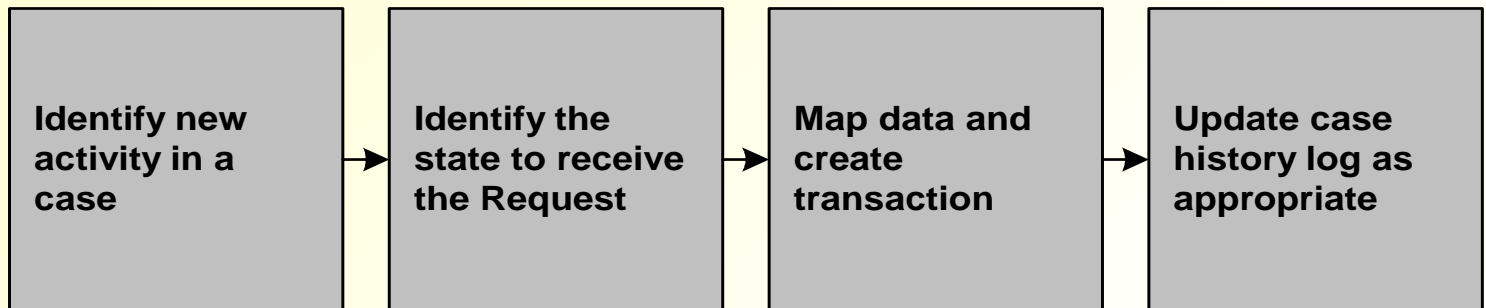| Identify the case with enforcement activity | → | Identify the state to receive the Response | → | Map data and create transaction | → | Update case history log as appropriate |

Managing State Cases (MSC)

❖ **The MSC transaction is used to communicate a variety of ongoing business activities in interstate cases and administrative services under UIFSA**

❖ **For example, case status updates:**
  – **Case-type change**
  – **NCP left the state**
  – **Field-office change**
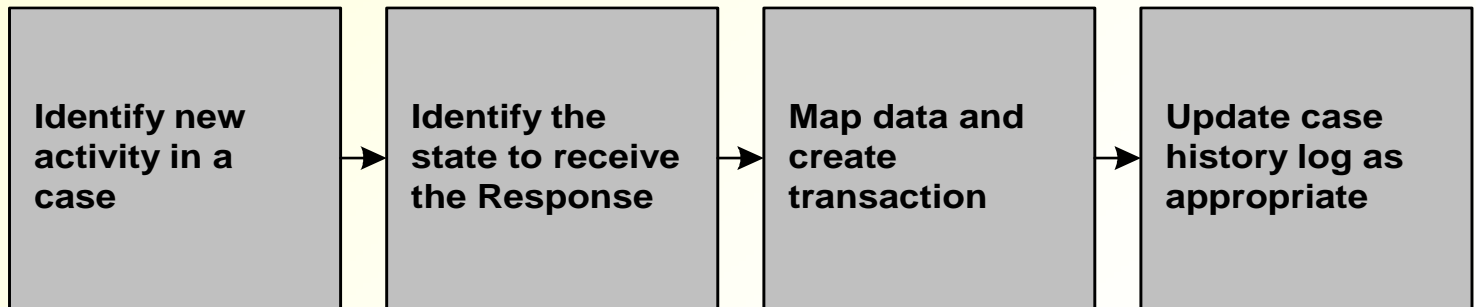 – **Hearing date notification**
  – **Case closure**

Steps for Building an MSC Request

❖ **An MSC Request can either be automatically generated by the CSE system or manually initiated by the caseworker**

Identify new activity in a case	→ Identify the state to receive the Request	→ Map data and create transaction	→ Update case history log as appropriate

Steps for Building an MSC Response

❖ **Typically, an MSC Response is used to return information specified in a Request from another state**

❖ **However, it can also be used to provide information or relay an activity that has occurred in an ongoing case**

❖ **Once a Response is received, the initiating state can then determine the next case-processing action**

