

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.01 OCSE 34A Reporting

Reporting– RP.01 OCSE 34A Reporting

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must maintain an online OCSE-34A report with daily, monthly, and quarterly totals.
- 1.1.2. The report must be dimensioned to provide for worker, office, team, county, or statewide access.
- 1.1.3. The report must establish an audit history to link each row and column entry with the collection or disbursement data basis.
- 1.1.4. The system must have the capability to export the report data and the audit data for analysis within the data warehouse.

RELATED REQUIREMENTS

From FM.28 Escheatment Management: The system must provide for fund transfer of held distributions to the State's abandoned property management according to State law, including the generation of the Notice of Escheatment. This process must be integrated with the **OCSE 34A** so that escheated funds are reported as undistributable.

1.2. Existing ACSES Assessment

ACSES support for maintaining the OCSE 34A report is currently less than the requirement demands. Although the existing system does generate a statewide report, the DFD (Division of Family Development) staff reports that it does not match the accumulated data totals of the county level '106' reports. Neither the statewide 34A report nor the 106 reports is programmed to calculate the incentive lines of the 34A report. Currently, the DFD staff must estimate these incentives. Within the coming year enhanced ACSES functional logic is planned that will not only calculate the incentive lines but will also coordinate the statewide and the county level 34A reporting capabilities for the 34A report.

1.3. MiCSES Assessment

The Michigan Child Support Enforcement Data Warehouse receives case, account, member and transaction information from MiCSES. Using this information, the Data Warehouse contains all the reporting logic to generate the OCSE-34 Report. MiCSES data is maintained in a series of DW tables but no reports are available from MiCSES.

1.3.1. Michigan Adaptation

None

1.4. Alternative Hybrid Component Assessment - Maine

NECSES generates the OCSE-34 Report using information drawn from the case, account, member and transaction data.

1.5. Requirements Validation

1. JAD sessions will determine how long does NJ want to be able to view the reports from the REPORT screen, whether is should be refreshed on a monthly basis with history stored elsewhere and how to recall a prior report.

2. Functional Design

2.1. Functional Process Overview

The OCSE 34A report is a Federal report displaying Quarterly Collections of each state's child support program. This report is generated quarterly and submitted yearly to the Feds. This report will be available for generating, viewing and printing from the NJ Child Support system. Also, the report data and audit data will be exported to the Data Warehouse.

The REPORT screen will be used to generate and display all reports for each functional area. This is a new screen developed for New Jersey to simplify the process for requesting and viewing reports. This allows all reports to be maintained in one place and accessible through one screen.

2.1.1. Selecting Reports

The REPORT – Select Report screen will be the starting point for all reports within the system. To request generation of a report, access this screen and complete the appropriate fields. The fields on this screen are:

- Reports recently requested by or copied to
- Requested date
- Report
- File Name
- Comment
- Area
- Report
- Fed Reports
- Requested Date
- By
- File Name
- Format (PDF, Excel, TXT or XML)
- Urgency (Immediate – long response times and Overnight)
- Database (Production or Reporting)
- Comment
- Copied To
- Copy To
- Copy Report button
- Advanced SQL Adhoc button
- Generate Report button

New Jersey Automated Child Support Enforcement System

Reporting

- Display Report button

The top field, Reports Recently Requested by, or Copied to, will default to the workers name upon accessing this screen. Depending on security allowed, the worker might be able to view another's workers requested/displayed reports. The available options would be listed in the drop down menu.

The next block of information contains a listing of all reports requested and whether the report is available for viewing. If the report is available for viewing, the File Name field will be completed. If not, no file name will be entered. Also, comments entered at the time the report was requested will display for the report on that line. To view an available report, the worker would click inside the box at the beginning of the report line and then click on the Display Report button at the bottom of the screen.

Most reports will generate overnight during the batch processing window and be available for display the next business day. Time allowances for this overnight processing will need to be built into the batch window. .

The next block of fields is used to select the report and to define how the report should be generated. The Area field will list each of the functional areas in a dropdown list (Intake, Locate, Establishment, Enforcement, Financials, Interstate, and any other area defined by NJ.) The Report field lists all the available reports for the functional area selected.

The Federal Reports field will list the following reports: OCSE 157, OCSE 34A, Self-Assessment Sample Selection, and Self-Assessment Analysis Reporting. These reports will only be accessible to a select few who need to generate these at the end of each Federal Fiscal year.

The next fields are the Requested Date and By. This information will be populated automatically by the system in order to maintain an audit trail. The File Name will also be completed by the system once the report has been generated.

The Format field allows the worker to determine what type of medium the report should be displayed in. The four choices are PDF, Excel, TXT, and XML. All of these options may not be available for each and every report. However, the PDF and Excel options will be used the most.

The Urgency field option of "Immediate" may be available for some reports when system processing time will not be significantly impacted (the reports that fit into this category will be determined during the functional design process.) If so, the Immediate option will be available for selection, otherwise, the default will always be "Overnight".

The Database option of "Production" may be available for some reports, but most reports will always default to "Reporting". The Production option would only be available for high level staff. Reports should be compiled overnight and loaded to the Reporting Database so that calling/viewing the reports can be immediate (fast response time once parameters have been entered.) without interfering with production processing time.

If the report requestor would like to make a note to himself or to someone else viewing the report, the Comment field would be used.

The Copy To dropdown displays a list of all people to whom the logged on worker can send the report. During the design there may be a possibility to structure distribution lists in addition to individual workers. The Copy Report button authorizes the person or distribution list selected in the Copy To field to view the

Reporting

report. When that person views this screen, he or she will see the report in the grid in the upper half of their screen. As an audit trail of who has received authorization to view the report, all recipients, i.e. the requestor and all who have received authority to review the report, are listed in the Copied To field. The system generates entries in the grid by scanning all Copied To fields for the name of the person selected at the top of the screen and the distribution groups to which he or she belongs.

After the report screen is completed, a popup parameters box will appear for each report selected. This popup box should be constructed dynamically upon the selection of a report from the Report dropdown list on the REPORT screen. Dependent upon the selection, a popup screen and its associated objects/controls, will be fired and dynamically change its appearance with its objects/controls formatted at runtime.

Once all the applicable fields have been completed, the worker would click on the Generate Report button to queue the report for generation.

2.1.2. Generating the 34A Report

The OCSE 34A report will be selected by using the REPORT – Select Report screen. In the Area field on the REPORT screen, select the OCSE 34A report. Once the report has been selected, the 34A report parameters popup appears.

The OCSE 34A popup screen allows for selection of the report parameters. Once the parameters have been selected, the report is submitted for overnight compilation and exportation of the report and audit data. The parameters available for selection for the 34A are:

- Office
- Worker
- Team
- Fiscal Year Ending
- Date Range
- Report Type
- Level of Detail

The Office field has the option to select all counties (statewide report), specific counties or specific offices. The Worker and Team field allows for displaying this report for specific workers and/or teams. The Fiscal Year Ending field allows for entry of the fiscal year needed for report compilation while the Date Range allows for selection of a specific time period.

The Report Type field allows for selection of an Initial 34A report or a Revised 34A. This will allow different versions to be saved and used for comparison.

The Level of Detail field usually allows the report requestor to see a list of the collections or disbursements associated with each category on the report. However, the 34A Report will only allow the option of Summary.

Once the parameters for the 34A have been completed, the report is saved and generated overnight. Once the report has been generated, the report can be viewed by accessing the REPORT screen.

2.1.3. Extracting and Exporting the 34A

This report will be extracted and exported to the Data Warehouse. The report should be named OCSE 34A for Quarter X Collections for Fiscal year YYYY. (Specific details regarding the extraction and export

Reporting

will be designed during the technical design process.) Also, at the same time the report data is extracted and exported to the data warehouse, audit data (collection and disbursement information for each category) from the report will also be exported to the database. This data will immediately be available for analysis and auditing purposes.

The format of the 34A should closely follow the OCSE-34A Form revised 10/1/2003. This form can be viewed in section 2.3.3 of this document. The following data sections are located on the form:

- Section A – Available Collections
- Section B – Distributed/Undistributed Collections
- Section C – Federal Share/Incentive Payments/Fees

This report can also be extracted and exported to the Data Warehouse. The information contained in this report will be the details of the collections or disbursements. Information that will be provided for each row includes:

- Collection amount/Distribution amount
- Case Number
- Docket Number
- NCP ID

2.1.4. Detailing the 34A Report

New Jersey likes the “drill down” format of viewing detail of Maine’s 34A report. Their 34A allows for details of the receipts to be displayed for lines 2, 4, 5, 7a, 7b and 7c. These lines are listed in blue when viewing on-line and by single clicking on the blue text, the detail is displayed. The information listed in the detail is:

- Receipt Number
- Case ID
- Payor ID
- Receipt Date
- Check Number
- Amount (of receipt)

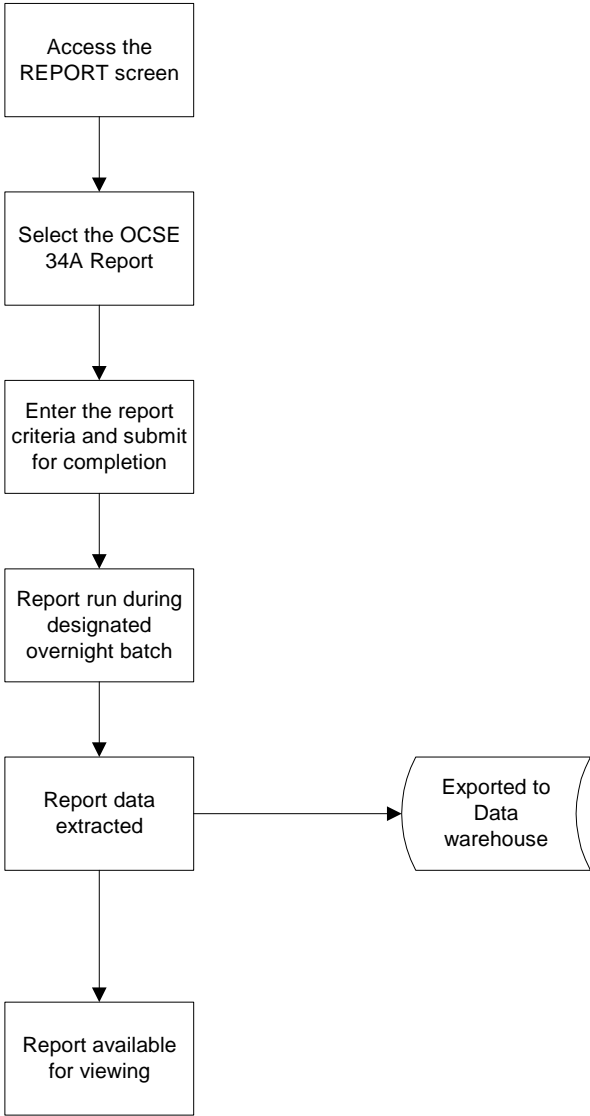
Under the Itemized Undistributed Collections section of the Maine 34A report, detail is also available for each category. The information listed in the detail is:

- Look In (information contained here is IRS Hold, Future Hold, Unidentified Receipts, Payee hold, etc)
- Case ID
- Payor ID
- Amount (of the receipt)
- Receipt Number
- Obligation Key
- Transaction Date
- Check Number

While these are examples of what Maine uses to “drill down to the detail” of their 34A report, New Jersey will determine during the functional design sessions the data that they would like to display for the 34A detail. However, the functionality of this report should be based on Maine’s design.

