

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.13 Credit Bureaus**

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## Locate

### Locate - LO.13 Credit Bureaus

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. The system must be capable of interfacing with credit bureaus to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

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Currently, the interface between ACSES and credit reporting agencies is maintained primarily for purposes of enforcement. It lacks the capability for the required automated support of locate activities.

### 1.3. MICSES Assessment

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MICSES does not use Credit Bureaus as an automated source of data. The system does interface with a variety of other locate sources that require data and formats similar to those required for a Credit Bureau locate interface.

#### 1.3.1. Michigan Adaptation

## Locate

- 1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.
- 1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.
- 1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

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- 1.5.1. The system must be capable of interfacing with credit bureaus to obtain address information.

New Jersey's current interface with credit bureaus is based on monthly cartridge submissions, but there is no current provision for the return of potential new address data. It will be necessary for the JAD sessions to determine how the technical details of the interface must be revised to capture this information.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

As noted in the LO.01 – Locate Case Monitoring specification, each of the system's interface resources will be subject to parameter file controls that will specify submission frequencies as well as management logic that will process the information acquired by the LOCATE function.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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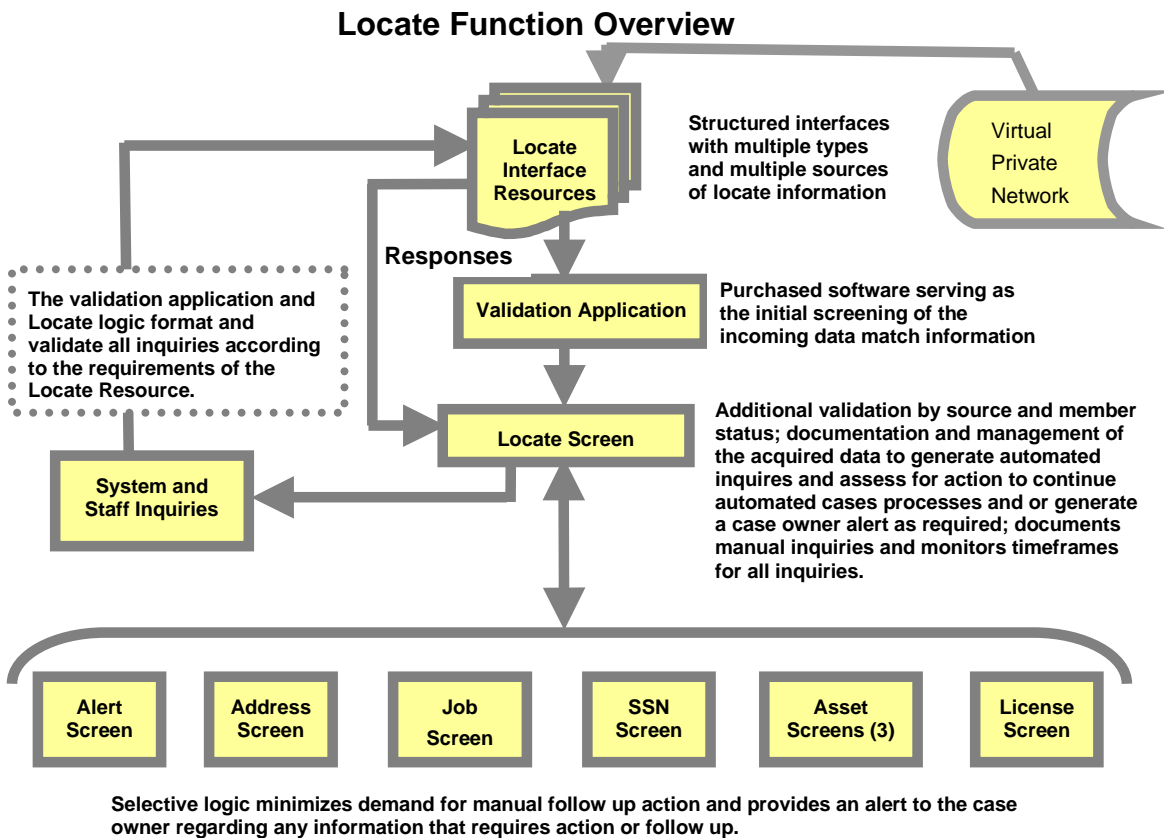
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific management logic for data acquired from Credit Bureaus will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstance

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

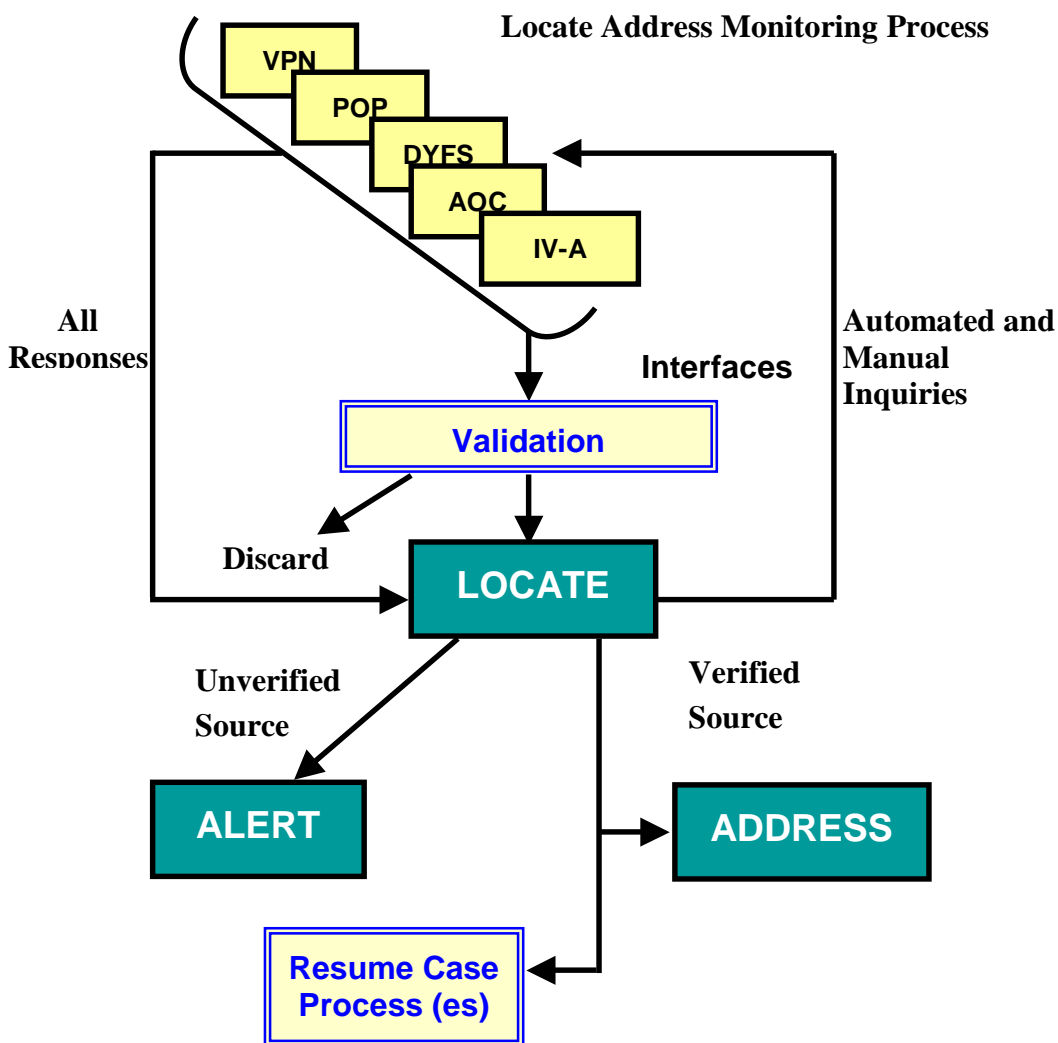
The locate process flow for information acquired through the credit bureau interface will be the same as for all of the system's interfaces as illustrated in the chart below.



## Locate

### 2.2.2. Locate Function Address Resources

It is anticipated that the automated interface with credit reporting agencies will rarely provide address information that will result in an automated process or worker alert unless the Locate Status of Un-Located has persisted for more than 90 days.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

Management of address information acquired through the credit bureaus is a component of the major activities tied to locate monitoring.

#### **2.4.2. List of Alerts:**

As noted earlier, except in situations where the Locate Status has been Un-Located for a protracted period, an action or information alert will rarely be required. JAD sessions will determine the text of any alerts that should be generated for long-term locates.

### **2.5. Navigation Logic**

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No unique navigation logic related to the interfaces with Credit Bureaus has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate monitoring, enforcement processes and case management and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.14 Postal Service**

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## Locate

### Locate - LO.14 Postal Service

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. The system must be capable of interfacing with the National Change of Address database operated by the United States Postal Service to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.
- 1.1.3. The system must be capable of interfacing with the United States Postal Service to verify addresses. The system must update the verification date and source upon receipt of a positive verification.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

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There is no current interface between ACSES and the National Change of Address database on which to base automated processing of address information as required.

### 1.3. MICSES Assessment

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MICSES does not use the National Change of Address database as a source of data. The system supports interfaces with a variety of other locate sources that require data and formats similar to those required for this interface.

MICSES automatically produces postal verification letters for residence new addresses that are not deemed to be verified upon receipt.

#### 1.3.1. Michigan Adaptation

- 1.3.1.1. The new system must provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources

## Locate

that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system must incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system must also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

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- 1.5.1. The system must be capable of interfacing with the National Change of Address database operated by the United States Postal Service to obtain address information.

The new system is intended to acquire and process address information that is available from the Postal Service. JAD sessions will determine an appropriate interface.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

When the technical requirements referenced in 1.5.1 above have been addressed, the system will document and manage the information acquired from the Postal Service as it will with all other locate resources.

- 1.5.3. The system must be capable of interfacing with the United States Postal Service to verify addresses. The system must update the verification date and source upon receipt of a positive verification.

Each of the system's interface resources will be subject to parameter file controls that will specify submission frequencies as well as management logic that will process the address information acquired by the LOCATE function from the Postal Service.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific

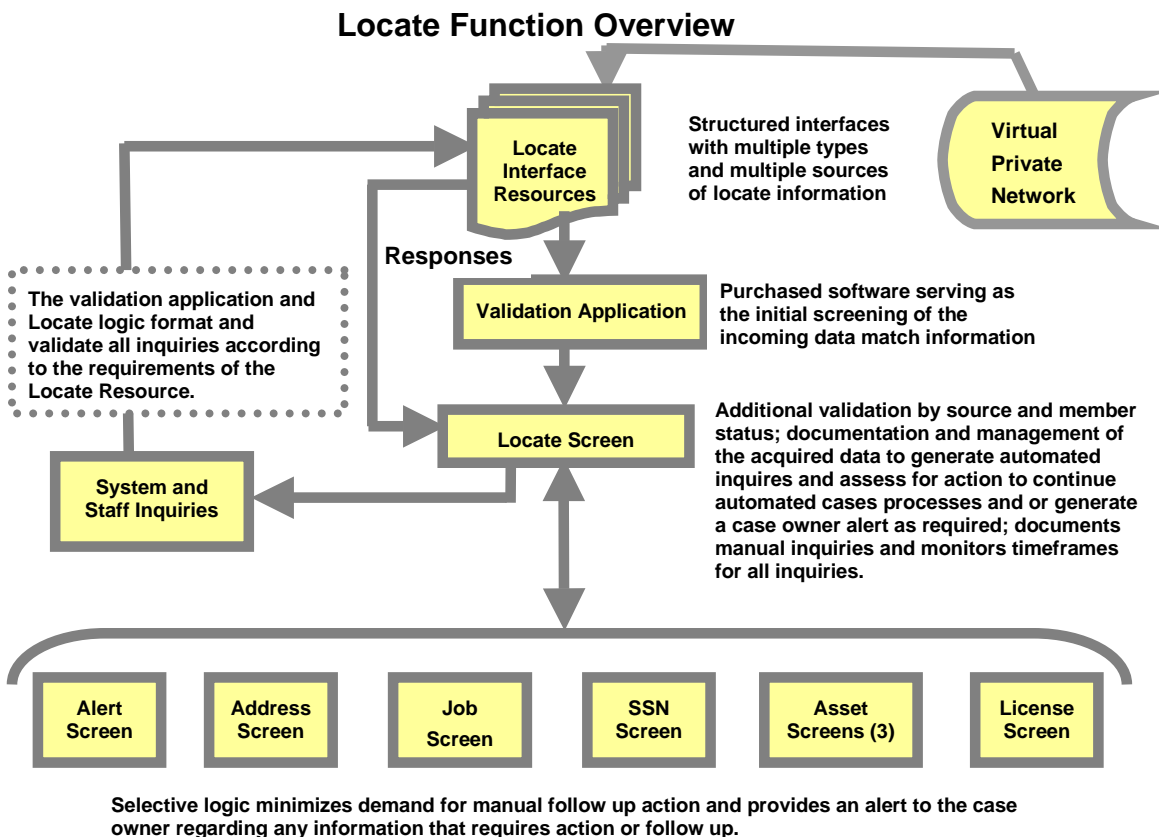
## Locate

management logic for data acquired from the Postal Service will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstances.