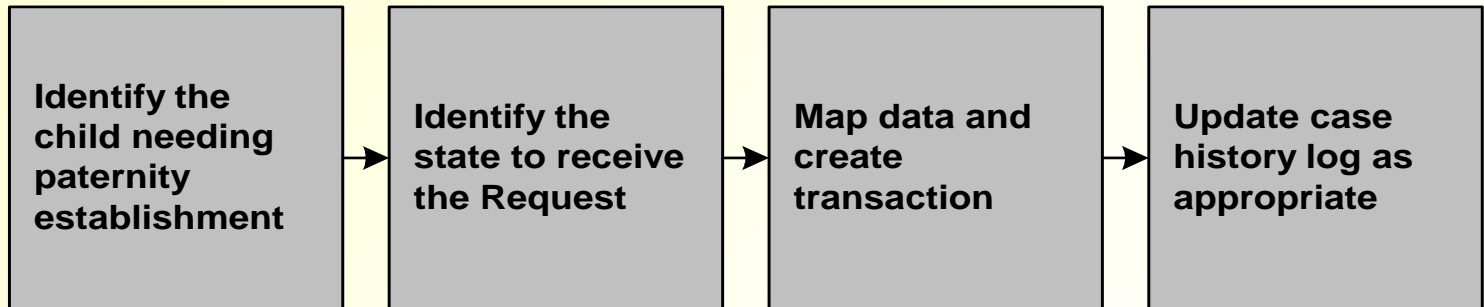|			
Identify new activity in a case	**Identify the state to receive the Response**	**Map data and create transaction**	**Update case history log as appropriate**

Paternity (PAT)

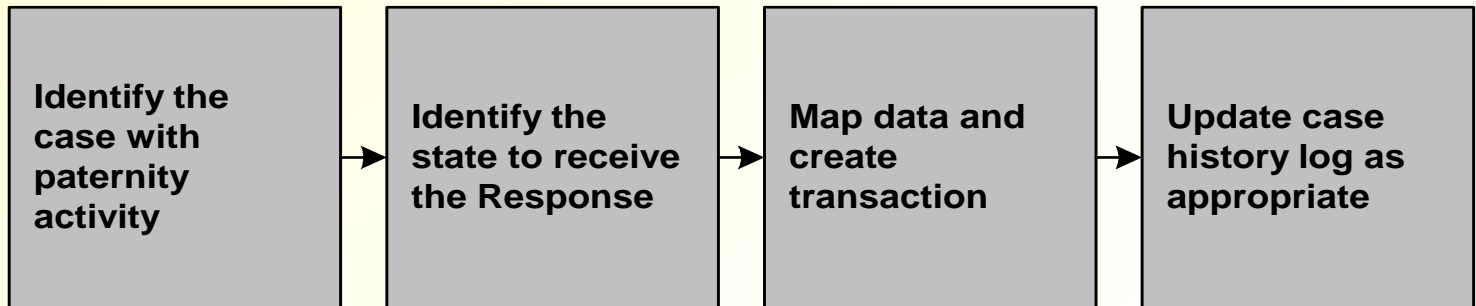❖ **The Paternity function is used when long-arm processing is inappropriate or has been unsuccessful**

Steps for Building a PAT Request

❖ **Once it has been determined that a PAT Request is necessary, the state builds a Request to send to the state that has jurisdiction for paternity establishment**

| Identify the child needing paternity establishment | → | Identify the state to receive the Request | → | Map data and create transaction | → | Update case history log as appropriate |

Building a PAT Response

❖ **The responding state:**

– **Builds a new case or updates an existing case**

– **Process the case and use PAT Responses to communicate status and outcome**

❖ **Once a Response is received, the initiating state can then determine the next case-processing action**