New Jersey Automated Child Support Enforcement System
Reporting

2.2. Functional Process Flow



Reporting

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – Select Report

The screenshot shows the 'REPORT - SELECT REPORT' window. At the top, there is a menu bar with options: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. Below the menu bar is a toolbar with icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, PRT, DTP, IMC, POP, HELP, and EXIT. The window title is 'REPORT - SELECT REPORT'. The user is 'XAmple' and the date is '03/23/2004 10:23:54 PM'. The screen number is empty.

Reports Recently Requested By, or Copied to: XAmple

Requested Date	Report	File Name	Comment
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Area: [] Report: []

Requested Date: [] By: [] File Name: []

Format: PDF Excel TXT XML

Urgency: Immediate (Be prepared for long response times.) Overnight

Database: Reporting Production

Parameters used: []

Comment: []

Copied To: []

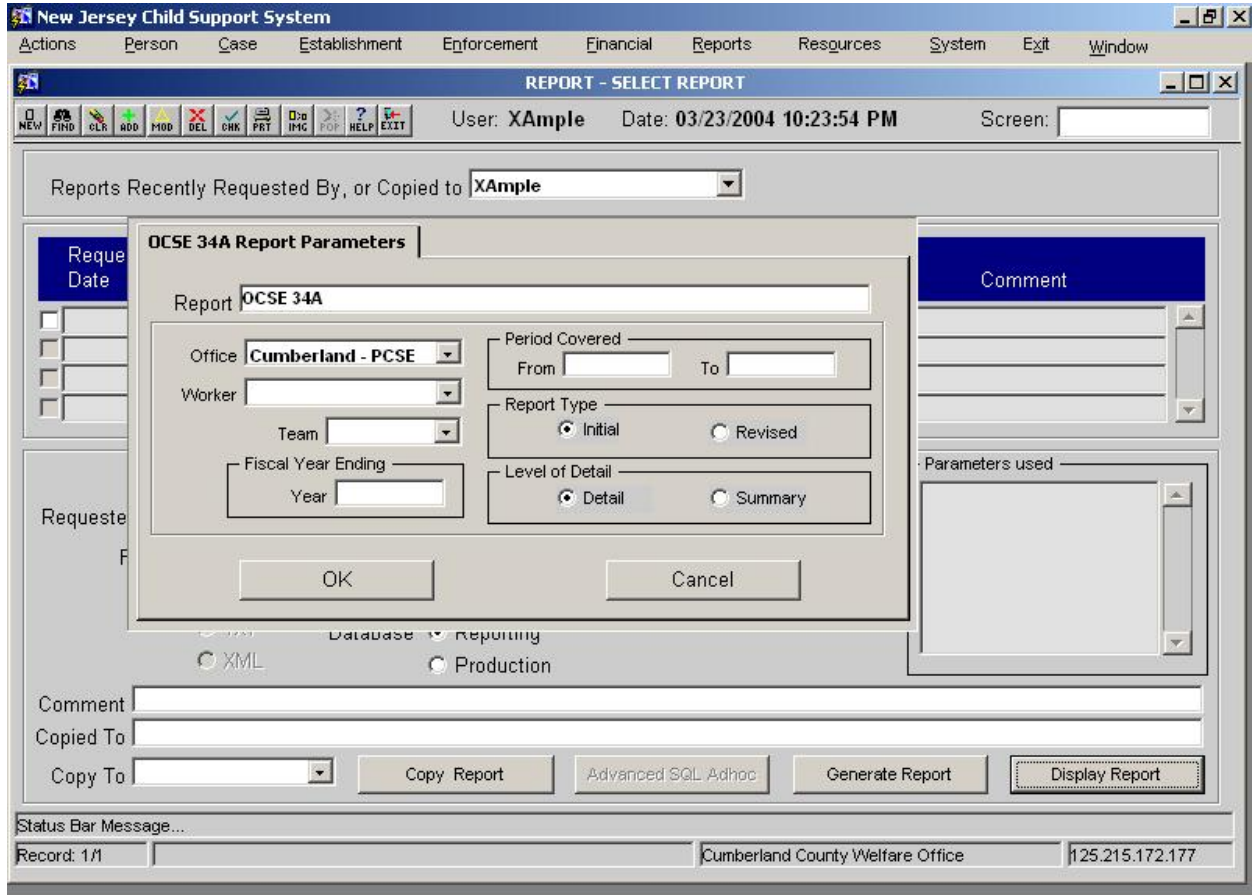
Copy To: []

Buttons: Copy Report, Advanced SQL Adhoc, Generate Report, Display Report

Status Bar Message... Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System
Reporting

OCSE 34A Report Parameters Popup



2.3.1.1. **Screen Group:** Report

2.3.1.2. **Method(s) of Access:** Menu: Main Menu / Reports /

From Button, Link, etc., on another Screen: None

“Right Click Menu” from another Screen:

These will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	N	N	N
Attorney	Y	N	N	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	Y	N	N	N
Child Support Specialist (PA – Public Assistance)	Y	N	N	N

New Jersey Automated Child Support Enforcement System
Reporting

Role Title	Inquiry	Add	Change	Delete
Child Support Supervisor	Y	N	N	N
County Office Manager	Y	N	N	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	N	N	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	N	N	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

2.3.2. Transactions

Specifics related to reporting will be determined during the functional design process.

2.3.3. Documents

The following is Form OCSE-34A, version 10/1/2003. The 34A report (both display and printed copy) should be programmed to closely resemble this format.

New Jersey Automated Child Support Enforcement System

Reporting

U.S. DEPARTMENT OF HEALTH and HUMAN SERVICES
Office of Child Support Enforcement

OMB APPROVED
Control No. 0970-0181
Expires: 06/30/2006

CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY REPORT OF COLLECTIONS

State:	Quarter Ended:	Mark Box:	
		Initial Report <input type="checkbox"/>	Revised Report <input type="checkbox"/>

SECTION A. AVAILABLE COLLECTIONS

1. Balance Remaining Undistributed at End of Last Quarter (Carried from Line 9b of Previous Form OCSE-34A).....		\$	
2. Collections Received During the Quarter			
2a. From Offset of Federal Tax Refund.....		\$	
2b. From Offset of State Tax Refund.....		\$	
2c. From Offset of Unemployment Comp.....		\$	
2d. Through Administrative Enforcement.....		\$	
2e. From IV-D & Non-IV-D Income Withholding.....		\$	
2f. From Other States.....		\$	
2g. From Other Sources.....		\$	
3. Net Amount of Increasing and (Decreasing) Adjustments.....		\$	
4. Collections Forwarded To Non-IV-D Cases.....		\$	
	(A) Current IV-A Assistance	(B) Current IV-E Assistance	(C) Former IV-A Assistance
	(D) Former IV-E Assistance	(E) Medicaid Never Assistance	(F) Other Never Assistance
	(G) Total		
5. Collect Sent to Other States.....	\$	\$	\$
6. Collections Available for Distribution.....		\$	

SECTION B. DISTRIBUTED / UNDISTRIBUTED COLLECTIONS

7a. Dist As Assist Reimburse....		\$			\$
7b. Dist As Med Support		\$			\$
7c. Dist To Family or FC		\$			\$
8. Total Collect Distributed.....		\$			\$
9. Gross Undistributed Collections.....		\$			
9a. Undistributed Collections Determined Undistributable and Abandoned.....		\$			
9b. Net Undistributed Collections.....		\$			
>> 9c Net Undistributed Collections Pending Distribution.....		\$			
>> 9d Net Undistributed Collections Unresolved.....		\$			

SECTION C. FEDERAL SHARE / INCENTIVE PAYMENTS / FEES

10a. Fed Share of IV-E Collect.		\$			\$
10b. Fed Share of IV-A Collect.		\$			\$
11. Estimated Incentive Payments.....		\$			
12. Quarterly Grant Adjustment.....		\$			
13. Fees Retained By Other States.....		\$			

This certifies that the information on this form is accurate and true to the best of my knowledge and belief.

Signature, IV-D Agency Director	Signature, Approving State Official
Date:	Date:
Typed Name, Title, Agency	Typed Name, Title, Agency

Form OCSE-34A (10/01/2003) Replaces 10/01/1999 version, now obsolete.

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.02 OCSE 157 Reporting

Reporting– RP.02 OCSE 157 Reporting

1. Requirements Definition

1.1. Requirement

1.1.1. The system must maintain an online OCSE-157 report with federal fiscal year-to-date totals.

1.1.2. The report data must be worker, county, office, team, and statewide accessible.

1.1.3. The report must establish an audit history to link each row and column entry with the case, child, collection, or disbursement data basis.

1.1.4. The system must have the capability to export the report data and the audit data for analysis within the data warehouse.

1.2. Existing ACSES Assessment

ACCESS does not provide good support for the completion of OCSE 157 reporting. This task has been being completed manually outside the ACSES system for quite some time. In this regard it must be noted that the information available from ACSES and a number of existing system-generated reports certainly help. Nevertheless, the system does not integrate these reports effectively and has only a limited capacity to break them down into the specified categories.

1.3. MiCSES Assessment

MiCSES provides case, account, member, and transaction information to the Michigan Child Support Enforcement Data Warehouse. Using this information, the Data Warehouse contains all the reporting logic to generate the OCSE-157 Report. MiCSES data is maintained in a series of DW tables but no reports are available from MiCSES.

1.3.1. Michigan Adaptation

None

1.4. Alternative Hybrid Component Assessment - Maine

NECSSES uses case, account, member, and transaction information to generate the OCSE-157 Report.