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

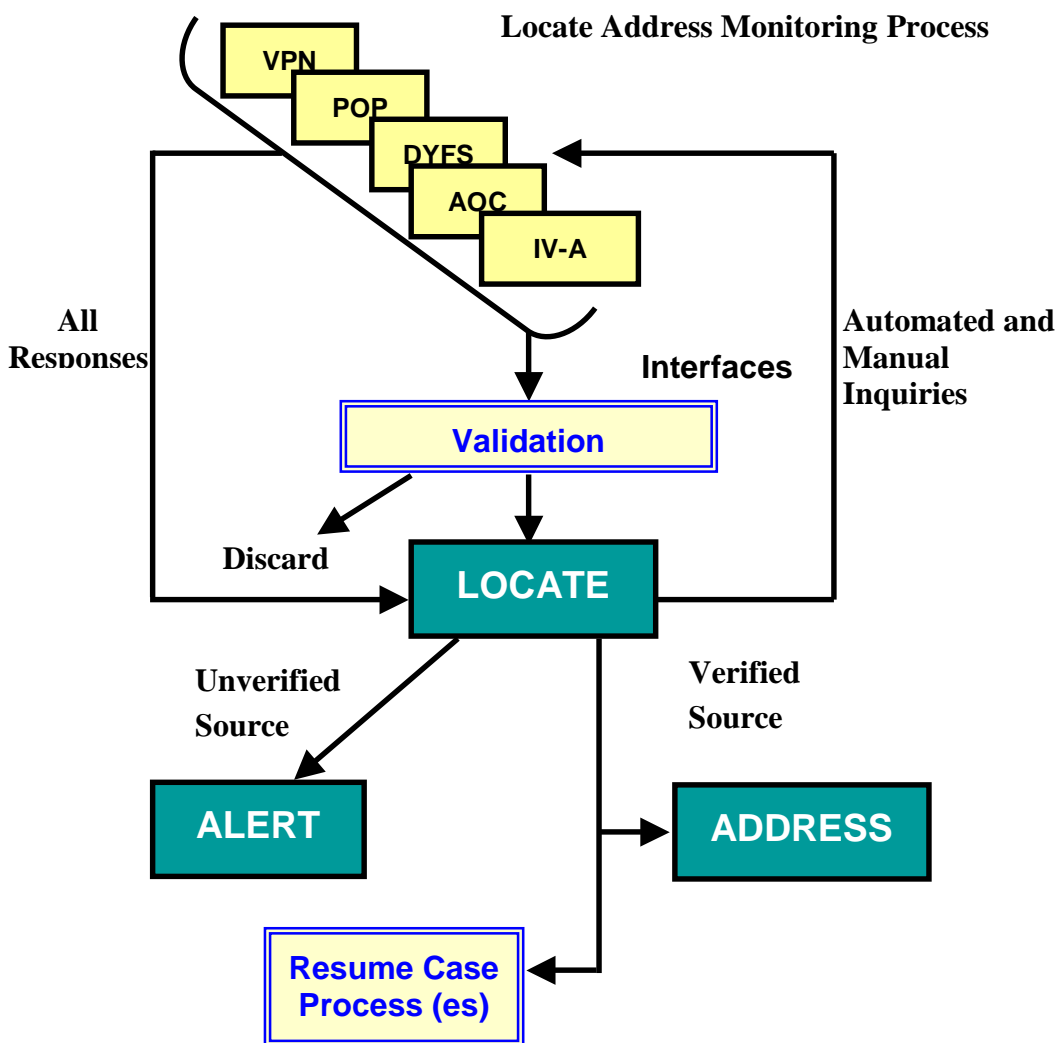
The locate process flow for information acquired through the Postal Service interface is the same as for all of the system’s interfaces as illustrated in the chart below.



## Locate

### 2.2.2. Locate Function Address Resources

It is anticipated that the automated interface with the Postal Service will rarely provide information that will result in an automated process or worker alert unless the Locate Status of Un-Located has persisted for more than 90 days.



### 2.3. Screens, Notices, Reports and Transaction Files

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## **Locate**

Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

As a major system activity, locate processing is discussed more fully in the Locate specifications, LO.01 Locate Case Monitoring.

#### **2.4.2. List of Alerts:**

JAD sessions will determine whether or not alerts should be generated when new address information is acquired from the Postal Service according to locate and case status criteria. The specific text of any alert(s) that should be generated for the assigned staff will be determined at that time.

### **2.5. Navigation Logic**

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No unique navigation logic related to the Postal Service information has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.15 Local State Tax Administration**

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## Locate

### Locate - LO.15 Local State Tax Administration

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. The system must match with the Department of Taxation for address and asset information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

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Some matching currently occurs to generate a batch report of potential location information, but ACSES has no capability to manage the information as required and staff works the batch report manually.

### 1.3. MICSES Assessment

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MICSES matches with the Michigan Department of the Treasury for address information. The system alerts the worker when this new 'PLS' information is received.

#### **1.3.1. Michigan Adaptation**

## Locate

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### 1.4. Alternative Hybrid Component Assessment

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### 1.5. Requirements Validation

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1.5.1. The system must match with the Department of Taxation for address and asset information.

New Jersey's current interface with the state tax office is based on the addition of new cases in November and March of each year and weekly updates that are submitted by magnetic tape. This interface activity is currently limited to child support cases eligible for enforcement. JAD sessions will determine whether or not the interface can be enhanced to better support the locate functionality of the new ACSES. The development team will also need to determine how available asset information can also be acquired.

1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

When the technical requirements referenced in 1.5.1 above have been addressed, the LOCATE function will document and manage the information acquired as it will with all other locate resources.

## 2. Functional Design

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### 2.1. Functional Process Overview

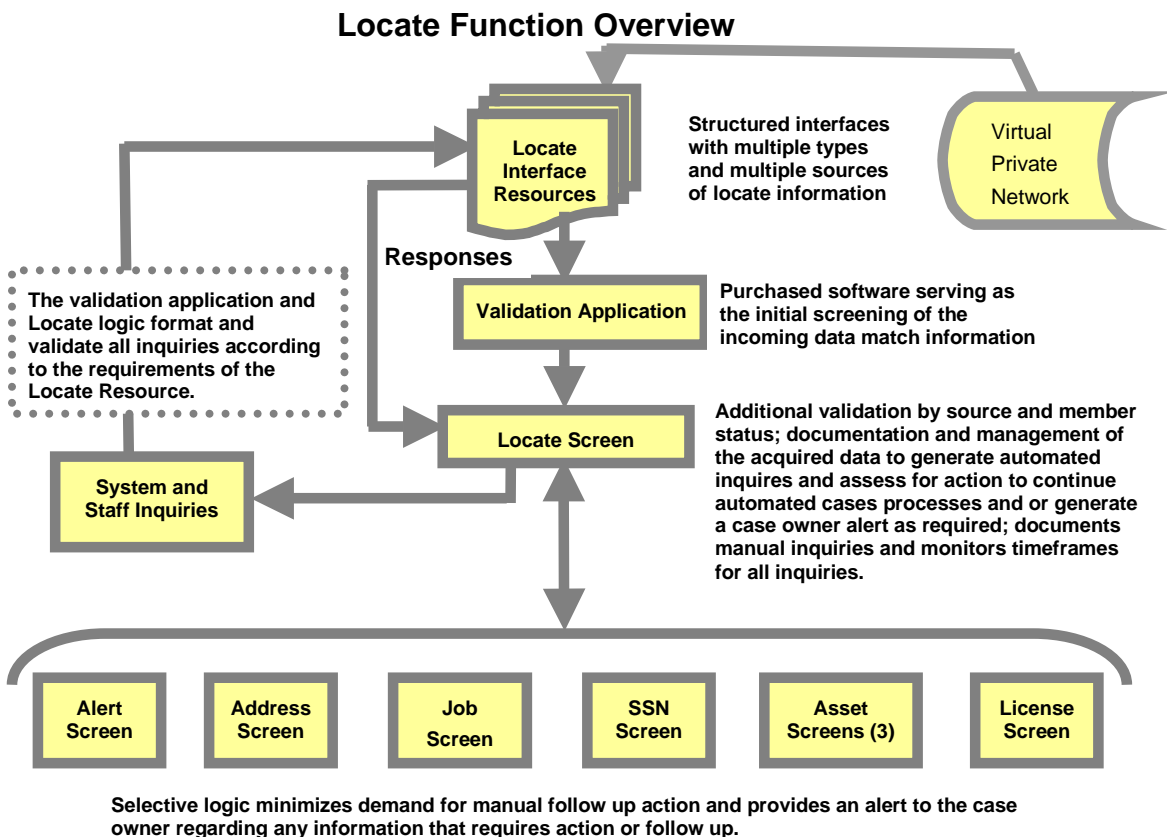
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific management logic for data acquired from the SOIL program will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstances.

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

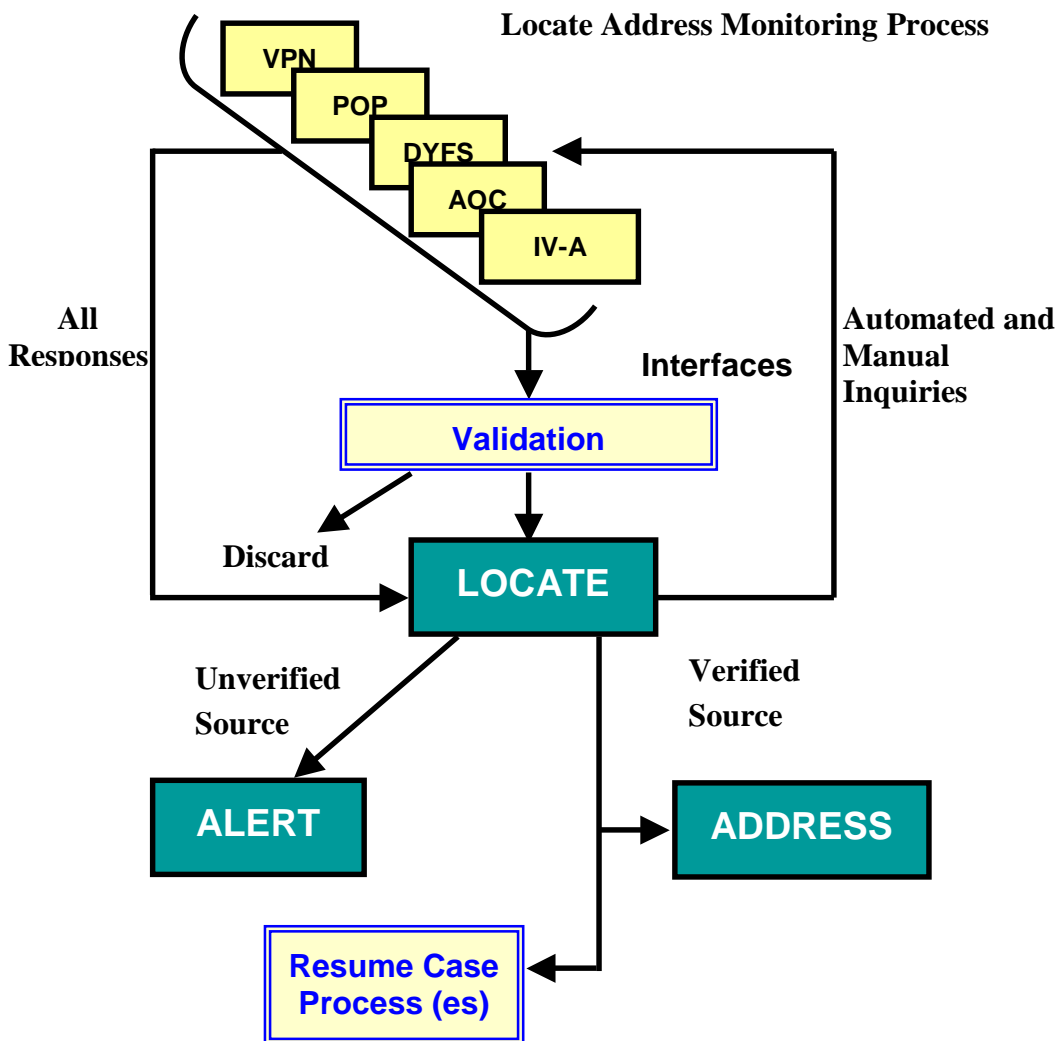
The locate process flow for information acquired through the interface with the State Offset of Income Liability program will be the same as for all of the system's interfaces as illustrated in the chart below.



**Locate**

**2.2.2. Locate Function Use of SOIL**

As noted earlier, the automated interface with the State Offset of Income Liability program will require revision and enhancement in order to provide potential address and asset information. When the technical enhancements of the interface are completed, LOCATE function management logic will define how the acquired data should be processed based on the locate status and case circumstances of the person information matched.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

Management of location information acquired from the Local / State Tax Administration (SOIL, State Offset of Income Liability program) is a component of the major activities tied to locate case monitoring.

#### **2.4.2. List of Alerts:**

JAD sessions will determine the text of any alerts that should be generated for information acquired from the Local / State Tax Administration interface later in the design process following the review and / or revision of the technical details of the interface.

### **2.5. Navigation Logic**

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No unique navigation logic related to the Local / State Tax Administration has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate case monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.16 State IV-A Agency**

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## Locate

### Locate - LO.16 State IV-A Agency

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. Until integrated with the IV-A database, the system must interface with the IV-A database to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, notice the case owner, or generate an inquiry as appropriate.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

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The current interface between ACSES and the IV-A FAMIS system is not designed to provide for the exchange and automated management of the required location information.

### 1.3. MICSES Assessment

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MICSES interfaces with the public assistance (CIS) system to obtain address information. Addresses are deemed to be verified upon receipt if the member is active on a public assistance case. MICSES automatically generates postal verifications for new addresses that are not deemed to be verified.

Currently, this interface is mediated by the Central Database of the legacy system. Upon statewide implementation of MICSES, the system will have a direct interface with CIS.

#### 1.3.1. Michigan Adaptation

## Locate

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

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- 1.5.1. Until integrated with the IV-A database, the system must interface with the IV-A database to obtain address information.

New Jersey's current interface with the FAMIS data base is based on both a daily and a monthly file transfer. JAD sessions will determine the revisions to the interface logic that may be required by the new ACSES to acquire and manage the person location information that is available.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, notice the case owner, or generate an inquiry as appropriate.