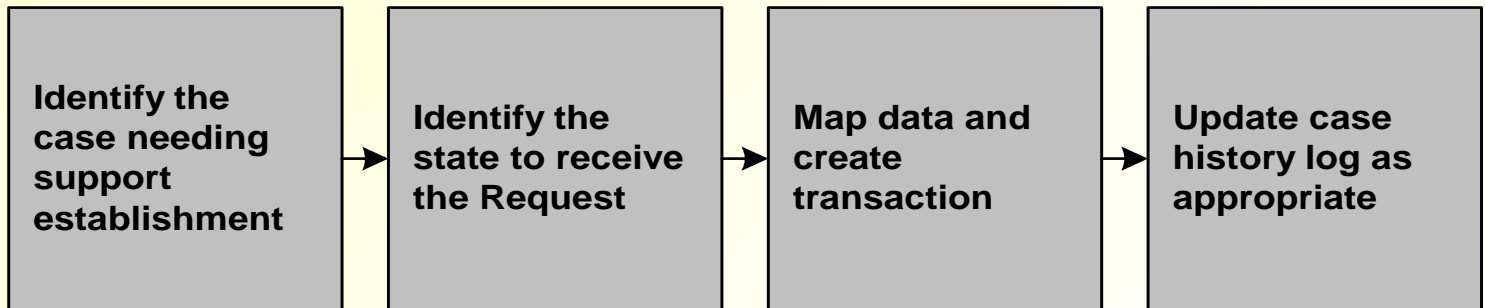|			
Identify the case with paternity activity	**Identify the state to receive the Response**	**Map data and create transaction**	**Update case history log as appropriate**

Establishment (EST)

❖ **The Establishment function supports the establishment of support orders in interstate cases**

Steps for Building an EST Request

❖ **After identifying a case for which another state needs to establish support, the initiating state builds an EST Request**
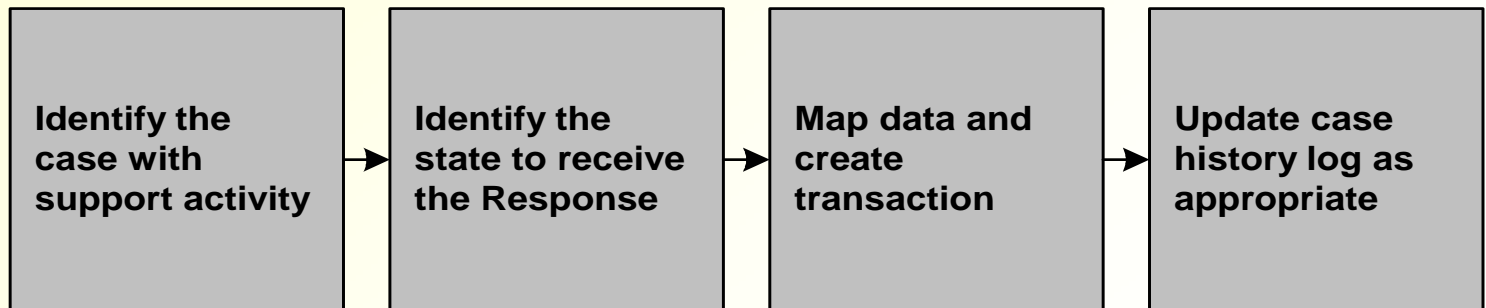
Identify the case needing support establishment	→	Identify the state to receive the Request	→	Map data and create transaction	→	Update case history log as appropriate

Steps for Building an EST Response
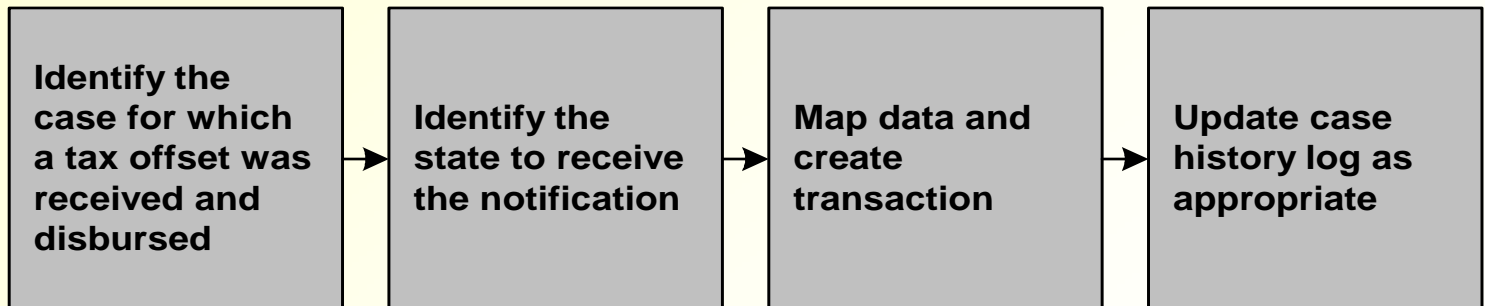
❖ **The responding state:**