1.5. Requirements Validation

2. Functional Design

2.1. Functional Process Overview

The OCSE 157 report is an Annual Child Support Enforcement Data report that is generated and submitted yearly to the Feds. This report will be available for generating, viewing and printing from the NJ Child Support system. Also, the report data and audit data will be exported to the Data Warehouse.

The OCSE 157 report will be selected by using the REPORT – Select Report screen. (See RP.01 for details regarding this screen.) In the Area field on the REPORT screen, the worker can select the OCSE 157 report. Once the report has been selected, the 157 report parameters popup appears.

2.1.1. Generating the 157 report

The OCSE 157 popup screen allows for selection of report parameters. Once the parameters have been selected, the report is submitted for overnight compilation and exportation of the report and audit data. The parameters available for selection for the 157 are:

- Office
- Team
- Worker
- Fiscal Year
- Report Type
- Date Range
- Level of Detail

The Office field will have an option to select all counties (statewide report), specific counties or specific offices. The Worker and Team field allows for displaying this report for specific workers and/or teams. The Fiscal Year Ending field allows for entry of the fiscal year needed for report compilation while the Date Range allows for selection of a specific time period.

The Report Type field allows for selection of an Initial 157 report or a Revised 157. This will allow different versions to be saved and used for comparison.

The Level of Detail field usually allows the report requestor to see details associated with each category on the report. However, the 157 Report will only allow the option of Summary.

Once the parameters for the 157 have been completed, the report is saved and generated overnight. Once the report has been generated, the report can be viewed by accessing the REPORT screen.

2.1.2. Extracting and Exporting the 157 Report

This report will be extracted and exported to the Data Warehouse. The report should be named OCSE 157 Annual Data for Fiscal year YYYY. (Specific details regarding the extraction and export will be designed during the technical design process.) Also, at the same time the report data is extracted and exported to the data warehouse, audit data from the report will also be exported to the database. This data will immediately be available for analysis and auditing purposes.

The header of this report should also list the following information:

New Jersey Automated Child Support Enforcement System
Reporting

- State
- Submission
- New (Initial Report)
- Revised (Report)
- Fiscal Year

The format of the 157 should closely follow the OCSE-157 Form revised 10/98. This form can be viewed in section 2.3.3 of this document. The following data sections are located on the form:

- Section A – Case Inventory
- Section B – Paternity Establishment
- Section C – Services Required
- Section D – Services Provided
- Section E – Medical Support
- Section F – Collections Due and Distributed
- Section G – Staff
- Section H – Program Expenditures
- Section I – Non-cooperation and Good Cause
- Section J – Administrative Enforcement

The different column headings for these sections are:

- Total – Column A
- Current Assistance – Column B
- Former Assistance – Column C
- Never Assistance – Column D

2.1.3. Detailing the 157 Report

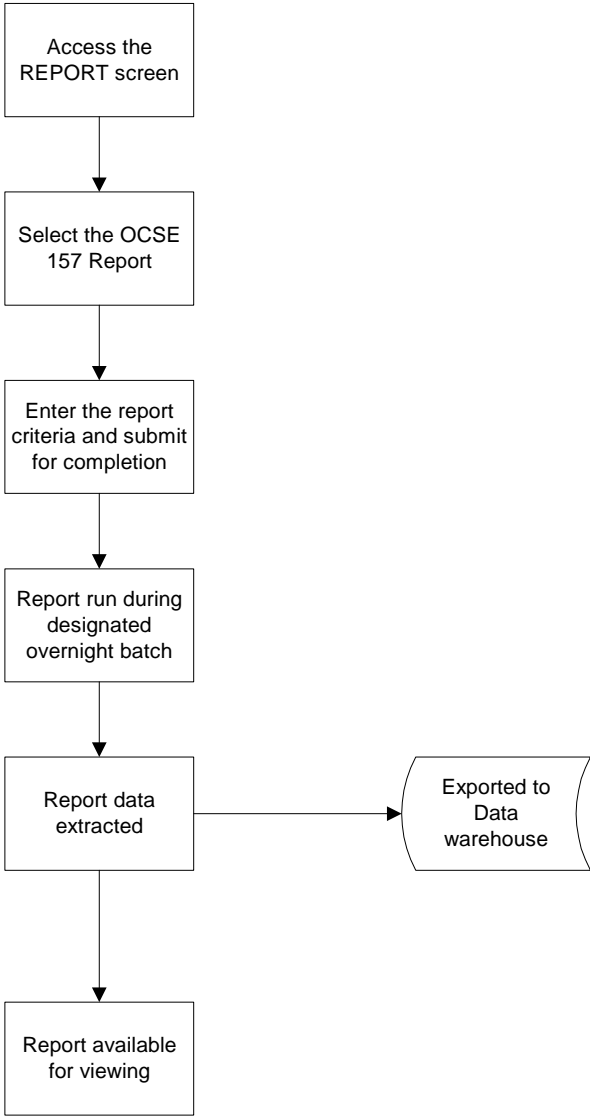
New Jersey likes the “drill down” format of viewing detail of Maine’s 157 report. Their 157 allows for details of the each category to be displayed. The available lines are listed in blue when viewing on-line and by single clicking on the blue text, the detail is displayed. The information listed in the detail is:

- Case ID
- Member ID
- Relation Code
- Assist Type
- Case Status
- Case Type
- Interstate Ind
- Est Type

While these are examples of what Maine uses to “drill down to the detail” of their 157 report, New Jersey will determine during the functional design sessions the data that they would like to display for the 157 detail. The functionality of this report should be based on Maine’s design.

New Jersey Automated Child Support Enforcement System
Reporting

2.2. Functional Process Flow



Reporting

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – Select Report (See RP.01 for details regarding this screen.)

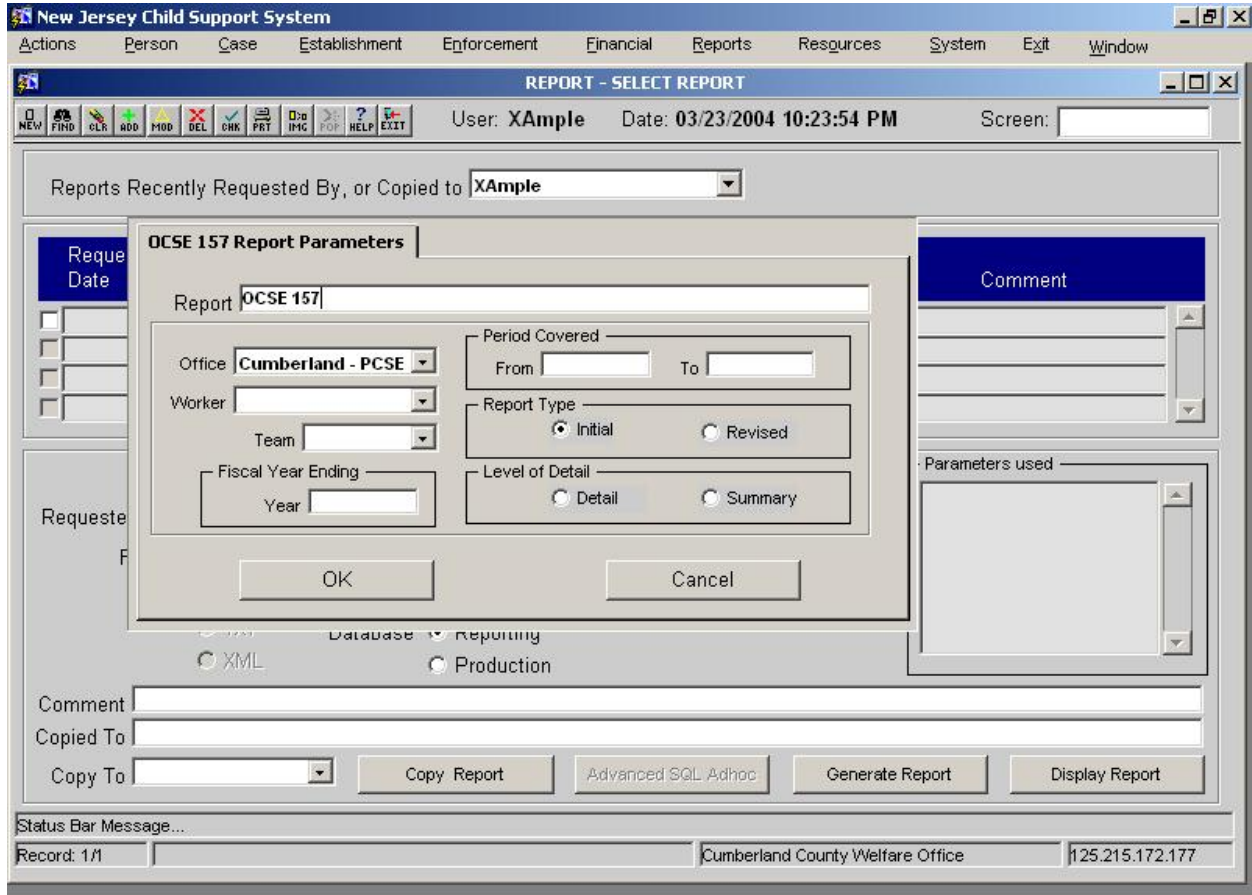
New Jersey Child Support System
 Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window
 REPORT - SELECT REPORT
 User: XAmple Date: 03/23/2004 10:23:54 PM Screen:
 Reports Recently Requested By, or Copied to: XAmple

Requested Date	Report	File Name	Comment
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

 Area: Report:
 Requested Date: By: File Name:
 Format: PDF Excel TXT XML
 Urgency: Immediate (Be prepared for long response times.) Overnight
 Database: Reporting Production
 Parameters used:
 Comment:
 Copied To:
 Copy To:
 Status Bar Message...
 Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System
Reporting

OCSE 157 Report PopUp



2.3.1.1. **Screen Group:** Report

2.3.1.2. **Method(s) of Access:** Menu: Main Menu / Reports /

From Button, Link, etc., on another Screen: None

“Right Click Menu” from another Screen:

These will be enumerated during detail design.

2.3.2. Transactions

Specifics related to reporting will be determined during the functional design process.

2.3.3. Documents

The following is Form OCSE-157, version 10/98. The 157 report should be programmed to closely resemble this format.