As noted in the LO.01 – Locate Case Monitoring specification, the LOCATE function will document new and complete information by source and date of acquisition. Each of the system's interface resources will be subject to parameter file controls that will specify the management logic that will process the information acquired by the LOCATE function.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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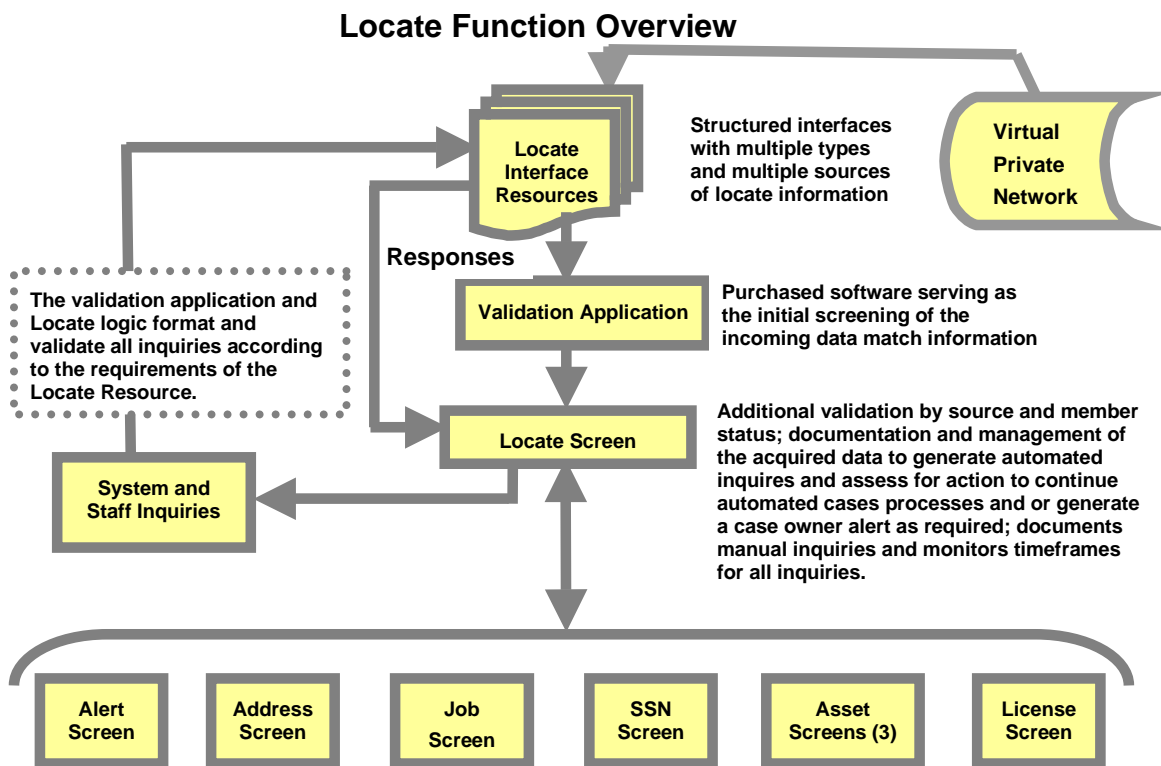
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific management logic for data acquired from the FAMIS database will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstances.

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

The locate process flow for information acquired through the interface with IV-A's FAMIS is the same as for all of the system's interfaces as illustrated in the chart below.

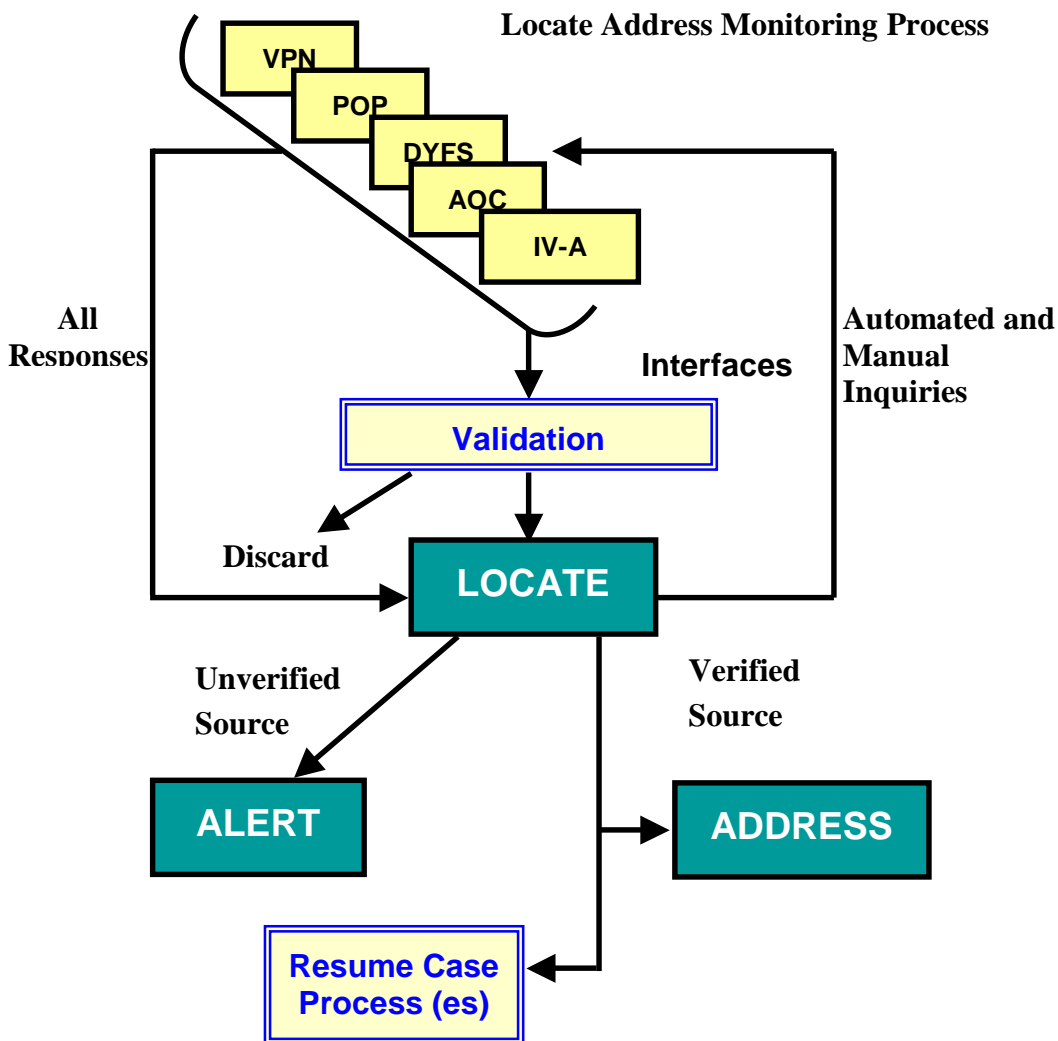


Selective logic minimizes demand for manual follow up action and provides an alert to the case owner regarding any information that requires action or follow up.

## Locate

### 2.2.2. Locate Function Address Resources

The automated interface with the IV-A system, FAMIS, will be one of the more reliable and important sources of address information. When the new system is implemented, new address information acquired from FAMIS will be considered verified and a valid basis for moving the case to the next major processing activity.



## Locate

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

As a major system activity, locate processing is discussed more fully in the Locate specifications, LO.01 Locate Case Monitoring.

#### **2.4.2. List of Alerts:**

JAD sessions will determine whether or not alerts should be generated when new address information is acquired from the FAMIS interface according to locate and case status criteria. The specific text of any alert(s) that should be generated for the assigned staff will be determined at that time.

### **2.5. Navigation Logic**

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No unique navigation logic related to the locate information acquired through the State IV-A Agency has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate case monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.17 State Title XIX Agency**

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## Locate

### Locate - LO.17 State Title XIX Agency

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. Until integrated with the Title XIX database, the system must interface with the Title XIX database to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

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The existing system there is no ACSES interface with the XIX database.

### 1.3. MICSES Assessment

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MICSES interfaces with the public assistance (CIS) system to obtain address information. Addresses are deemed to be verified upon receipt if the member is active on a public assistance case. MICSES automatically generates postal verifications for new addresses that are not deemed to be verified.

Currently, this interface is mediated by the Central Database of the legacy system. Upon statewide implementation of MICSES, the system will have a direct interface with CIS.

#### 1.3.1. Michigan Adaptation

## Locate

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

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- 1.5.1. Until integrated with the Title XIX database, the system must interface with the Title XIX database to obtain address information.

New Jersey's current interface with the IV-A's FAMIS that includes the Title XIX database that is scheduled on both a daily and a monthly file transfer. JAD sessions will determine the revisions to the interface logic that may be required by the new ACSES to acquire and manage the address location information that is available.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

As noted in the LO.01 – Locate Case Monitoring specification, the LOCATE function will document new and complete information by source and date of acquisition. Each of the system's interface resources will be subject to parameter file controls that will specify the management logic that will process the information acquired by the LOCATE function.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific

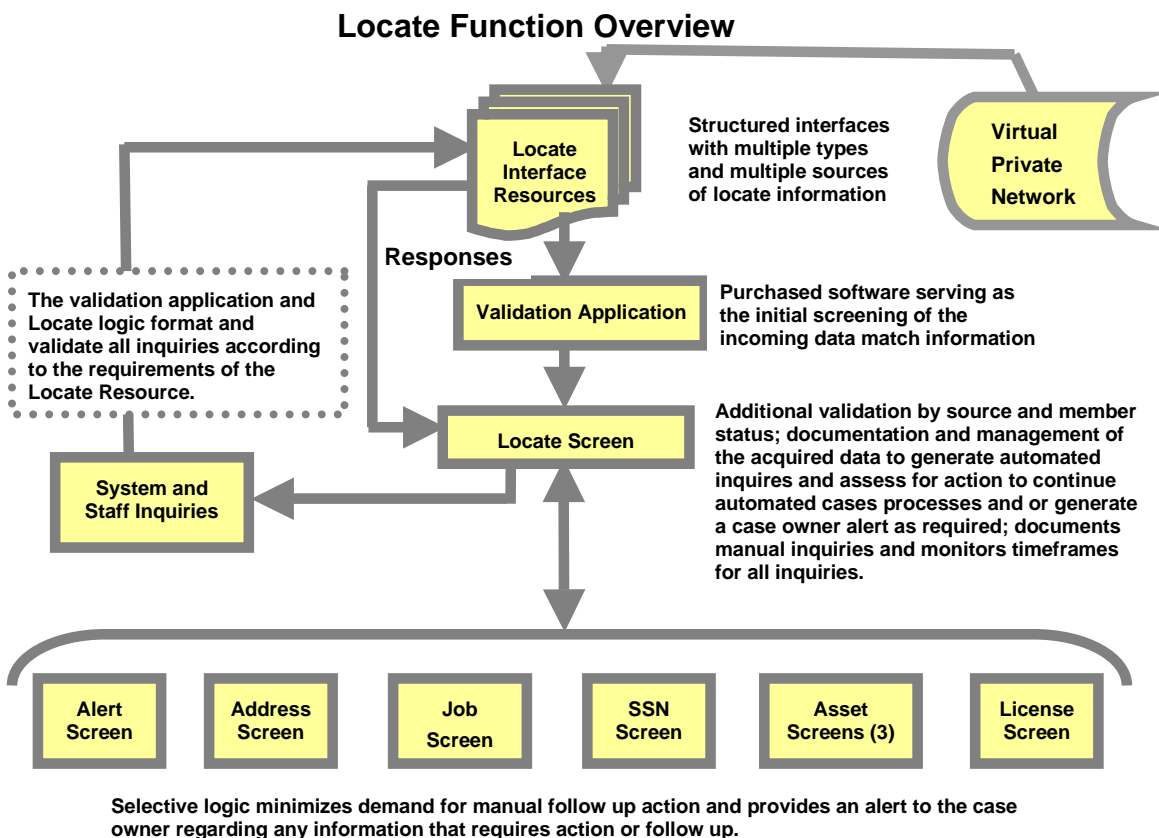
## Locate

management logic for data acquired from the FAMIS database will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstances.

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

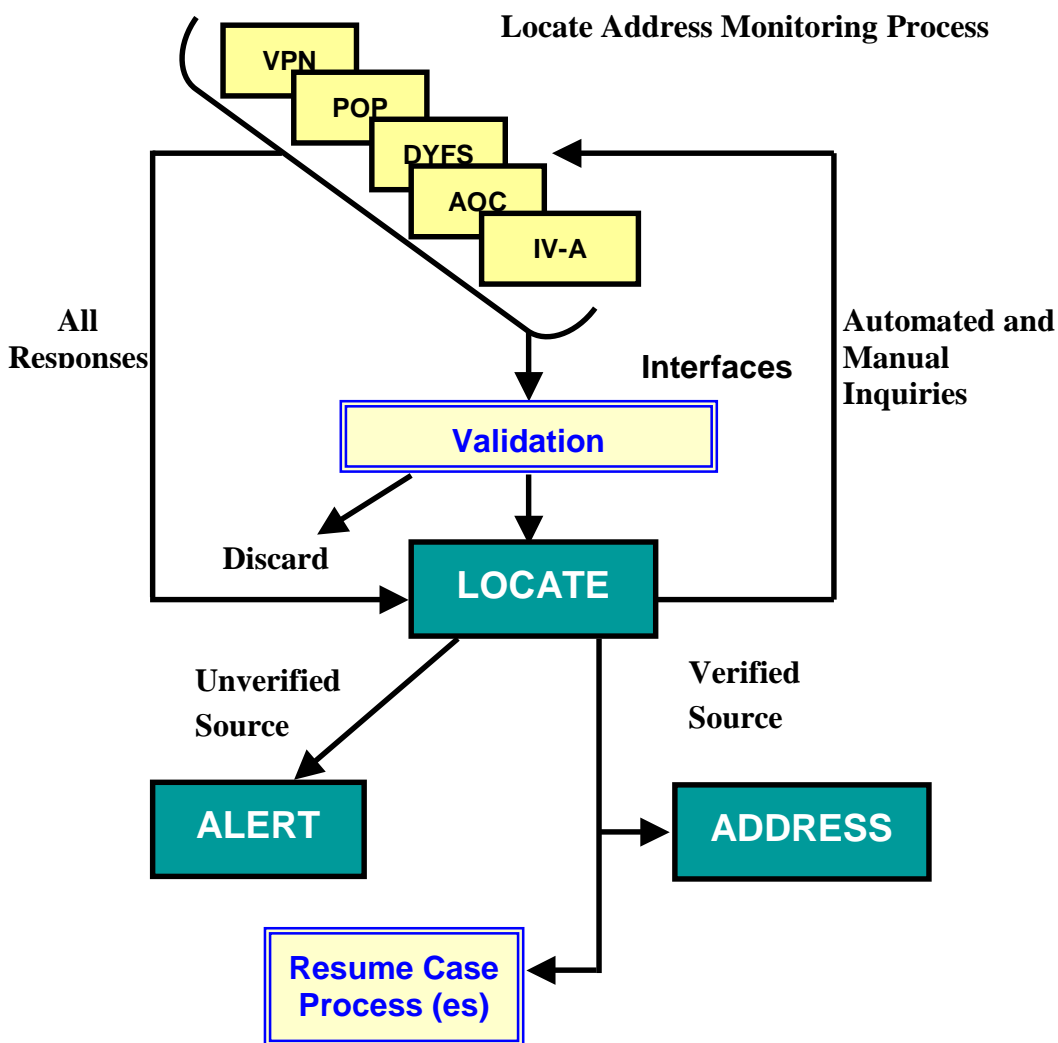
The locate process flow for information acquired through the interface with IV-A's FAMIS is the same as for all of the system's interfaces as illustrated in the chart below.