  – **Builds a new case or updates an existing case**

  – **Processes the case and uses EST transactions to provide status and outcome to the initiating state**

❖ **Once a Response is received, the initiating state can then determine the next case-processing action**

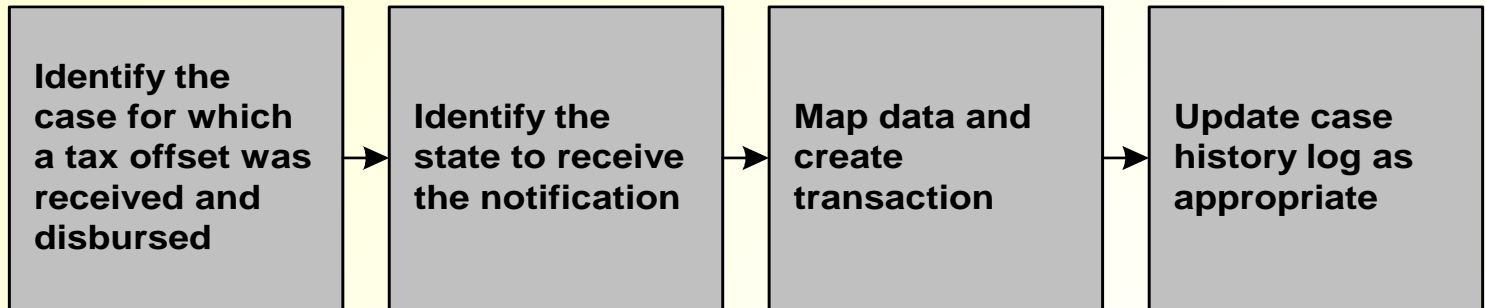|			
Identify the case with support activity →	**Identify the state to receive the Response** →	**Map data and create transaction** →	**Update case history log as appropriate**

Collections (COL)

❖ **The Collection function is used to notify another state that a tax offset has been received and disbursed**

❖ **There is a single valid COL transaction, COL P CITAX**

Identify the case for which a tax offset was received and disbursed	Identify the state to receive the notification	Map data and create transaction	Update case history log as appropriate

Steps for Building the COL Transaction

❖ **COL P CITAX identifies monies received from a Federal or state tax offset or adjustments of the original offset**

Identify the case for which a tax offset was received and disbursed	→	Identify the state to receive the notification	→	Map data and create transaction	→	Update case history log as appropriate

Development Resources

- ❖ **CSENet 2000 Interface Guidance Document (IGD)**
  - – **Valid Transactions Table**
  - – **Data Block Record Layout**
- ❖ **Transaction Functional Matrix (TFM)**
- ❖ **End User Support and Technical (Software and Network) Groups**
- ❖ **OCSE Website contains the following:**
  - – **States' CSENet information, including state contacts**
    http://www.acf.hhs.gov/programs/cse/newhire/csenet/contacts/csenet.htm
  - – **Exchange Agreement information**
    http://ocse3.acf.hhs.gov/ext/irg/sps/selectastate.cfm
    http://151.196.108.20/irg/overview.asp
  - – **CSENet 2000 IGD and Appendices**
    http://www.acf.hhs.gov/programs/cse/newhire/csenet/library/csenet2000/csenet 2000.htm