New Jersey Automated Child Support Enforcement System
Reporting



[Home](#) | [Services](#) | [Working with ACE](#) | [Policy/Planning](#) | [About ACE](#) | [ACE News](#)

Office of Child Support Enforcement

[OCSE Home](#) . [Program Information](#) . [News](#) . [Publications](#) . [Policy](#) . [State Links](#) . [OCSE Search](#) . [Help](#)

DEPARTMENT OF HEALTH AND HUMAN SERVICES Form Approved
Administration for Children and Families OMB No.
Office of Child Support Enforcement Expires:

CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT

STATE:	SUBMISSION:	NEW	REVISED	FISCAL YEAR	
ITEMS		(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
SECTION A: CASE INVENTORY					
1. Cases Open at the End of the Fiscal Year					
a. Interstate Cases Initiated in This State					
b. Interstate Cases Received From Another State					
c. Medicaid Only Cases					
2. Cases Open at the End of the Fiscal Year With Support					
a. Interstate Cases Initiated in This State					
b. Interstate Cases Received From Another State					
c. Cases With Orders for Zero Cash Support					
d. Medicaid Only Cases With Orders					
3. Cases Open at the End of the Fiscal Year					
SECTION B: PATERNITY ESTABLISHMENT					
4. Number of Children in Cases Open					
5. Children in IV-D Cases Open at the End of the Fiscal Year					
6. Children in IV-D Cases Open During or at the End of the Fiscal Year With Paternity Established					

New Jersey Automated Child Support Enforcement System
Reporting

7. Children in the IV-D Cases at the End of the Fiscal Year With Paternity Resolved				
8. Children in the State Born Out-of-Wedlock During The Fiscal Year				
9. Children in the State With Paternity Established or Acknowledged During The Fiscal Year (Optional)				
10. Children in the State With Paternity Acknowledged During The Fiscal Year				
SECTION C: SERVICES REQUIRED				
11. Cases Open at the End of the Fiscal Year Requiring Location Services				
12. Cases Open at the End of the Fiscal Year Requiring Services to Establish an Order				
13. Children Requiring Paternity Determination Services in Cases Open at the End of the Fiscal Year				
SECTION D: SERVICES PROVIDED				
14. Title IV-A Cases Closed During the Fiscal Year Where a Child Support Payment Was Received				
15. Cases Receiving Successful Location Services During the Fiscal Year				
16. Children in the IV-D Caseload for Whom Paternity Was Established or Acknowledged During the Fiscal Year				
17. Cases With Orders Established During the Fiscal Year				
18. Cases With Collections During the Fiscal Year				
a. Interstate Cases Initiated in Another State With Collections During the Fiscal Year				
19. Cases Sent to Another State During the Fiscal Year				
20. Cases Received From Another State During the Fiscal Year				
SECTION E: MEDICAL SUPPORT				
21. Cases Open at the End of the Fiscal Year Where Medical Support is Ordered				
22. Cases Open at the End of the Fiscal Year Where Health Insurance is Ordered				
23. Cases Open at the End of the Fiscal Year Where Health Insurance is Provided as Ordered				
SECTION F: COLLECTIONS DUE AND DISTRIBUTED				
24. Total Amount of Current Support Due for the Fiscal Year		\$	\$	\$
25. Total Amount of Support Distributed as Current Support During the Fiscal Year		\$	\$	\$
26. Total Amount of Arrearages Due for All Fiscal Years		\$	\$	\$
27. Total Amount of Support Distributed as Arrears During the Fiscal Year		\$	\$	\$
28. Cases With Arrears Due During the Fiscal Year				

New Jersey Automated Child Support Enforcement System
Reporting

29. Cases Paying Toward Arrearages During the Fiscal Year				
SECTION G: STAFF				
30. Full-time Equivalent Employees of State and Local IV-D Offices on the Last Working Day in the Fiscal Year				
31. Full-time Equivalent Employees Under Cooperative Agreements on the Last Working Day in the Fiscal Year				
32. Full-time Equivalent Employees of Privatized IV-D Offices on the Last Working Day in the Fiscal Year				
SECTION H: PROGRAM EXPENDITURES				
33. Amount of Expenditures to Establish Paternities During the Fiscal Year	\$			
34. Amount of Expenditures to Locate Non-custodial Parents During the Fiscal Year	\$			
35. Amount of Expenditures to Establish Support Orders During the Fiscal Year	\$			
36. Amount of Expenditures to Enforce Support Orders During the Fiscal Year	\$			
37. Amount of Expenditures to Distribute Collections During the Fiscal Year	\$			
SECTION I: NONCOOPERATION AND GOOD CAUSE				
38. Cases at the End of the Fiscal Year in Which There is a Determination of Noncooperation				
39. Cases Open During the Fiscal Year With Good Cause Determinations				
SECTION J: ADMINISTRATIVE ENFORCEMENT				
40. Administrative Enforcement Requests Received From Another State During the Fiscal Year				
41. Administrative Enforcement Cases With a Collection During the Fiscal Year				
42. Amount of Support Collected on Administrative Enforcement Cases During the Fiscal Year	\$			
<p><u>Paperwork Act Notice:</u> State agencies are required to provide the information requested to receive a grant award under the provision of Title IV, Part D (Sections 452 and 469) of the Social Security Act (42 USC 652 and 669). This is public information and is published in an Annual Report to Congress. The responses to this collection are mandatory. This information is not considered confidential, therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information.</p> <p><u>Reporting Burden Notice:</u> Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding either this burden estimate or other aspect of this request for information to: the Administration for Children and Families, Office of Child Support Enforcement, 360 L146Enfant Promenade, S.W., Washington, DC 20447 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.</p>				
This is to certify the information provided on this report is accurate to the best of my knowledge and belief.		Signature: Director, Title IV-D		
Agency Name	Typed Name, Title,		Date:	

New Jersey Automated Child Support Enforcement System
Reporting

g:\ocseuser\jmplform3.doc 11/4/97)

FORM OCSE-157 (10/98) (Replaces forms OCSE-156 and OCSE-158)

[ACF Home](#) | [Questions?](#) | [Site Index](#) | [Contact Us](#) | [Accessibility](#) | [Privacy Policy](#) | [Freedom of Information Act](#) | [Disclaimers](#)
[Department of Health and Human Services](#) | [The White House](#) | [FirstGov](#) | [USA Freedom Corps](#)

Administration for Children and Families • 370 L'Enfant Promenade, S.W. • Washington, D.C. 20447

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.03 Financial Management Reporting

Reporting– RP.03 Financial Management Reporting

1. Requirements Definition

1.1. Requirement

1.1.1. The system must maintain an online financial management report with daily, monthly, and federal fiscal year totals for collection, held collections, refunds, disbursements, cancellations, stated dated disbursements, and escheatment funds.

1.1.2. The report data must be worker, county, office, team, and statewide accessible.

1.1.3. The report must establish an audit history to link each row and column entry with the case, collection, or disbursement data basis.

1.2. Existing ACSES Assessment

ACSES currently provides only limited capability for online financial management reporting. As noted elsewhere in this document, a considerable amount of financial management activity relies on logs and spreadsheets that are completed manually.

1.3. MiCSES Assessment

The SLOG, SUMA, RHIS, MFIN, and CHKV screens in MiCSES provide a snapshot and history of collections, held collections, refunds, disbursements, cancellations, stale dated disbursements and escheatment information.

1.3.1. Michigan Adaptation

1. Original Michigan screens FAUD and FINS will be incorporated into the REPORT screen. Therefore, there is no need for separate screens.

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. Currently in Michigan, there are two different reports: one for daily financial totals used for reconciliation (FINS) and the other for the monthly and fiscal year end totals (FAUD). NJ will

Reporting

need to decide if they want to keep these separate. The specification has been written that way, but NJ will need to decide what works best for their business practices.

2. Depending on how NJ wants to handle misapplied payments, the SDU, State and County Make Whole Accounts may be renamed or removed from the reports.
3. The Financial Management Report was designed according to NJ's requirements. JAD sessions will determine any additional selection parameters for the pop-up. For example, parameters like Receipt Date, Batch Number, Case, Order, Receipt Source, Disbursement Destination, Disbursement Media, etc.

2. Functional Design

2.1. Functional Process Overview

The REPORT screen will be used to generate and display the Financial Management Report Summary. See Requirement RP.01 for details regarding the REPORT screen.

2.1.1. Generating the Financial Management Report

To select the Financial Management Reports on the REPORT screen, select the financial functional area from the Area field and then select the Financial Management Report Daily Totals or Financial Management Report Monthly Totals from the Report field.

The Financial Management Report Daily Totals will be used to find totals for a specific day. This report can be generated at any time and will give running totals for the current month and fiscal year to date.

The Financial Management Report Monthly Totals will be used to find totals for a specific month. This report can only be generated starting after the month end that the totals are needed. For example, if the worker wants the monthly totals for March 2004, the report can be generated starting April 1st, 2004 and anytime thereafter. The report cannot be generated during the Month of March, 2004. If a running total is needed for March, access the Daily Totals report for that information. The Monthly Totals report also gives the Fiscal Year to Date totals as well as the Inception to Date totals.

Once the Financial Management Report has been selected on the REPORT screen, a Program Report Parameters box will display. The fields on this screen are:

- Report (Name)
- Office
- Worker
- Primary Sort Seq
- Secondary Sort Seq
- Team
- Period Covered (From and To)
- Cutoff (As of a specific date or As of run date)
- Level of Detail (Summary or Detail)

Once these parameters are completed and the Summary button selected, the report will generate overnight. The report will be available for review the next day by accessing the REPORT screen, putting a check in the box beside the report to be viewed and then selecting the Display Report button. The report can be generated for all offices and all workers or can be more defined according to office, worker, team, and sort criteria.

New Jersey Automated Child Support Enforcement System

Reporting

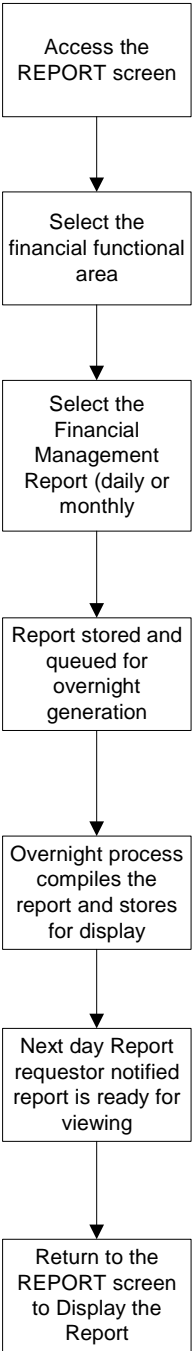
The Summary report will contain the following categories where number counts will display for each category: (see a sample copy of the report in Section 2.3.3.) The categories will be reviewed and finalized during the functional design process.