## Locate

### 2.2.2. Locate Function Address Resources

The automated interface with the IV-A system, FAMIS, will be one of the more reliable and important sources of address information. When the new system is implemented, new address information acquired from FAMIS will be considered verified and a valid basis for moving the case to the next major processing activity.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

As a major system activity, locate processing is discussed more fully in the Locate specifications, LO.01 Locate Case Monitoring.

#### **2.4.2. List of Alerts:**

JAD sessions will determine whether or not alerts should be generated when new address information is acquired from the FAMIS interface according to locate and case status criteria. The specific text of any alert(s) that should be generated for the assigned staff will be determined at that time.

### **2.5. Navigation Logic**

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No unique navigation logic related to locate information acquired from the State Title XIX Agency has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

---

System actions in locate case monitoring and case management and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.18 State Child Welfare (IV-E) Agency**

---

## Locate

### Locate - LO.18 State Child Welfare (IV-E) Agency

---

## 1. Requirements Definition

---

The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. Until integrated with the Child Welfare database, the system must interface with the Child Welfare database to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

#### Related Requirements

CI.35 – Child Welfare IV-E Status

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

---

The current ACSES interface with the DYFS database does not support the required capability to acquire and apply address information.

### 1.3. MICSES Assessment

---

MICSES interfaces with the public assistance (CIS) system to obtain address information. Addresses are deemed to be verified upon receipt if the member is active on a public assistance case. MICSES automatically generates postal verifications for new addresses that are not deemed to be verified.

Currently, this interface is mediated by the Central Database of the legacy system. Upon statewide implementation of MICSES, the system will have a direct interface with CIS.

#### 1.3.1. Michigan Adaptation

## Locate

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

---

No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

---

- 1.5.1. Until integrated with the Child Welfare database, the system must interface with the Child Welfare database to obtain address information.

The new system is intended to acquire and process address information that is available from the Department of Youth Services database, but no interface currently exists. JAD sessions will determine the interface later in the project design.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

As noted in the LO.01 – Locate Case Monitoring specification, the LOCATE function will document new and complete information by source and date of acquisition. Each of the system's interface resources will be subject to parameter file controls that will specify the management logic that will process the information acquired by the LOCATE function.

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

---

Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific

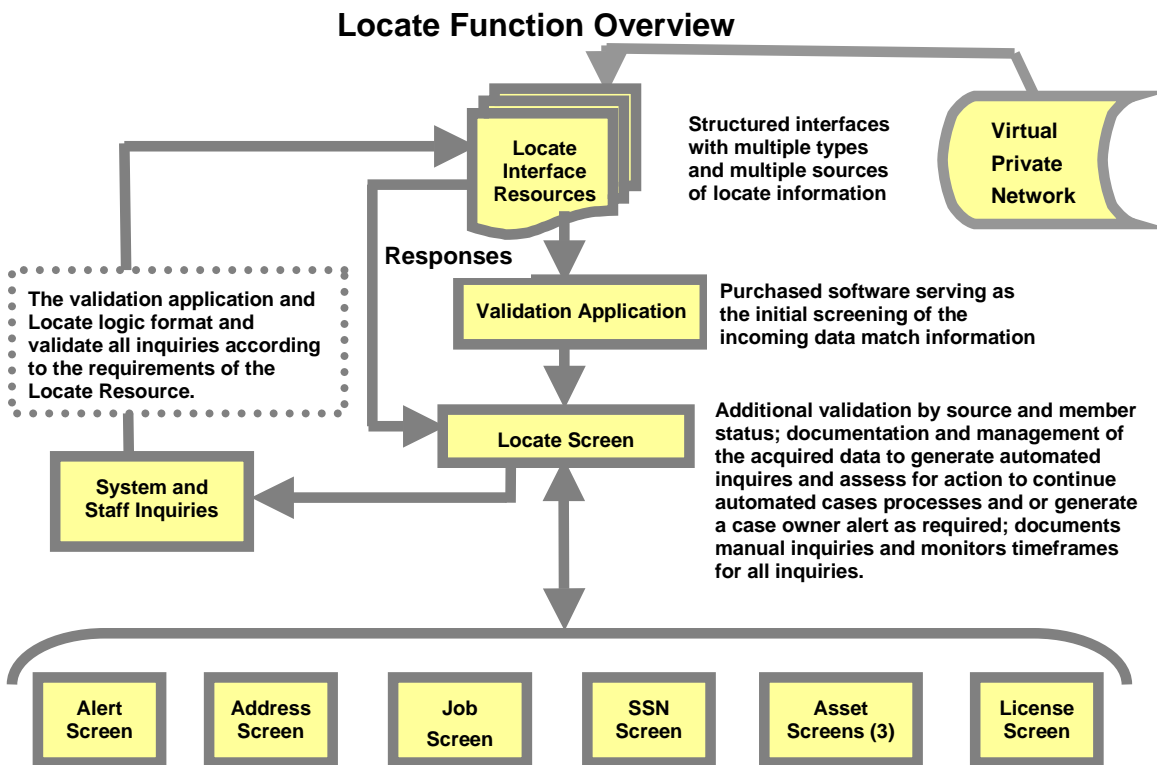
## Locate

management logic for data acquired from the IV-E database will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstances.

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

The locate process flow for address information acquired from the DYFS database is the same as for all of the system’s interfaces as illustrated in the chart below.

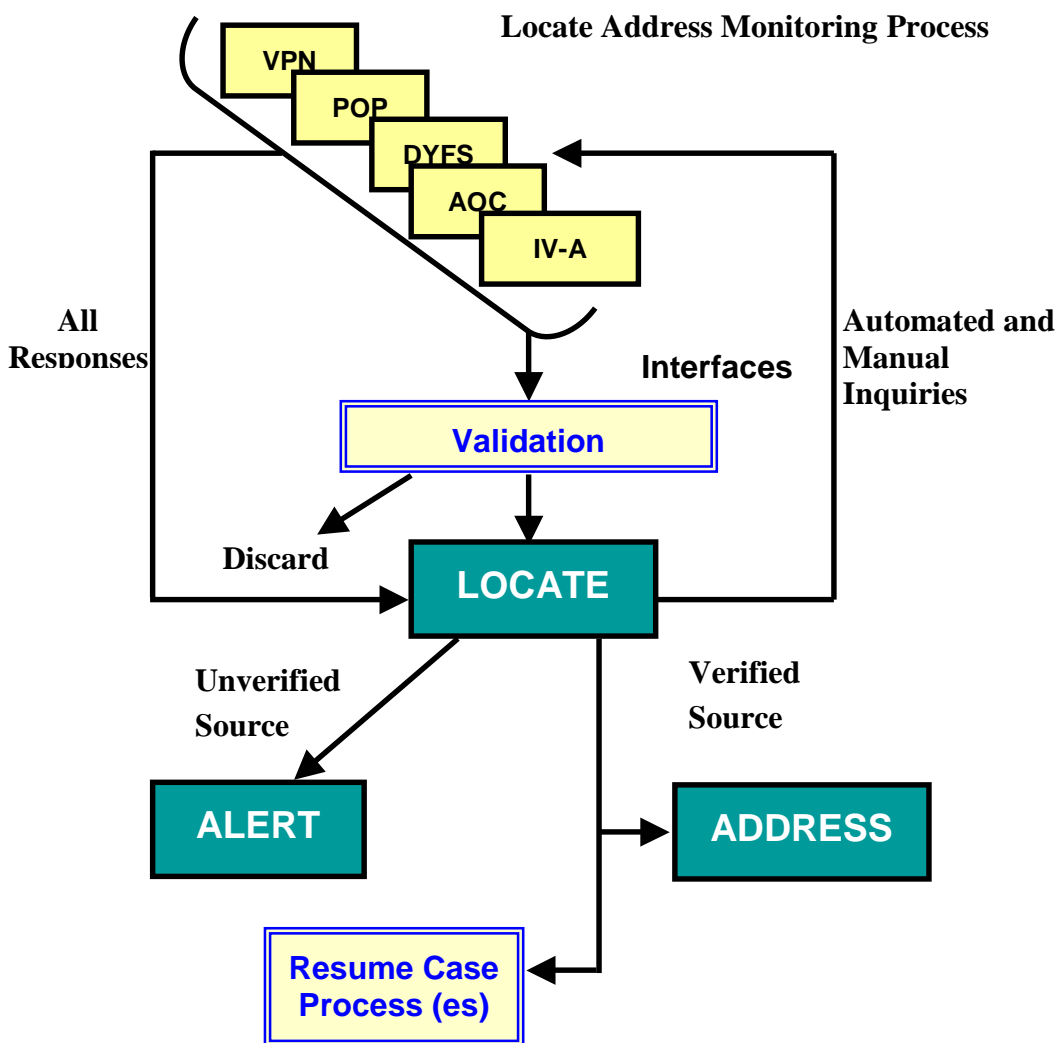


Selective logic minimizes demand for manual follow up action and provides an alert to the case owner regarding any information that requires action or follow up.

## Locate

### 2.2.2. Locate Function Address Resources

When the automated interface with the IV-E system is established, it will be one of the more reliable and important sources of address information. When the new system is implemented, new address information acquired from DYFS will be considered verified and a valid basis for moving the case to the next major processing activity.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

---

Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

As a major system activity, locate processing is discussed more fully in the Locate specifications, LO.01 Locate Case Monitoring.

#### **2.4.2. List of Alerts:**

JAD sessions will determine whether or not alerts should be generated when new address information is acquired from the DYFS database according to locate and case status criteria. The specific text of any alert(s) that should be generated for the assigned staff will be specified when the interface is designed later in the project.

### **2.5. Navigation Logic**

---

No unique navigation logic related to the locate information acquired from the State Child Welfare Agency has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

---

System actions in locate case monitoring and case management and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.19 General Assistance System**

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## Locate

### Locate - LO.19 General Assistance System

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

---

- 1.1.1. Until integrated with the General Assistance system, the system must interface with the General Assistance database to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

---

There is no current interface between ACSES and the General Assistance GAS system to provide for the exchange and automated management of the required location information. Staff does have access to GAS through the intranet but must add and manage any information found to ACSES manually.

### 1.3. MICES Assessment

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MICES does not have a General Assistance system interface. The CIS interface can be used as a basis for establishing such an interface.

#### 1.3.1. Michigan Adaptation

## Locate

1.3.1.1. The new system must provide locate functionality to replace MICES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system must also apply logic that will validate the information received according to its source. This logic will reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information and appropriate locate and case status criteria..

### **1.4. Alternative Hybrid Component Assessment**

---

No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

---

- 1.5.1. Until integrated with the General Assistance system, the system must interface with the General Assistance database to obtain address information.

The new system is intended to acquire and process address information that is available from the General Assistance system. JAD sessions will determine the specific details of the interface later in the project design.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

As noted in the LO.01 – Locate Case Monitoring specification, the LOCATE function will document new and complete information by source and date of acquisition. Each of the system's interface resources will be subject to parameter file controls that will specify submission frequencies as well as management logic that will process the information acquired by the LOCATE function.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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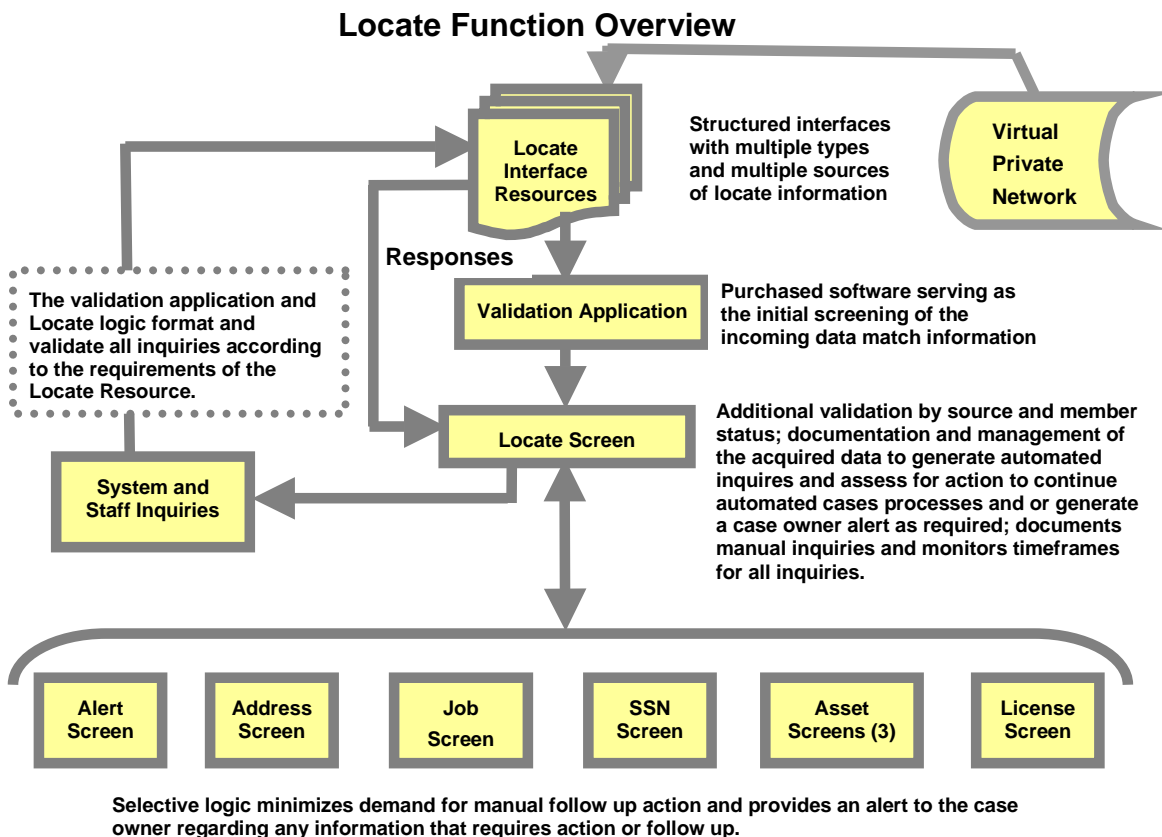
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for all case members. Specific management logic for data acquired from the General Assistance database will be keyed to the qualifying Locate Status (see LO.01 – Locate Case Monitoring) and other case-specific circumstances.

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

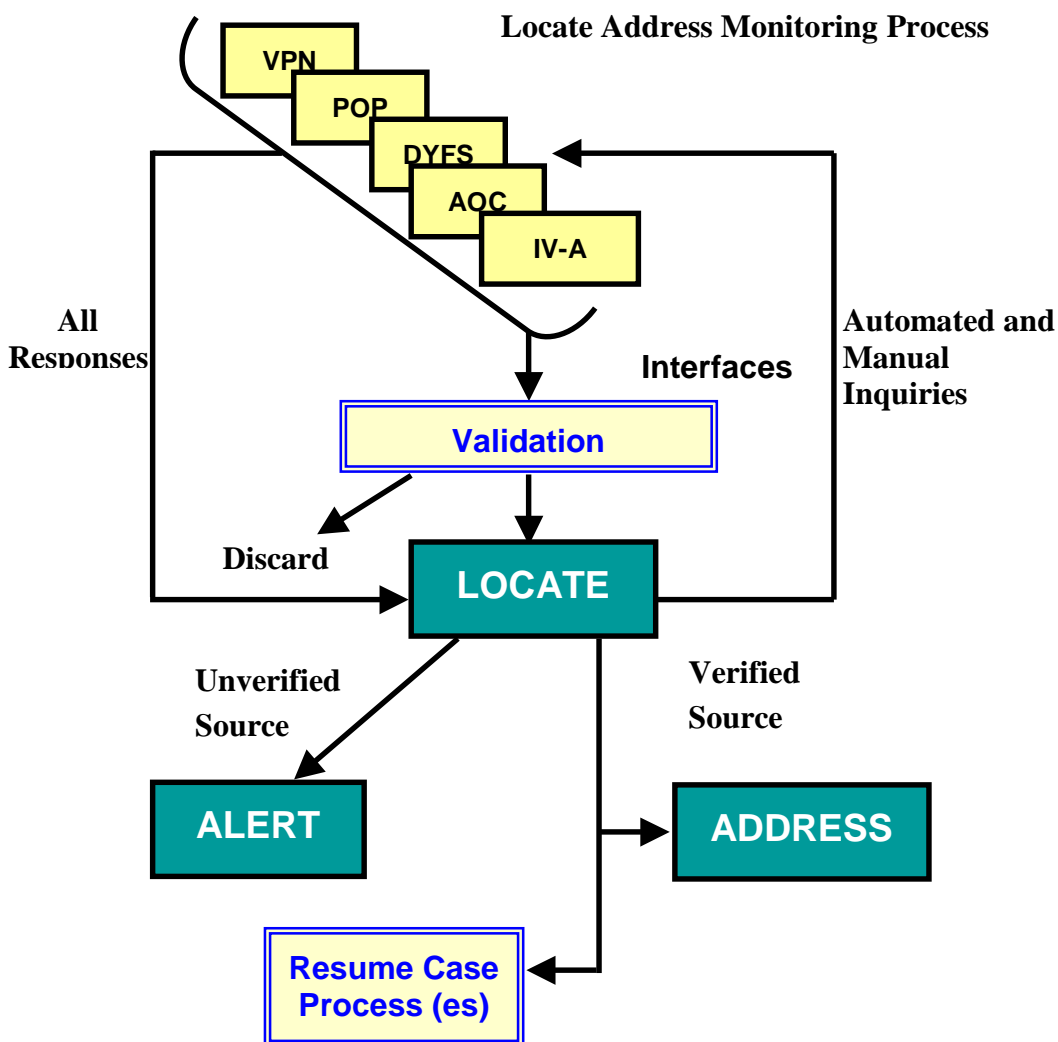
The locate process flow for information acquired from the General Assistance database is the same as for all of the system's interfaces as illustrated in the chart below.



### Locate

#### 2.2.2. Locate Function Address Resources

The LOCATE function will acquire new address information through an automated interface with the General Assistance system. LOCATE decision logic will determine whether the information acquired has been documented previously and whether it should trigger an inquiry, generate an alert to the case owner or simply be documented for later reference.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through all automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

As a major system activity, locate processing is discussed more fully in the Locate specifications, LO.01 Locate Case Monitoring.

#### **2.4.2. List of Alerts:**

JAD sessions will determine whether or not alerts should be generated when new address information is acquired from the General Assistance data base according to locate and case status criteria. The specific text of any alert(s) that should be generated for the assigned staff will be specified at that time.

### **2.5. Navigation Logic**

---

No unique navigation logic related to locate information acquired from the General Assistance System has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

---

System actions in locate case monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.20 State Directory of New Hires**

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## Locate

### Locate - LO.20 State Directory of New Hires

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. The system must process new hire data for both addresses and employers as received from the New Hire vendor.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.
- 1.1.3. The system must protect against redundant and erroneous responses from the SDNH.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

CI.11 – Person Address Management

CI.14 – Person Employer Management

### 1.2. Existing ACSES Assessment

---

The current ACSES does process state new hire information, however it does not differentiate between NDNH and state NH information as sources or in the system logic applied in determining whether to apply or inquire about the information. The existing automation is primarily in support of income withholding and staff is more likely to review hard copy batch reports for location purposes. Some staff interviewed felt that automated system logic sometimes results in undesired updates that replace 'good' location information with acquired data that is no longer accurate.

### 1.3. MICES Assessment

---

Through the Michigan Child Support Enforcement Data Warehouse, MICES receives new hire address and employer information. New hire information is considered verified when received. The system automatically issues income withholding notices based on new hire data. MICES identifies existing employers and will update existing employer information, based on the source's information effective date.

## Locate

### 1.3.1. Michigan Adaptation

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment - <Vermont>**

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

---

1.5.1. The system must process new hire data for both addresses and employers as received from the New Hire vendor.

The LOCATE function is designed to receive new hire data updates of employment and address information. In New Jersey, the information is provided by a vendor on a daily and weekly basis using the cartridge method.

1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

The LOCATE function automatically documents the acquisition date and the source of all locate information. Management logic in the LOCATE function controls whether the information should be used to update the current case information, alert the designated worker, or generate an inquiry based on the status and circumstances of the related child support case.

1.5.3. The system must protect against redundant and erroneous responses from the SDNH.

The LOCATE function will apply the logic necessary to assess the validity of each type of location data regardless of the interface source.

## **2. Functional Design**

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### **2.1 Functional Process Overview**

---

Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as

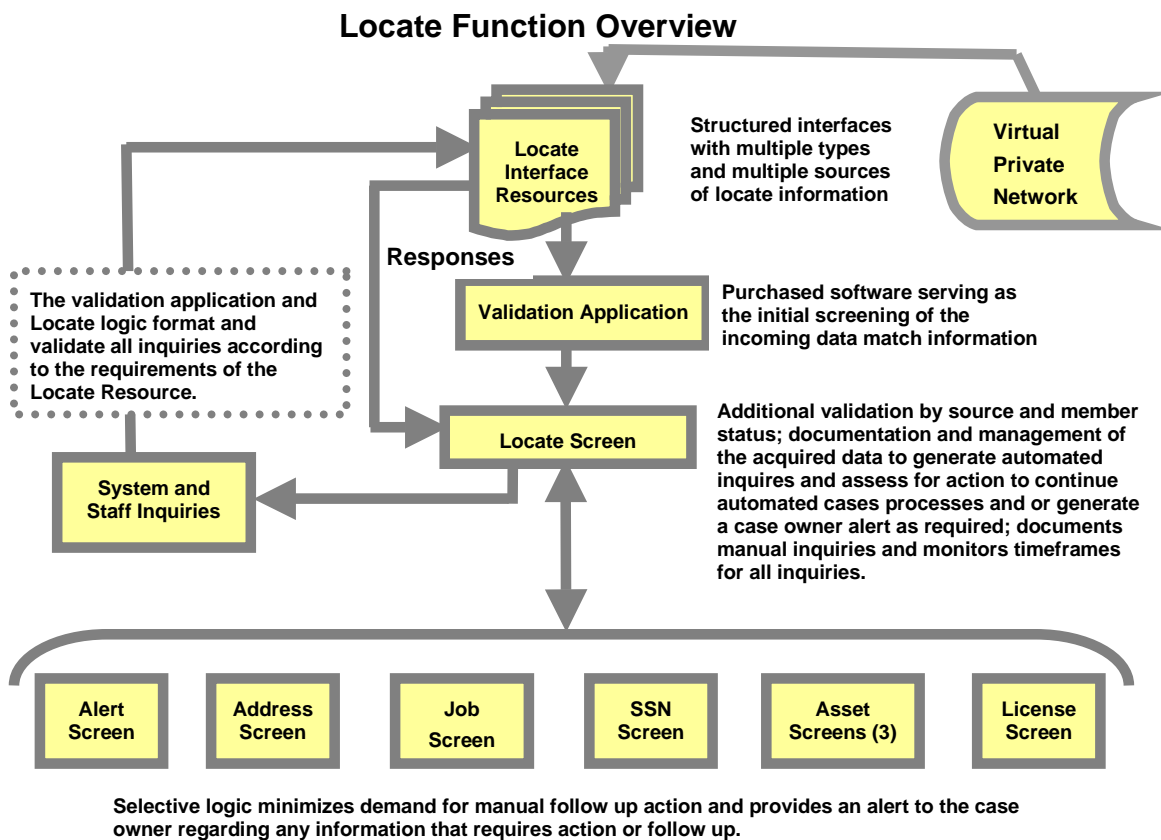
## Locate

possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for any case member in a qualifying Locate Status (see LO.01 – Locate Case Monitoring).

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

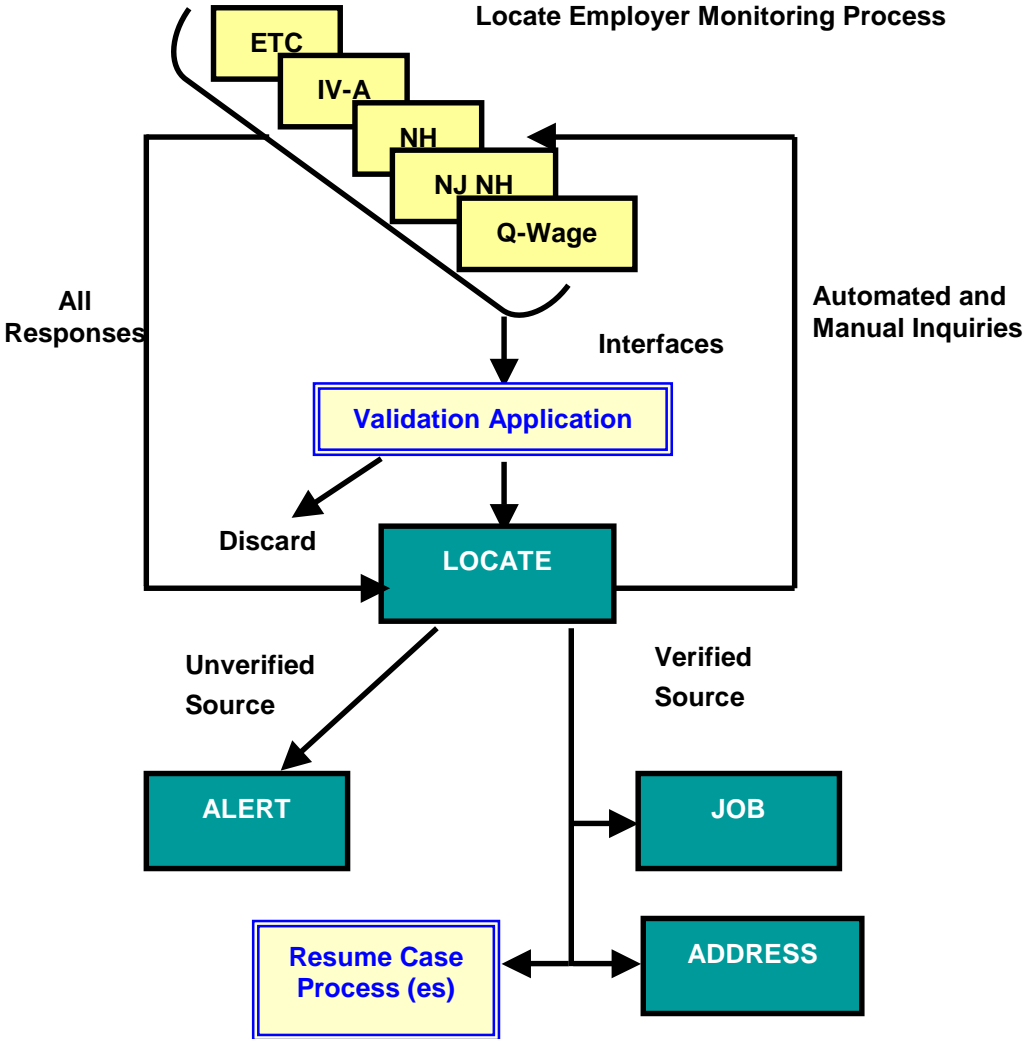
The locate process flow for information acquired through the interface with the State Directory of New Hires will be the same as for all of the system’s interfaces as illustrated in the chart below.