- Distributed Receipts by Batch Source
- Distributed Receipts by Receipt Source
- Distributed Receipts by Debt Type
- Disbursements by Type
- Disbursements by Recipient Type
- Money in Suspense
- Suspense Activity
- Recovery Obligations payable to counties
- Receipts Applied to: Current Support
- Receipts Applied to: Arrears
- Suspense Holds
- Suspense Codes

Both of the Summary Reports should also have in the header "Page X of Y".

Reporting

2.2. Functional Process Flow



Reporting

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – Select Report (See RP.01 for details regarding this screen.)

NEW Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

REPORT - SELECT REPORT

User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

Reports Recently Requested By, or Copied to XAmple []

Requested Date	Report	File Name	Comment
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Area [] Report []

Requested Date [] By [] File Name []

Format PDF Excel TXT XML

Urgency Immediate (Be prepared for long response times.) Overnight

Database Reporting Production

Parameters used []

Comment []

Copied To []

Copy To []

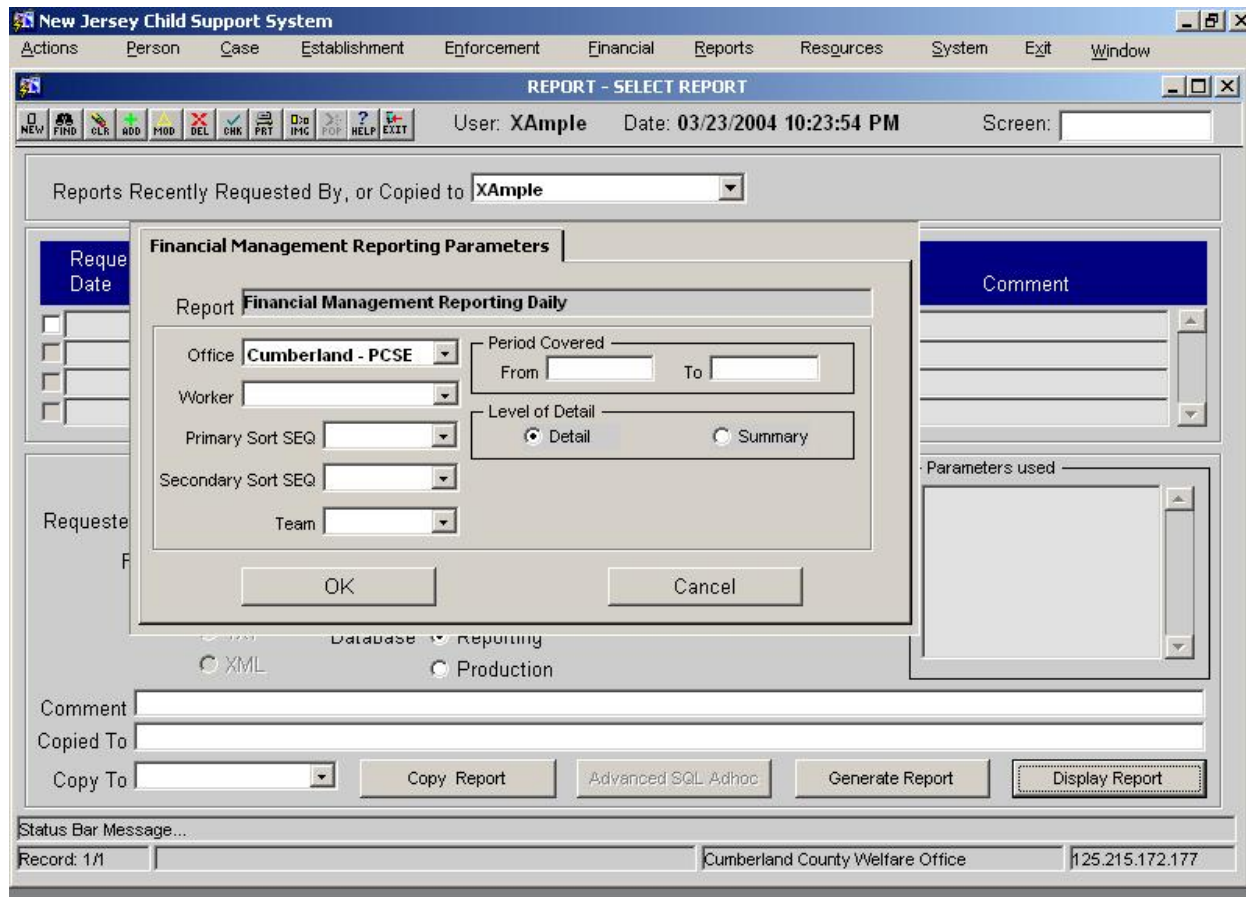
Copy Report Advanced SQL Adhoc Generate Report Display Report

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System
Reporting

Financial Management Report Pop-up



2.3.2. Documents

Specifics related to content and design of the report layouts will be determined during the functional design process. However, a sample format is attached to provide a framework for the Financial Management Report Daily Totals and Monthly Totals.

New Jersey Automated Child Support Enforcement System

Reporting

NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM

FINANCIAL MANAGEMENT REPORT DAILY TOTALS

For the day of: March 31, 2003

Date/Time:

Team:

Office:

Worker:

	DAILY	MONTH TO DATE	FISCAL YEAR TO DATE
Distributed Receipts			
By Batch Source			
Totals			
IRS Intercept			
State Intercept			
Online			
State Disbursement Unit			
Employer EFT			
OSA EFT			
Unemployment			
By Receipt Source			
Totals			
FIDM Receipt			
Special Instructions			
State Refund (Manual)			
State Refund (Automatic)			
Negative Tax Offset			
Bond			
IRS			
Worker's Compensation			
Obligor			
State Tax			
Interstate			
Unemployment Compensation			
Wage Assignment			
Performance Bond			
Service Fee/Processing Fee			
Processing Fee			
Levy			
Service Fee			
QDRO/EDRO Withholding			
Court Cost – Bench Warrant			
Employer Bonus			
Lottery Winnings			
Payee Recoupments			
Direct Credit			

New Jersey Automated Child Support Enforcement System
Reporting

Receivership			
NSF Recoupment Payments			
Attorney Fee			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT DAILY TOTALS
For the day of: March 31, 2003**

Date/Time:
Office:

Team:
Worker:

	DAILY	MONTH TO DATE	FISCAL YEAR TO DATE
By Debt Type			
Totals			
Alimony			
Genetic Test			
Bench Warrant/Court Cost			
Child Care			
Child Support			
Medical Support/Medicaid			
Medical Reimbursement			
Medical Support – Client			
Out of State			
Processing Fees			
Recovery for Bank Adjustments			
Recovery – SDU make whole			
Recovery – State make whole			
Recovery for IRS Tax Adjustments			
Service Fees			
Spousal Support			
Foster Care			
Transfer Fee			
Education			
Recovery for misapplied payments			
Miscellaneous			
Genetic Test Individuals			
Genetic Test Draws			
Attorney Fees			
Recovery – County Make Whole			
Disbursements by Type			
Totals			
Check			
EFT			
Journal Entries			

New Jersey Automated Child Support Enforcement System
Reporting

Disbursements by Recipient Type			
Totals			
CP			
Other State Agency			
TANF			
IV-E			
Non IV-E			
Blood Test			
Non-TANF Tax Offset Recoveries			
Other			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT DAILY TOTALS
For the day of: March 31, 2003**

Date/Time:

Team:

Office:

Worker:

	DAILY	MONTH TO DATE	FISCAL YEAR TO DATE
Money in Suspense			
Money only County user can work			
Money that can be worked by both County and Central user			
Suspense Activity			
Beginning Balance			
Money moved into Suspense			
Money moved out of Suspense			
Ending Balance			
Recover Obligations payable to Counties			
Beginning Balance			
New Recovery Obligations created			
Adjustments to recovery Obligations			
Disbursements to recovery Obligations			
Ending Balance			
Receipts applied to: Current Support			
Beginning Balance			
New charges and Adjustments (Net)			
Distributions to Current Support Oblig			
Ending Balance			
Receipts applied to: Arrears			

New Jersey Automated Child Support Enforcement System
Reporting

Beginning Balance			
New charges and adjustments			
Distributions to Arrears			
Ending Balance			
Suspense Holds			
Count of Cases/Court orders with manual holds			
Count of Cases/Court orders with Money in Suspense			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT DAILY TOTALS
For the day of: March 31, 2003**

Date/Time:
Office:

Team:
Worker:

	DAILY	MONTH TO DATE	FISCAL YEAR TO DATE
Suspense Codes			
Totals			
CS06			
CS15			
CS20			
CSRC			
CSTN			
CSTX			
MADC			
MADI			
MCPI			
MCRA			
MCRC			
MCRL			
MDPP			
MJUC			
MJUI			
MREF			
SCBA			
SCDE			
SCLO			
SCPR			
SDBO			
SDIS			
SDOL			
SDSH			

New Jersey Automated Child Support Enforcement System
Reporting

SDTR			
SFBA			
SFEX			
SFPD			
SIVE			
SIWI			
SJTO			
SNAO			
SNBA			
SNEX			
SNSF			
SOBA			
SOSR			
SQRO			
SRLC			
SSPD			
SSPI			
SSRE			
SSTE			
SSTH			
SVOI			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT DAILY TOTALS
For the day of: March 31, 2003**

Date/Time:

Team:

Office:

Worker:

	DAILY	MONTH TO DATE	FISCAL YEAR TO DATE
SVOL			
SWEL			
UFTO			
UIRE			
UNDF			
UNID			
USTO			

New Jersey Automated Child Support Enforcement System
Reporting

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT**

For the month of: March 2003

Date/Time:

Team:

Office:

Worker:

	MONTHLY	FISCAL YEAR TO DATE	INCEPTION TO DATE
Distributed Receipts			
By Batch Source			
Totals			
IRS Intercept			
State Intercept			
Online			
State Disbursement Unit			
Window Payments			
Mail Payments			
By Receipt Source			
Totals			
FIDM Receipt			
Special Instructions			
State Refund (Manual)			
State Refund (Automatic)			
Negative Tax Offset			
Bond			
IRS			
Worker's Compensation			
Obligor			
State Tax			
Interstate			
Unemployment Compensation			
Wage Assignment			
Performance Bond			
Service Fee/Processing Fee			
Processing Fee			
Levy			
Service Fee			
ODRO/EDRO Withholding			
Court Cost – Bench Warrant			
Employer Bonus			
Lottery Winnings			
Payee Recoupments			
Direct Credit			
Receivership			