### Locate

#### 2.2.2. Locate Function Using the SDNH

The automated interface with the SDNH will include potential new address and employment information for the NCP. LOCATE function management logic will determine how the new information should be processed based on the status and circumstances of the selected case.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

---

Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

---

#### **2.4.1. List of Major Activities:**

Management of location information from the SDNH is a component of the major activities tied to locate case monitoring. The effect of the information acquired on other case processes such as enforcement is discussed in other specifications.

#### **2.4.2. List of Alerts:**

JAD sessions will determine when to trigger an alert regarding SDNH information to responsible staff. The number of alert types and their text will be defined in a future stage of the design process.

### **2.5. Navigation Logic**

---

No unique navigation logic related to locate information acquired from the State Directory of New Hires has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

---

System actions in case and enforcement monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.21 Public Utilities**

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## Locate

### Locate - LO.21 Public Utilities

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## 1. Requirements Definition

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The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

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- 1.1.1. The system must be capable of interfacing with public utilities and cable franchises to obtain address information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

### 1.2. Existing ACSES Assessment

---

Currently, ACSES has no capability for interfaces with public utilities and cable systems.

### 1.3. MICESSES Assessment

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MICESSES does not have a Public Utilities interface. Other existing interfaces can be used as a basis for establishing such an interface.

#### 1.3.1. Michigan Adaptation

1.3.1.1. The new system must provide locate functionality to replace MICESSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system must incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system must also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also

## Locate

control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

---

No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

---

- 1.5.1. The system must be capable of interfacing with public utilities and cable franchises to obtain address information.

The new system is designed to acquire information from private sources such as utility and cable companies. However JAD sessions will determine the technical requirements for the secure transmission of any data to be acquired from these sources.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information, alert the designated worker, or generate an inquiry as appropriate.

When the technical requirements referenced in 1.5.1 above have been addressed, the system will document and manage the information acquired from private sources as it will with all other locate resources.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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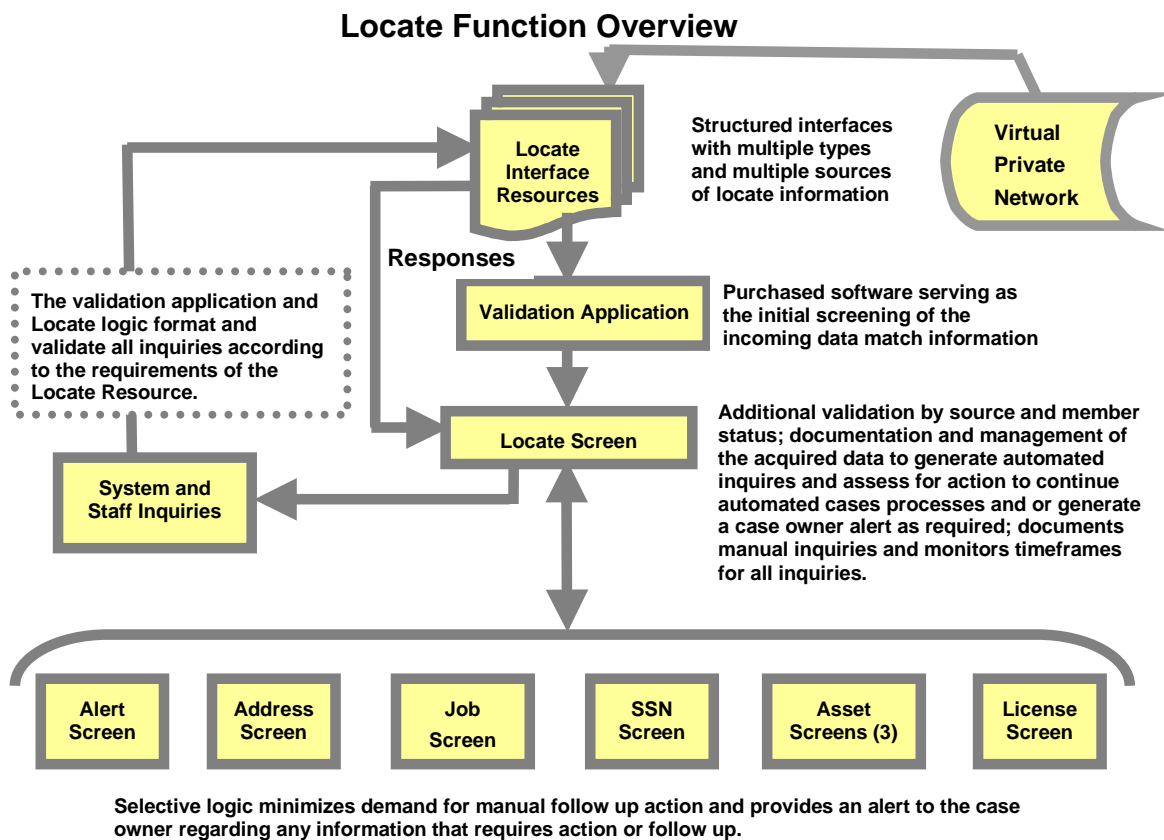
Public utilities and cable franchises are included in a group of private sector locate resources from which the system is required to acquire address information. Special technical considerations will be required for the secure exchange of information from these sources, but it will be subject to the same documentation and assessment logic applied by the LOCATE function to data acquired from the system interfaces with public and agency resources (see LO.01 – Locate Case Monitoring).

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

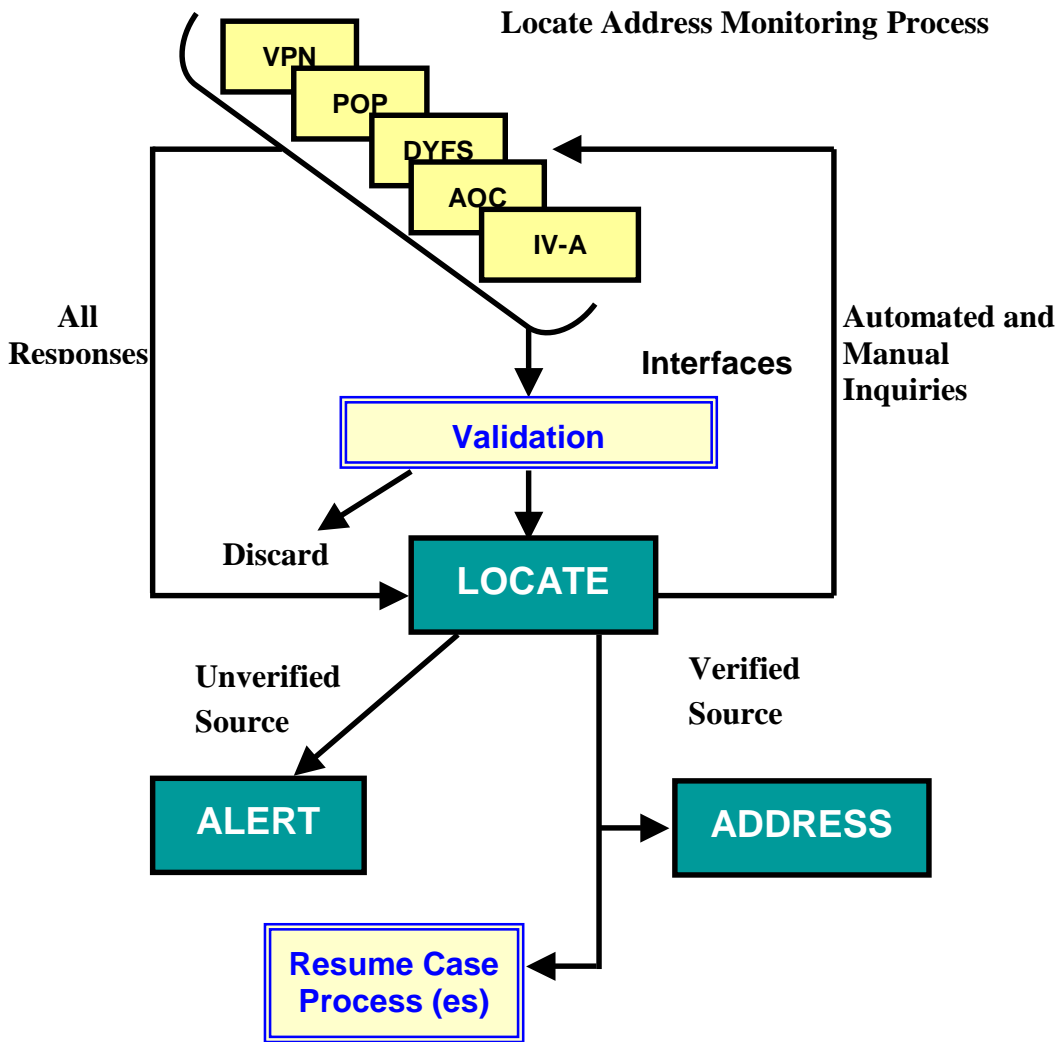
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for any case member in a qualifying Locate Status (see LO.01 – Locate Case Monitoring).



## Locate

### 2.2.2. Locate Address Process Flow

Public utilities and cable companies are a potential source of address information. As noted in LO.03 – Virtual Private Network, a VPN may not be required but the method used must be secure and compliant with the data transmission standards defined elsewhere in the design specifications.



## Locate

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

---

#### **2.4.1. List of Major Activities:**

The search for locate information from utility and cable companies is a component of locate case monitoring activity.

#### **2.4.2. List of Alerts:**

It is anticipated that potential locate information acquired from these sources may trigger an automated inquiry, but as of the current design, no alerts are being specified.

### **2.5. Navigation Logic**

---

No unique navigation logic related to the Virtual Private Network has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

---

System actions in locate case monitoring and case management and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.22 Financial Institutions**

---

## Locate

### Locate - LO.22 Financial Institutions

## 1. Requirements Definition

The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

- 1.1.1. The system must be capable of interfacing with financial institutions to obtain bank account and address information by means of the Virtual Private Network.
- 1.1.2. Those financial institutions that cannot electronically exchange files via the VPN will continue to interface via a vendor.
- 1.1.3. The system must document the acquisition date and source of the information and use logic to either update the current case information or notice the case owner.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

CI.13 – Person Asset Data Management

### 1.2. Existing ACSES Assessment

The current system lacks the VPN resource. The vendor currently managing financial institution reporting utilizes an independent system. Limited interfacing between the vendor system and ACSES is oriented primarily for collections accounting and enforcement activity for asset seizure. The vendor system recognizes variations in the address data, but there are no mechanisms for transferring the address or asset information to ACSES for the automated processing that location activity requires.

### 1.3. MICSES Assessment

MICSES accepts Financial Institution data through the Michigan Child Support Enforcement Data Warehouse interface with the FIDM matching vendor. The worker is alerted to the receipt of new asset information.

MICSES does not have a Virtual Private Network Interface.

#### **1.3.1. Michigan Adaptation**

## Locate

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

---

No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

---

1.5.1. The system must be capable of interfacing with financial institutions to obtain bank account and address information by means of the Virtual Private Network.

The new system is designed to acquire information from private sources such as financial institutions but the requirement has been amended not to require a Virtual Private Network (see Change Control #CC.000010 – VPN FI Locate). JAD sessions will determine the technical requirements for the secure transmission of any data to be acquired from these sources.

1.5.2. Those financial institutions that cannot electronically exchange files via the VPN will continue to interface via a vendor.

JAD sessions will determine which financial institutions can provide for a direct interface with the new ACSES and which should continue to interface via a vendor. As in 1.5.1 above, technical requirements for the secure transmission of any data to be acquired from these sources must be developed regardless of whether the interface is direct or via a vendor.

1.5.3. The system must document the acquisition date and source of the information and use logic to either update the current case information or notice the case owner.

When the technical requirements referenced in 1.5.1 and 1.5.2 above have been addressed, the system will document and manage the information acquired from financial institutions in the same ways as it will with all other locate resources.

## **2. Functional Design**

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## Locate

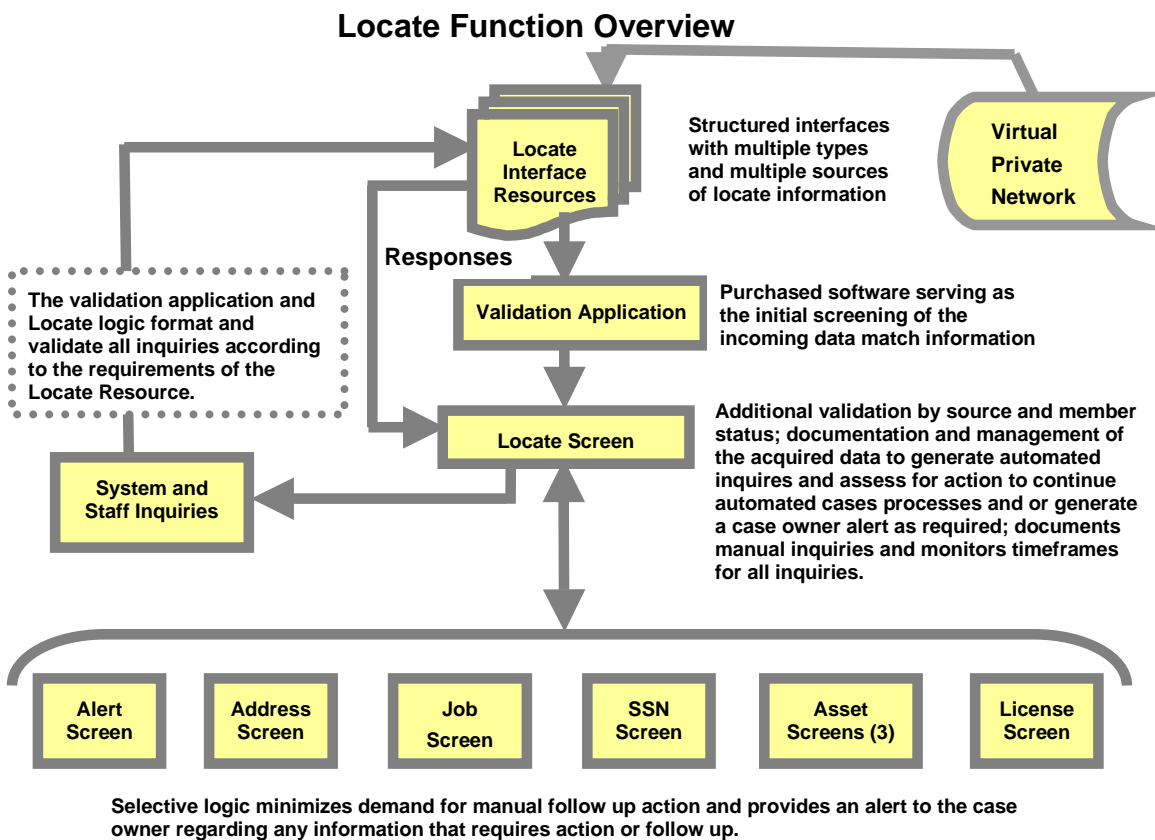
### 2.1. Functional Process Overview

Financial institutions are included in a group of private sector locate resources from which the system is required to acquire address information. Special technical considerations will be required for the secure exchange of information from these sources, but it will be subject to the same documentation and assessment logic applied by the LOCATE function to data acquired from the system interfaces with public and agency resources (see LO.01 – Locate Case Monitoring).

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The

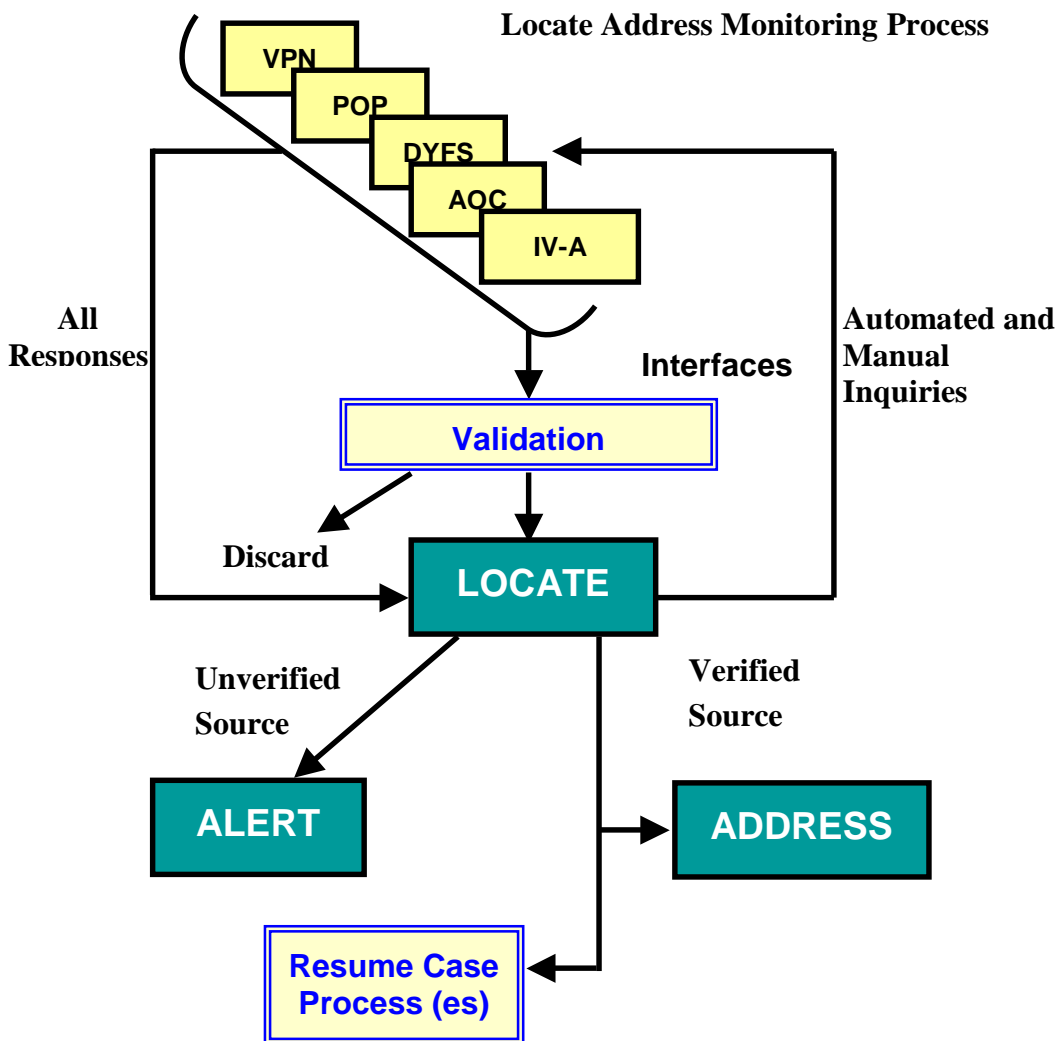


assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for any case member in a qualifying Locate Status (see LO.01 – Locate Case Monitoring).

## Locate

### 2.2.2. Locate Function Address Resources

The automated interface(s) with financial institutions will provide address information as well as account information as assets. When the new system is implemented, new information acquired from these sources will be documented by the LOCATE function and then processed according to the locate status and enforcement needs of the selected case.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

The search for locate information from financial institutions is a component of locate case monitoring activity. The effect of the information acquired on other case processes is addressed in other specifications.

#### **2.4.2. List of Alerts:**

JAD sessions will determine the text of any alerts that should be generated for information acquired from financial institutions later in the design process following the review and / or revision of the technical details of the interface.

### **2.5. Navigation Logic**

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No unique navigation logic related to locate information acquired from Financial Institutions has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate case monitoring and case management and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.23 State Licensing Agencies**

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## Locate

### **Locate - LO.23 State Licensing Agencies**

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#### **1. Requirements Definition**

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##### **1.1. Requirement**

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- 1.1.1. The system must be capable of interfacing with State licensing agencies to obtain professional and recreational license information, including licensing agency, type of license, and next renewal date.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information or notice the case owner.

#### RELATED REQUIREMENTS

LO.01 – Locate Case Monitoring

LO.02 – LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

CI.12 – Person License Data Management

EN.18 – License Suspension and Non-Renewal

##### **1.2. Existing ACSES Assessment**

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As noted above, ACSES interface with the DMV is oriented toward enforcement and does not provide all of the required data elements. There are no system provisions for the exchange and management of information concerning professional; occupational or recreational licenses.

##### **1.3. MICSES Assessment**

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Through the Michigan Child Support Enforcement Data Warehouse, MICSES receives professional and recreational license information. The worker is alerted to the receipt of new “PLS” information.

###### **1.3.1. Michigan Adaptation**

1.3.1.1. The new system will provide locate functionality to replace MICSES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control

## Locate

system decisions regarding inquiry, update and worker notice based on the source of the information.

### **1.4. Alternative Hybrid Component Assessment**

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### **1.5. Requirements Validation**

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- 1.5.1. The system must be capable of interfacing with State licensing agencies to obtain professional and recreational license information, including licensing agency, type of license, and next renewal date.

The Department of Motor Vehicles is the only state licensing agency currently interfacing with the ACSES. The current interface provides for a monthly exchange of data to support locate functionality using a file transfer. A separate daily file exchange is dedicated to supporting the license enforcement remedy. JAD sessions will determine whether or not to modify the method and frequency of the file exchanges with the DMV later in the design process.

More significantly, the development team will also need to determine what other state licensing agencies can provide professional and occupational license information and the technical requirements for establishing interfaces with each of them.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information or notice the case owner.

When the technical requirements referenced in 1.5.1 above have been addressed, the LOCATE function will document and manage the information acquired from state licensing agencies as it will with all other locate resources.

## **2. Functional Design**

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### **2.1. Functional Process Overview**

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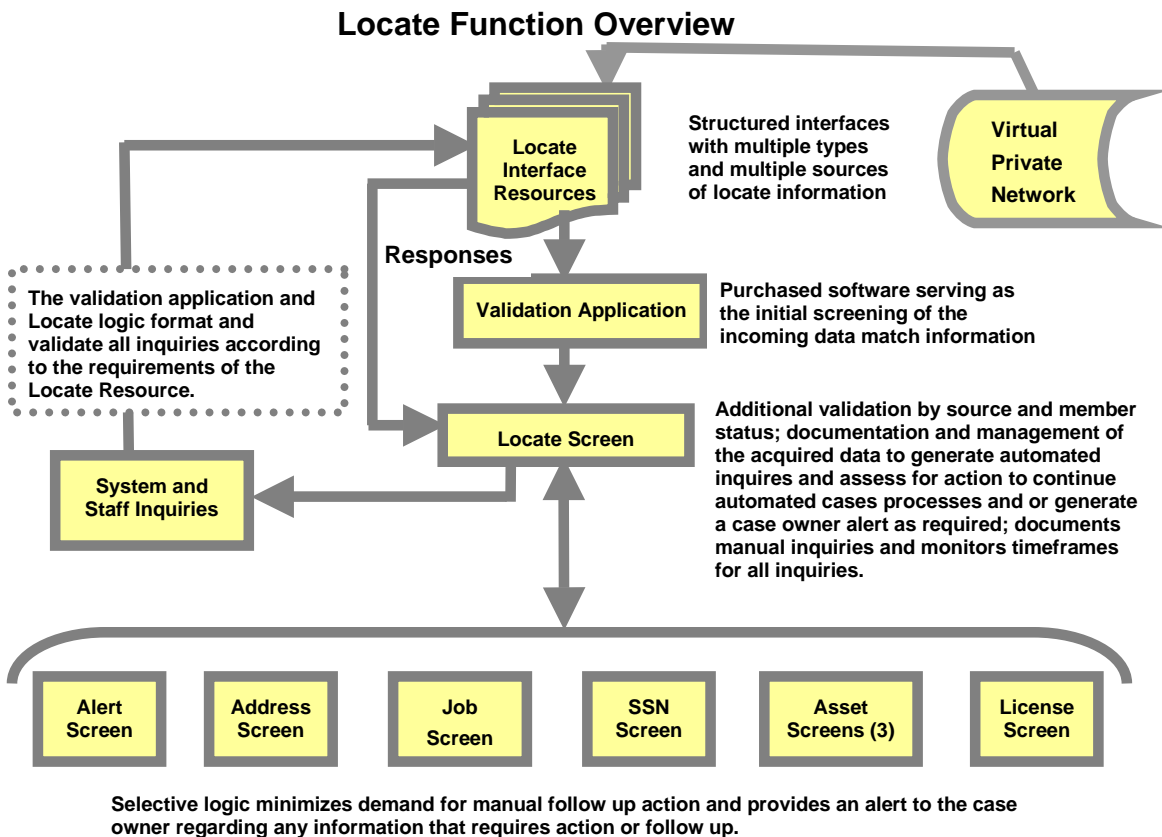
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for any case member in a qualifying Locate Status (see LO.01 – Locate Case Monitoring). Then, depending on the source and the specific case circumstances, the system will also send an inquiry or send a worker alert or update the person data and resume appropriate case processing.

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

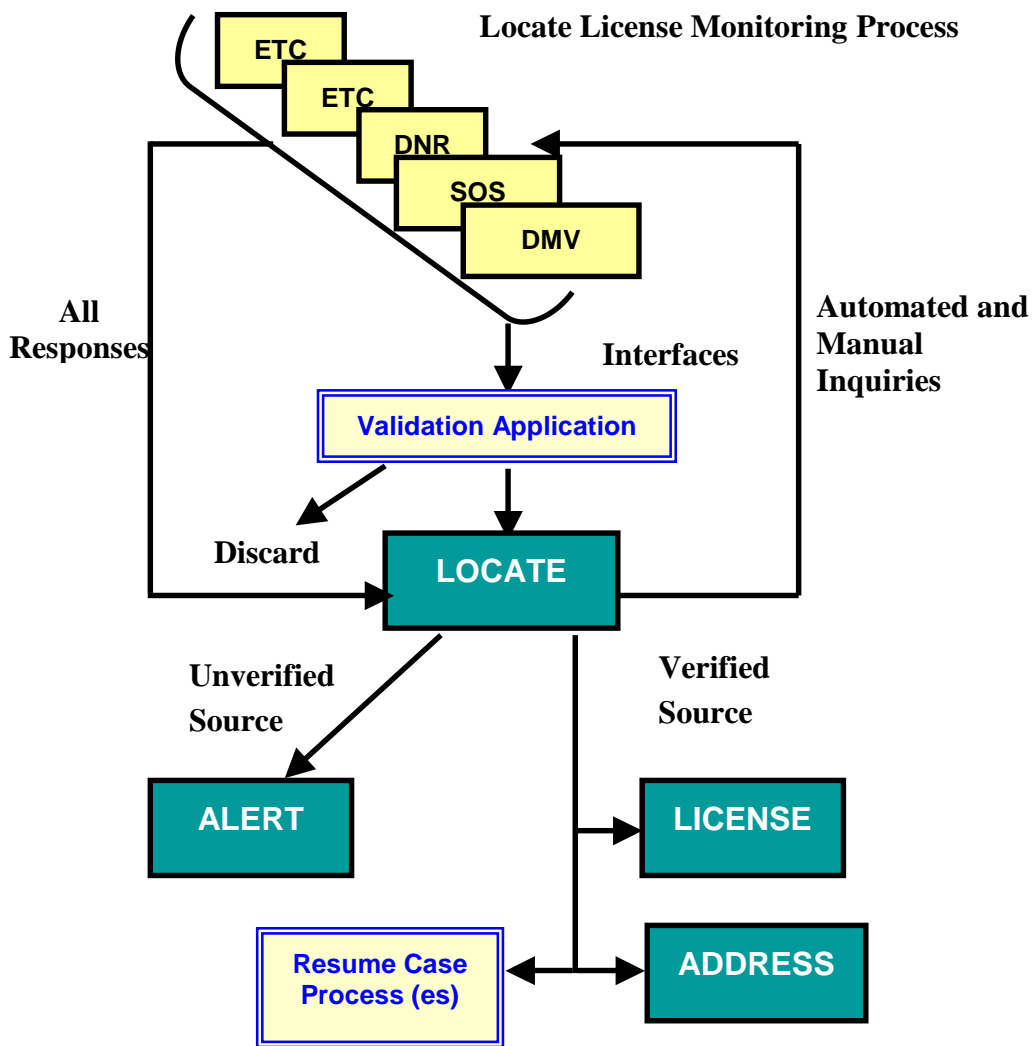
The locate process flow for information acquired through the interface(s) with the state licensing agencies will be the same as for all of the system's interfaces as illustrated in the chart below.