New Jersey Automated Child Support Enforcement System
Reporting

NSF Recoupment Payments			
Attorney Fee			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT**

For the month of: **March 2003**

Date/Time:

Team:

Office:

Worker:

	MONTHLY	FISCAL YEAR TO DATE	INCEPTION TO DATE
By Debt Type			
Totals			
Alimony			
Genetic Test			
Bench Warrant/Court Cost			
Child Care			
Child Support			
Medical Support/Medicaid			
Medical Reimbursement			
Medical Support – Client			
Out of State			
Processing Fees			
Recovery for Bank Adjustments			
Recovery – SDU make whole			
Recovery – State make whole			
Recovery for IRS Tax Adjustments			
Service Fees			
Spousal Support			
County Foster Care			
Transfer Fee			
Education			
Recovery for misapplied payments			
Miscellaneous			
Genetic Test Individuals			
Payee Confinement			
Payee Bonus			
Genetic Test Draws			
Attorney Fees			
Recovery – County Make Whole			
Disbursements by Type			
Totals			
Check			
EFT			

New Jersey Automated Child Support Enforcement System
Reporting

Journal Entries			
Disbursements by Recipient Type			
Totals			
CP			
Other State Agency			
TANF			
IV-E			
Non IV-E			
Blood Test			
Non-TANF Tax Offset Recoveries			
Other			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT
For the month of: March 2003**

Date/Time:

Team:

Office:

Worker:

	MONTHLY	FISCAL YEAR TO DATE	INCEPTION TO DATE
Money in Suspense			
Money only County user can work			
Money that can be worked by both County and Central user			
Suspense Activity			
Beginning Balance			
Money moved into Suspense			
Money moved out of Suspense			
Ending Balance			
Recover Obligations payable to Counties			
Beginning Balance			
New Recovery Obligations created			
Adjustments to recovery Obligations			
Disbursements to recovery Obligations			
Ending Balance			
Receipts applied to: Current Support			
Beginning Balance			
New charges and Adjustments (Net)			
Distributions to Current Support Oblig			
Ending Balance			

New Jersey Automated Child Support Enforcement System
Reporting

Receipts applied to: Arrears			
Beginning Balance			
New charges and adjustments			
Distributions to Arrears			
Ending Balance			
Suspense Holds			
Count of Cases/Court orders with manual holds			
Count of Cases/Court orders with Money in Suspense			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT
For the month of: March 2003**

Date/Time:

Team:

Office:

Worker:

	MONTHLY	FISCAL YEAR TO DATE	INCEPTION TO DATE
Suspense Codes			
Totals			
CS06			
CS15			
CS20			
CSRC			
CSTN			
CSTX			
MADC			
MADI			
MCPI			
MCRA			
MCRC			
MCRL			
MDPP			
MJUC			
MJUI			
MREF			
SCBA			
SCDE			
SCLO			
SCPR			
SDBO			
SDIS			
SDOL			

New Jersey Automated Child Support Enforcement System
Reporting

SDSH			
SDTR			
SFBA			
SFEX			
SFPD			
SIVE			
SIWI			
SJTO			
SNAO			
SNBA			
SNEX			
SNSF			
SOBA			
SOSR			
SQRO			
SRLC			
SSPD			
SSPI			
SSRE			
SSTE			
SSTH			
SVOI			

**NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM
FINANCIAL MANAGEMENT REPORT**

For the month of: March 2003

Date/Time:

Office:

Team:

Worker:

	MONTHLY	FISCAL YEAR TO DATE	INCEPTION TO DATE
SVOL			
SWEL			
UFTO			
UIRE			
UNDF			
UNID			
USTO			

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.04 Program Management Reporting

Reporting– RP.04 Program Management Reporting

1. Requirements Definition

1.1. Requirement

1.1.1. The system must maintain an online case management report with daily and monthly processing and caseload inventory totals for intake, locate, interstate, obligation establishment, paternities established, enforcement actions taken by type, income withholding orders, medical support orders, bench warrants, direct payment orders, alimony only orders, etc.

1.1.2. The report data must be worker, county, office, team, and statewide accessible.

1.1.3. The report must establish an audit history to link each row and column entry with the case, child, and action data basis.

1.2. Existing ACSES Assessment

ACSES batch reporting generates a wide array of case management reports on both a daily and monthly basis. The current selection of program management reports includes the majority of the processing counts and caseload inventories specified in the requirement, but the existing system cannot break these results down beyond the state or county level. Very little of this information is accessible online in ACSES and, for the most part, program management reporting is limited to the distribution of hard copy documents to the management staff.

1.3. MICSES Assessment

MiCSES produces case listings for local offices.

1.3.1. Michigan Adaptation

None

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. JAD sessions will determine whether to allow any person with access to the report to view the statewide detail data. If desired, then the security issue is simple as the system can then generate the

Reporting

whole report for every worker/team/office in the state and provide the report as a pdf from the 'Display Report' button. If global access for all workers is not wanted, then the report lines have to be stored in the database and only selected lines are pulled for viewing when the 'Display Report' button is pressed.

2. Functional Design

2.1. Functional Process Overview

The REPORT screen will be used to generate and display the Program Report Summary and Program Report Detail for the following functional areas: Intake, Locate, Establishment, Enforcement and Interstate. This screen is discussed in detail in RP.01.

To select the Program Report on the REPORT screen, select one of the 5 areas (Intake, Locate, Establishment, Enforcement and Interstate) in the Area field and then Program Report from the Report field.

2.1.1. Generating the Program Reports Summary

Once the Functional Area and Program Report have been selected on the REPORT screen, a Program Report Parameters box will display. The fields on this screen are:

- Report (Name)
- Office
- Worker
- Team
- Primary Sort Seq
- Secondary Sort Seq
- Team
- Period Covered (From and To)
- Level of Detail (Summary or Detail)

Once these parameters are completed and the Summary button selected, the report generates overnight. The report will be available for review the next day by accessing the REPORT screen, putting a check in the box beside the report to be viewed and then selecting the Display Report button. The report can be generated for all offices and all workers or can be more defined according to office, worker, team, and sort criteria.

NJ does use daily program reports that need to be immediately accessible. JAD sessions will determine which reports are needed daily. Functionality will need to be created to automatically generate these reports and have them readily accessible at any time. These reports and formats should closely resemble what is currently used in NJ and accessed through IACquire.

The Summary report may contain the following categories where number counts will display for each category: (see a sample copy of the report in Section 2.3.3.) The categories will be reviewed and finalized during the functional design process.

Intake

- Referral's open -Begin (MM/DD/YYYY)
- Referral's Processed
- Referral's > 30 days

New Jersey Automated Child Support Enforcement System

Reporting

- Referral's < 30 days
- Referral's > 60 days
- Referral's open – End (MM/DD/YYYY)
- Referral's not located
- Referral's without court orders

Locate

- # Cases in Locate as of (MM/DD/YYYY)
- # Cases SOP < 90 Days from NCP Locate Date
- % Cases SOP < 90 Days from NCP Locate Date

Establishment

- Complaint's open -Begin (MM/DD/YYYY)
- Complaint's Received
- Complaint's Rejected
- Court Case Dismissals
- Support/Medical Orders Established
- Complaint's open – End (MM/DD/YYYY)
- Paternity Establishments
- Guideline Deviations
- Child Support Ordered
- # Cases SOP < 90 Days from Referral Date
- % Cases SOP < 90 Days from Referral Date

Enforcement

- Enforcement actions taken (total)
- Income withholding orders
- Income withholding orders established
- Medical Support Orders
- Medical Support Orders Established
- Bench warrants issued
- Direct pay orders
- Alimony only orders
- Modifications completed

Interstate

- Interstate Responding Cases Registered
- Interstate Responding Cases Confirmed
- Interstate Initiating Orders Established by Other State

Within each of these categories, the following subcategories are used to further separate the numbers in some of the program reports:

Section 1

- IS Initiating
- IS Responding

New Jersey Automated Child Support Enforcement System
Reporting

- FD
- FM
- FV
- Total

Section 2

- Current Assistance
- Former Assistance
- Never Assistance
- Total

In the Enforcement Report, the enforcement activities were broken down further by major activity type and assistance type.

2.1.2. Generating the Program Reports Detail

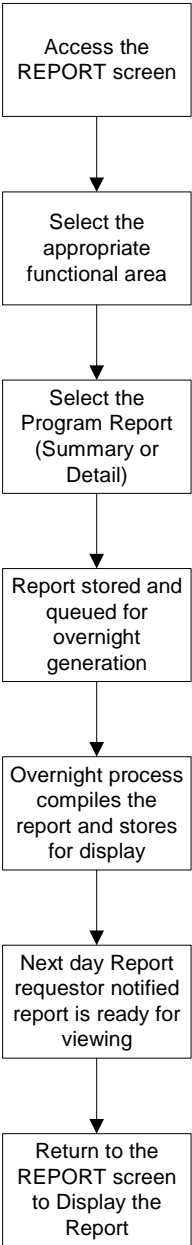
If more specific information is needed than the Summary number count, the Program Detail Report for each functional area can be selected for displaying case information detail for each category and subcategory. The information contained in this report is displayed for each category and subcategory pairing. For example, case information will display for Cases open < 6 months for TANF/IV-E, Prior TANF/IV-E and Never TANF/IV-E, and so on. The 5 columns of detail information are:

- Case Number
- Docket Number (if assigned)
- CP Name
- NCP Name
- Stage (of the case)

However, the exact content and detail of the reports should closely mimic what NJ currently uses. Program Reports are accessed in IACquire with print capabilities.