### Locate

#### 2.2.2. Locate Function License Resources

The interface with the Division of Motor Vehicles and those to be developed for other state licensing agencies is a potential source of several types of required locate information including license information, asset and address data. The system documents license information to the LICENSE – Maintain License Data screen function as well as the PERSON – Member Demographics – License Tab.



## **Locate**

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

Management of location information from state licensing agencies is a component of the major activities tied to locate case monitoring. The effect of the information acquired on other case processes such as license enforcement is discussed in other specifications.

#### **2.4.2. List of Alerts:**

JAD sessions will determine the text of any alerts that should be generated for information acquired from the state licensing agencies later in the design process following the establishment or the review and / or revision of the technical details of the interface with each licensing agency.

### **2.5. Navigation Logic**

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No unique navigation logic related to locate information acquired from the State Licensing Agencies has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate case monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

**Locate**

**New Jersey Automated Child Support Enforcement System**

**Locate - LO.24 Real and Personal Property Agencies**

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## Locate

### Locate - LO.24 Real and Personal Property Agencies

## 1. Requirements Definition

The system must establish clear control of the location status of both non-custodial and custodial parents. It must routinely interact with state and national databases to acquire and maintain identification, address, asset, license and employment data about parents.

### 1.1. Requirements

- 1.1.1. The system must be capable of interfacing with real and personal property agencies to obtain property ownership information.
- 1.1.2. The system must document the acquisition date and source of the information and use logic to either update the current case information or alert the designated worker.

#### Related Requirements

LO.01 – Locate Case Monitoring

LO.02 - LO.05, LO.07 – LO.24 – Twenty-two of the twenty-four requirements of the Locate function address specific sources of locate information.

CI.13 – Person Asset Data Management

### 1.2. Existing ACSES Assessment

ACSES currently lacks any capability for interfacing with real and personal property agencies. The system also lacks the screen functions and related data elements that would be required to process any information that might be available.

### 1.3. MICES Assessment

MICES does not have an interface with agencies that maintain real and personal property ownership information. Other interfaces could be used as the basis for establishing such communication.

#### 1.3.1. Michigan Adaptation

1.3.1.1. The new system will provide locate functionality to replace MICES system reliance on a data warehouse and parent locator system that are both external. A new screen, LOCATE – Manage Locate Resources has been developed to manage incoming information from all sources that may provide address, employment, license, SSN or asset data. See the LO.01 – Locate Case Monitoring specification for additional details.

1.3.1.2. The new system will incorporate an application such as Name Search or Postal Soft to validate address information before documenting it to the system on the LOCATE screen.

1.3.1.3. The new system will also apply logic that will validate the information received according to its source. This logic should likely reside in the new LOCATE function and will also control

## Locate

system decisions regarding inquiry, update and worker notice based on the source of the information.

### 1.4. Alternative Hybrid Component Assessment

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No hybrid components identified. Individual features may have been identified in section 1.3.1.

### 1.5. Requirements Validation

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- 1.5.1. The system must be capable of interfacing with real and personal property agencies to obtain property ownership information.

The new system is intended to acquire and process address information that is available from real and personal property ownership agencies, but none of these interfaces currently exist. JAD sessions will determine interfaces with the potential New Jersey sources of this information.

- 1.5.2. The system must document the acquisition date and source of the information and use logic to either update the current case information or alert the designated worker.

When the technical requirements referenced in 1.5.1 above have been addressed, the LOCATE function will document and manage the information acquired from real and personal property ownership agencies as it will with all other locate resources.

## 2. Functional Design

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### 2.1. Functional Process Overview

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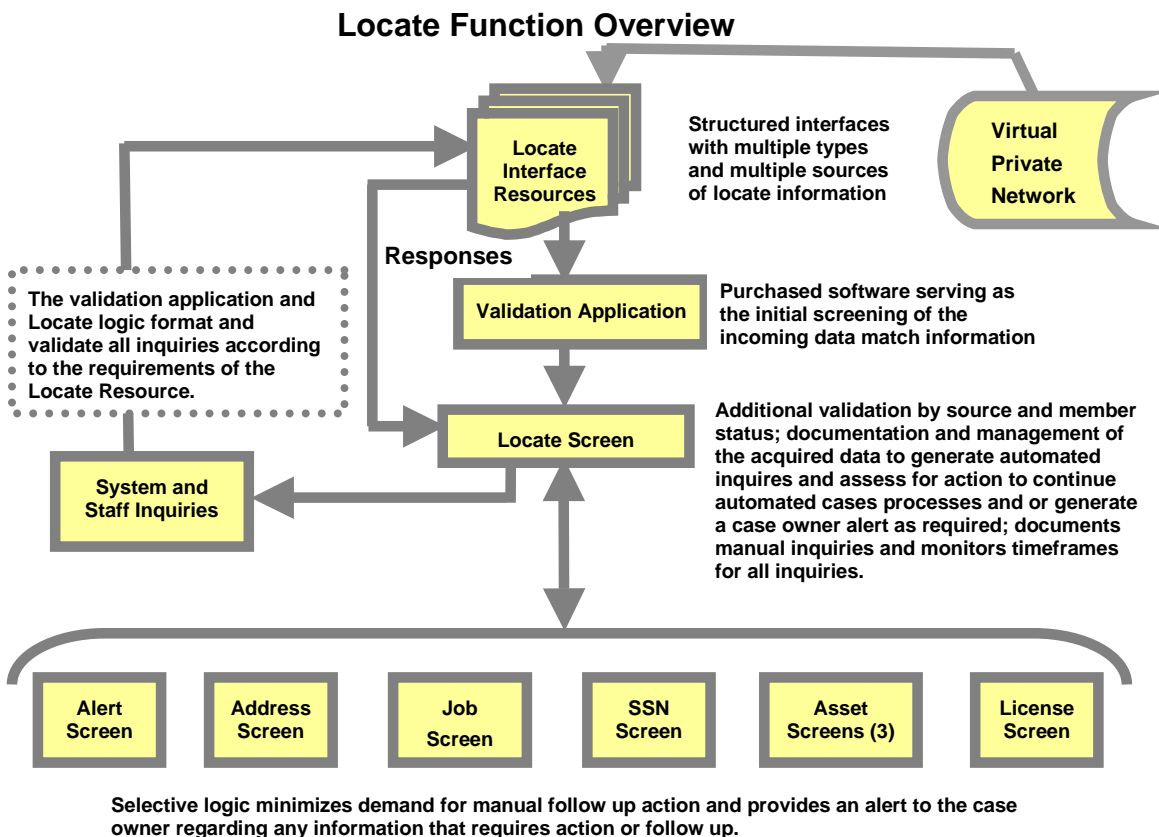
Verified location is a pre-requisite for virtually all case processes. In the new system, automated interfaces will be designed and maintained with as many potential sources of locate information as possible. The LOCATE function will perform an automated assessment of all information acquired. The assessment logic determines whether the data is complete and whether or not it has been reported previously. New, complete data will be documented by date and source for any case member in a qualifying Locate Status (see LO.01 – Locate Case Monitoring).

## Locate

### 2.2. Functional Process Flow

#### 2.2.1. Locate Process Flow

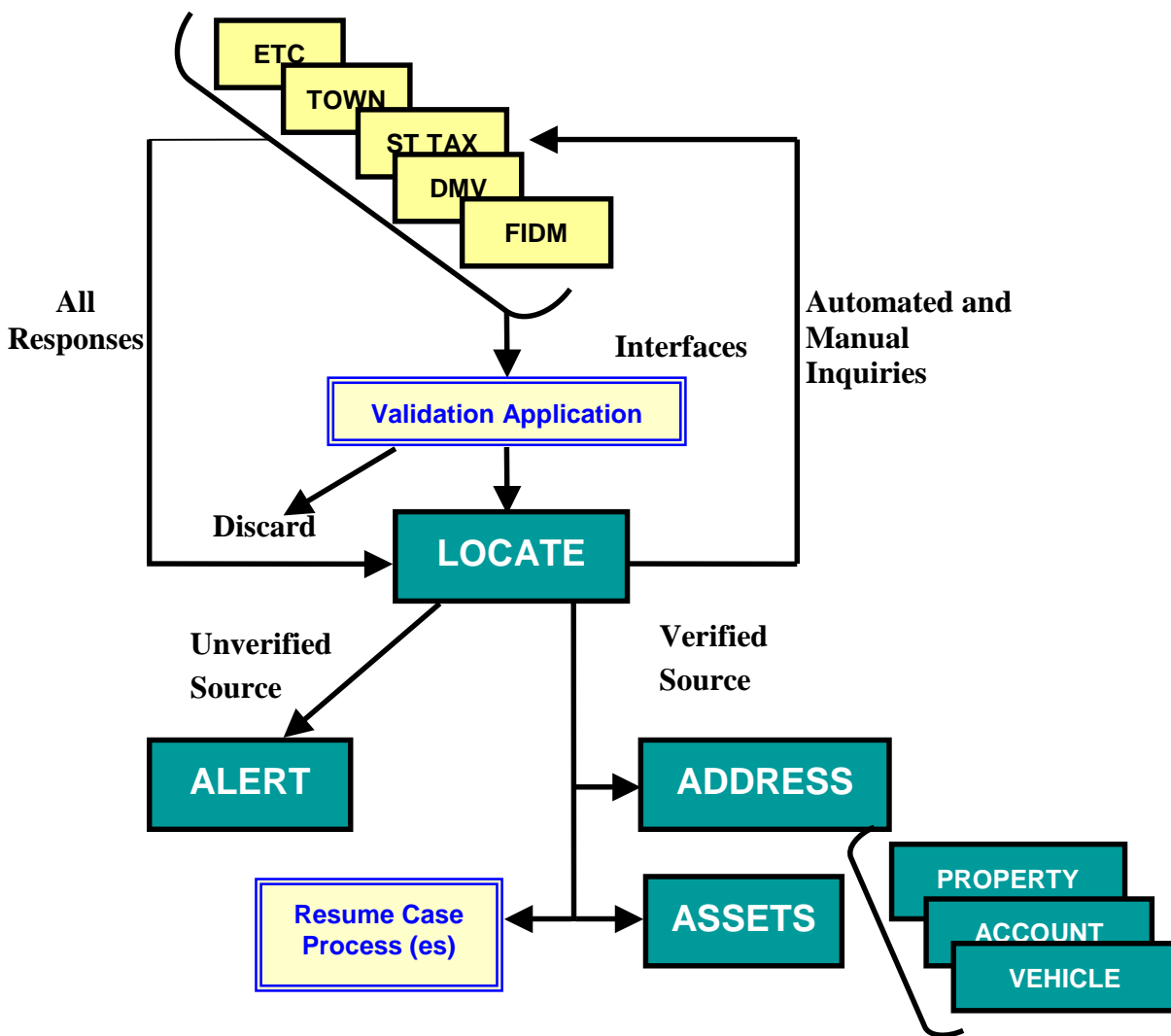
Once the necessary interfaces have been developed, the locate process flow for information acquired through the interface(s) with the state's real and personal property ownership agencies will be processed in the same ways as for all of the system's interfaces as illustrated in the chart below.



### Locate

#### 2.2.2. Locate Function Address Resources

The interface(s) with real and personal property ownership agencies is a potential source of several types of required system information including asset and address data. The system documents asset information to the LICENSE – Maintain License Data screen function as well as the PERSON – Member Demographics – License Tab.



## Locate

### **2.3. Screens, Notices, Reports and Transaction Files**

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Refer to LO.01 – Locate Case Monitoring for details of the LOCATE – Manage Locate Resources screen that will provide the initial management of locate information acquired through automated interfaces.

### **2.4. Operational Report Notifications and Workflow Events**

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#### **2.4.1. List of Major Activities:**

Management of location information from New Jersey's real and personal property ownership agencies is a component of the major activities tied to locate case monitoring. The effect of the information acquired on other case processes such as enforcement is discussed in other specifications.

#### **2.4.2. List of Alerts:**

JAD sessions will determine the text of any alerts that should be generated for information acquired from the state's real and personal property ownership agencies later in the design process following the establishment of the technical details of the interfaces with each agency.

### **2.5. Navigation Logic**

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No unique navigation logic related to locate data acquired from real and personal property ownership agencies has been developed at this stage of the design process.

### **2.6. Chronology and Logs**

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System actions in locate case monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not stored and rely on the minor activity processing and logs for any historical record.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.