Reporting

2.2. Functional Process Flow



Reporting

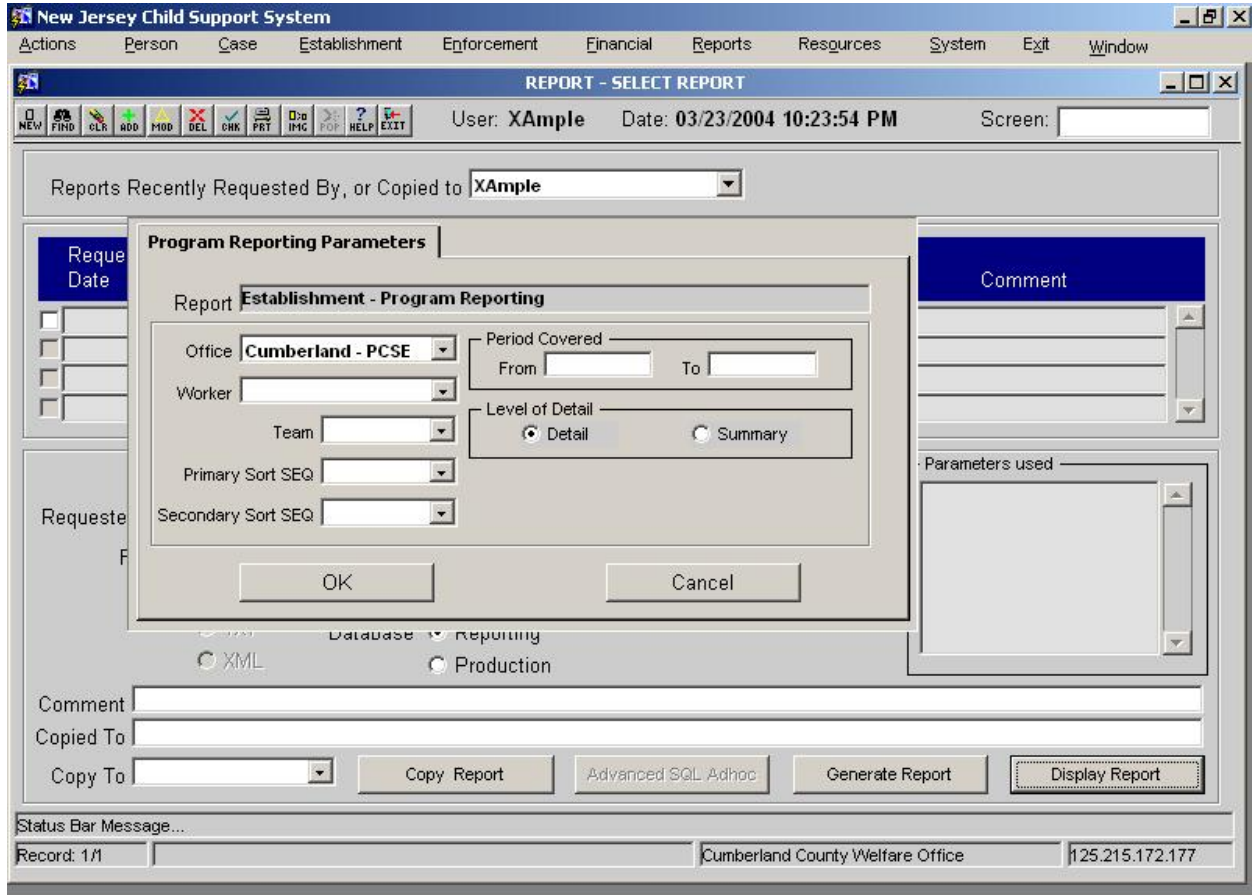
2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – Select Report (See RP.01 for details regarding this screen.)

The screenshot shows the 'REPORT - SELECT REPORT' window. At the top, the title bar reads 'New Jersey Child Support System'. Below it is a menu bar with options: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. A toolbar contains icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, PRT, DTP, IMC, POP, HELP, and EXIT. The user information shows 'User: XAmple' and 'Date: 03/23/2004 10:23:54 PM'. A dropdown menu shows 'Reports Recently Requested By, or Copied to XAmple'. Below this is a table with columns: Requested Date, Report, File Name, and Comment. The table contains four empty rows. Below the table are input fields for 'Area', 'Report', 'Requested Date', 'By', and 'File Name'. There are radio buttons for 'Format' (PDF, Excel, TXT, XML) and 'Urgency' (Immediate, Overnight). There are also radio buttons for 'Database' (Reporting, Production). A 'Parameters used' box is empty. At the bottom, there are text boxes for 'Comment', 'Copied To', and 'Copy To'. Four buttons are present: 'Copy Report', 'Advanced SQL Adhoc', 'Generate Report', and 'Display Report'. The status bar at the bottom shows 'Record: 1/1', 'Cumberland County Welfare Office', and '125.215.172.177'.

New Jersey Automated Child Support Enforcement System
Reporting

Program Reporting Parameters Popup



2.3.2. Reports

Reports will be available for viewing on-line with an option to print a hard copy of the report.

2.3.3. Transactions

Specifics related to reporting will be determined during the functional design process.

2.3.4. Documents

Specifics related to content and design of the reports will be determined during the functional design process. However, a sample format is attached for each functional area: Locate, Intake, Establishment, Enforcement and Interstate.

New Jersey Automated Child Support Enforcement System
Reporting

Date: 4/6/2004

Time: 13:48:13 PM

New Jersey Child Support Enforcement System

Office: ALL

Intake Program Report Summary

Worker: ALL

Period from MM/DD/YYYY to MM/DD/YYYY

Primary Sort Sequence: None

Secondary Sort Sequence: None

Team:

Intake Caseload	IS INIT	IS RESP	FD	FM	FV	Total
Referral's open -Begin (MM/DD/YYYY)						
Referral's Processed						
Referral's > 30 days						
Referral's < 30 days						
Referral's > 60 days						
Referral's open – End (MM/DD/YYYY)						
Referral's not located						
Referral's without court orders						

Intake Aide Type	Current Assistance	Former Assistance	Never Assistance	Total
Referral's open -Begin (MM/DD/YYYY)				
Referral's Processed				
Referral's > 30 days				
Referral's < 30 days				
Referral's > 60 days				
Referral's open – End (MM/DD/YYYY)				
Referral's not located				
Referral's without court orders				

New Jersey Automated Child Support Enforcement System
Reporting

Date: 4/6/2004

Time: 13:48:13 PM

Office: ALL

Worker: ALL

Primary Sort Sequence: None

Secondary Sort Sequence: None

Team:

New Jersey Child Support Enforcement System

Establishment Program Report Summary

Period from MM/DD/YYYY to MM/DD/YYYY

Establishment Caseload	IS INIT	IS RESP	FD	FM	FV	Total
Complaint's open -Begin (MM/DD/YYYY)						
Complaint's Received						
Complaint's Rejected						
Court Case Dismissals						
Support/Medical Orders Established						
Complaint's open – End (MM/DD/YYYY)						
Paternity Establishments						
Guideline Deviations						
Child Support Ordered						

Establishment Assistance Type	Current Assistance	Former Assistance	Never Assistance	Total
Complaint's open -Begin (MM/DD/YYYY)				
Complaint's Received				
Complaint's Rejected				
Court Case Dismissals				
Support/Medical Orders Established				
Complaint's open – End (MM/DD/YYYY)				
Children Paternity Established				
Guideline Deviations				
Child Support Ordered				
# Cases SOP < 90 Days from Referral Date				
% Cases SOP < 90 Days from Referral Date				

New Jersey Automated Child Support Enforcement System
Reporting

Date: 4/6/2004

Time: 13:48:13 PM

New Jersey Child Support Enforcement System

Office: ALL

Enforcement Program Report Summary

Worker: ALL

Period from MM/DD/YYYY to MM/DD/YYYY

Primary Sort Sequence: None

Secondary Sort Sequence: None

Team:

Enforcement Caseload	IS INIT	IS RESP	FD	FM	FV	Total
Enforcement actions taken (total)						
Income withholding orders						
Income withholding orders established						
Medical Support Orders						
Medical Support Orders Established						
Bench warrants issued						
Direct pay orders						
Alimony only orders						

Enforcement Assistance Type	Current Assistance	Former Assistance	Never Assistance	Total
Enforcement actions taken (total)				
Income withholding orders				
Income withholding orders established				
Medical Support Orders				
Medical Support Orders Established				
Bench warrants issued				
Direct pay orders				
Alimony only orders				

Enforcement actions by type (Open Major Activity chain)	Current Assistance	Former Assistance	Never Assistance	Total
Income withholding				
NMSN				
Bench Warrant				
Federal Tax Offset				

New Jersey Automated Child Support Enforcement System
Reporting

State Tax Offset				
Liens				
Bonds				
Credit Reporting				
IRS Full Collections				
Federal/State Criminal Non-Support				
License Suspension				
Passport Denial				
FIDM				
Administrative Offset				

Date: 4/6/2004

Time: 13:48:13 PM

New Jersey Child Support Enforcement System

Office: ALL

Interstate Program Report Summary

Worker: ALL

Period from MM/DD/YYYY to MM/DD/YYYY

Primary Sort Sequence: None

Secondary Sort Sequence: None

Team:

Interstate Processing	Current Assistance	Former Assistance	Never Assistance	Total
Interstate Responding Cases Registered				
Interstate Responding Cases Confirmed				
Interstate Initiating Orders Established by Other State				

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.05 Expedited Process Reporting

Reporting– RP.05 Expedited Process Reporting

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must maintain an online expedited process report with monthly totals.
- 1.1.2. The report must be dimensioned to provide for judge, county, and statewide access.
- 1.1.3. The universe of cases for reporting is those cases with a hearing disposition within the month.
- 1.1.4. The report must indicate the number and percentage of cases reaching disposition within six months, nine months, 12 months, and more than 12 months.
- 1.1.5. The report must establish an audit history to link each row and column entry with the case legal referral data basis.
- 1.1.6. The system must have the capability to export the report data and the audit data for analysis within the data warehouse.

1.2. Existing ACSES Assessment

Although NJ technical staff has begun consideration of ACSES functional support for expedited process reporting, the enhancement has not yet been implemented.

1.3. MICSES Assessment

MiCSES produces Establishment aging reports for the time frames associated with service of process and establishment of orders.

1.3.1. Michigan Adaptation

- 1. The Expedited Process reporting in Michigan was included in an Establishment program report. The expedited process report will be removed from this report and become a stand alone report in NJ.
- 2. Michigan has different screens to generate the different reports. For NJ, there will be one screen used for generating all reports.

1.4. Alternative Hybrid Component Assessment

Reporting

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

1.5. Requirements Validation

2. Functional Design

2.1. Functional Process Overview

The REPORT screen will be used to generate and display the Expedited Report Summary and Expedited Report Detail. This screen is discussed in detail in RP.01.

To select the Expedited Report on the REPORT screen, select Establishment in the Area field and then Expedited Report from the Report field.

2.2. Generating the Expedited Report Summary

Once the Expedited Report has been selected on the REPORT screen, a Expedited Report Parameters box displays. The fields on this screen are:

- Report Name
- Office
- Worker
- Team
- Primary Sort Seq
- Secondary Sort Seq
- Judge
- Hearing Officer
- Period Covered (From and To)
- Level of Detail (Summary or Detail)

Once these parameters are completed and the Summary button selected, the report will generate overnight. The report will be available for review the next day by accessing the REPORT screen, putting a check in the box beside the report to be viewed and then selecting the Display Report button. The report can be generated for all offices and all workers or can be more defined according to office, team, worker, judge, hearing officer and sort order.

The Summary report currently contains the following categories and number counts will display for each category: (see a sample copy of the report in Section 2.3.3.) The categories will be reviewed and finalized during the functional design process.

- Cases open < 6 months
- Cases open > 6 months
- Cases open < 9 months
- Cases open < 12 months
- Cases with orders within 6 months
- Cases with orders within 9 months
- Cases with orders within 12 months

Reporting

- Cases with orders over 12 months
- % Cases with orders within 6 months
- % Cases with orders within 9 months
- % Cases with orders within 12 months
- % Cases with orders over 12 months

Within each of these categories, the following subcategories are used to further separate the numbers:

- Current Assistance
- Former Assistance
- Never Assistance

2.3. Generating the Expedited Report Detail

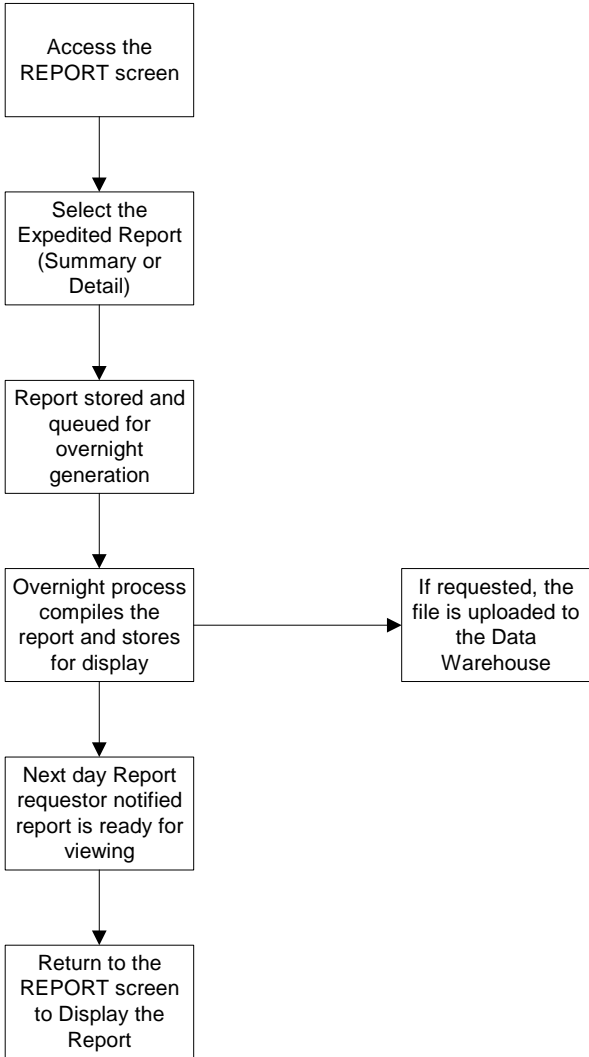
If more specific information is needed than the Summary number count, the Expedited Summary Detail Report can be selected to display case information detail for each category and sub-category. The information contained in this report is displayed for each category and subcategory pairing. For example, case information will display for Cases open < 6 months for TANF/IV-E, Prior TANF/IV-E and Never TANF/IV-E, and so on. The 5 columns of detail information are:

- Case Number
- Docket Number (if assigned)
- CP Name
- NCP Name
- Stage (of the case)

2.4. Uploading to the Data Warehouse

Once the report has been run for monthly totals for submission purposes, the report will be uploaded during nightly batch process to the data warehouse. This will be done using a flat file format.

2.5. Functional Process Flow



Reporting

2.6. Screens, Notices, Reports and Transaction Files

2.6.1. REPORT – Select Report (See RP.01 for details regarding this screen.)

The screenshot shows the 'REPORT - SELECT REPORT' window. At the top, the title bar reads 'New Jersey Child Support System'. Below it is a menu bar with options: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. A toolbar contains icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, PRN, DTP, IMC, POP, HELP, and EXIT. The main window title is 'REPORT - SELECT REPORT'. Below the toolbar, it shows 'User: XAmple' and 'Date: 03/23/2004 10:23:54 PM'. A dropdown menu shows 'Reports Recently Requested By, or Copied to' with 'XAmple' selected. Below this is a table with columns: Requested Date, Report, File Name, and Comment. The table has four rows, each with a checkbox in the first column. Below the table are several input fields: 'Area', 'Report', 'Requested Date', 'By', and 'File Name'. There are also radio button options for 'Format' (PDF, Excel, TXT, XML) and 'Urgency' (Immediate, Overnight). A 'Database' section has radio buttons for 'Reporting' and 'Production'. A 'Parameters used' box is empty. At the bottom, there are text boxes for 'Comment' and 'Copied To', and a 'Copy To' dropdown. Four buttons are present: 'Copy Report', 'Advanced SQL Adhoc', 'Generate Report', and 'Display Report'. The status bar at the bottom shows 'Record: 1/1', 'Cumberland County Welfare Office', and '125.215.172.177'.

New Jersey Automated Child Support Enforcement System
Reporting

Expedited Report Popup

New Jersey Child Support System

REPORT - SELECT REPORT

User: XAmple Date: 03/23/2004 10:23:54 PM Screen:

Reports Recently Requested By, or Copied to XAmple

Expedited Process Report Parameters

Report Expedited Process

Office Cumberland - PCSE Period Covered From To

Worker Team Level of Detail Detail Summary

Judge Primary Sort SEQ

Hearing Officer Secondary Sort SEQ

OK Cancel

Comment

Parameters used

Copy Report Advanced SQL Adhoc Generate Report Display Report

Status Bar Message... Record: 1/1 Cumberland County Welfare Office 125.215.172.177

2.6.1.1. **Screen Group:** Report

2.6.1.2. **Method(s) of Access:**

Menu: Main Menu / Reports / REPORT

From Button, Link, etc., on another Screen: None

“Right Click Menu” from another Screen:

These will be enumerated during detail design.

New Jersey Automated Child Support Enforcement System
Reporting

2.6.2. Documents – Expedited Sample Report for Summary

Date: 4/6/2004
Time: 13:48:13 PM **New Jersey Child Support Enforcement System**
Office: ALL **Expedited Report Summary**
Worker: ALL **Period from MM/DD/YYYY to MM/DD/YYYY**
Judge: None
Primary Sort: None
Secondary Sort: None

Expedited Process	Current Assistance	Former Assistance	Never Assistance	Total
# Cases Open < 6 months				
# Cases Open > 6 months				
# Cases Open > 9 months				
# Cases Open > 12 months				
# Cases w/Orders within 6 months				
# Cases w/Orders within 9 months				
# Cases w/Orders within 12 months				
# Cases w/Orders over 12 months				
% Cases w/Orders within 6 months				
% Cases w/Orders within 9 months				
% Cases w/Orders within 12 months				
% Cases w/Orders over 12 months				

New Jersey Automated Child Support Enforcement System
Reporting

2.6.3. Documents – Expedited Sample Report for Detail

Date: 4/6/2004
Time: 13:48:13 PM
Office: Cumberland
Worker: SSmith
Judge: Wells
Primary Sort: IV-D #
Secondary Sort: None

New Jersey Child Support Enforcement System
Expedited Report Detail
Period from MM/DD/YYYY to MM/DD/YYYY

Cases Open < 6 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases Open > 6 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Former Assistance

New Jersey Automated Child Support Enforcement System
Reporting

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases Open > 9 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases Open > 12 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

New Jersey Automated Child Support Enforcement System
Reporting

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases w/Orders within 6 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases w/Orders within 9 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

New Jersey Automated Child Support Enforcement System
Reporting

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases w/Orders within 12 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Cases w/Orders over 12 months

Current Assistance

IV-D #	Docket #	CP name	NCP name	Stage

New Jersey Automated Child Support Enforcement System
Reporting

--	--	--	--	--

Former Assistance

IV-D #	Docket #	CP name	NCP name	Stage

Never Assistance

IV-D #	Docket #	CP name	NCP name	Stage

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.06 Self-Assessment Sample Selection

Reporting– RP.06 Self-Assessment Sample Selection

1. Requirements Definition

1.1. Requirement

1.1.1. The system must contain all the system processing data needed to support the annual self-assessment report.

1.1.2. It must provide for random sample selection, aggregate the system data associated with the selected sample, and provide for export of the universe and sample data to the self-assessment analysis database.

1.1.3. It must allow for a sample to be selected for a specific county or office.

1.2. Existing ACSES Assessment

ACSES currently provides no capability for the required support of the annual self-assessment report. OIT staff is responsible for developing the random sample selections each year and provides state staff with a CD for each of the required assessment criteria.

1.3. MiCSES Assessment

MiCSES does not support the sampling and statistical analysis needed for the Self-Assessment. The system does contain all the required data that would need to be examined.

1.3.1. Michigan Adaptation

None

1.4. Alternative Hybrid Component Assessment - Vermont

ACCESS provides effective support for the selection of the annual self-assessment sample. The sample with the aggregated case data from the system is requested through the JOBR function and then exported to a separate server where appropriate analysis can be completed. ACCESS provides for focusing the sample on a specific county or region.

1.4.1. Vermont Adaptation

1. Fields from the Vermont Job Request Submittal screen were adapted for use in the new NJ reporting screens.

1.5. Requirements Validation

None

2. Functional Design

2.1. Functional Process Overview

The annual Self-Assessment Sample selection will be supported by using the REPORT – Select Report screen. (See RP.01 for details regarding this screen.) The REPORT screen will have a field labeled Area. Selecting the Self-Assessment Sample report from this field will bring up the parameters popup.

2.1.1. Selecting the Random Sample

The Self-Assessment Sample popup screen will allow for selection of the random sample criteria and submission for overnight compilation and exportation of the universe and sample data. The fields available for entry are:

- Office
- Function
- Period covered

The Office field allows for selection of all counties, specific counties or a specific office within a county.

As NJ reviews different categories of the sample each month, a Function field is available to allow the worker to select the category needed for sampling. For example, for the month of January, NJ may need to select cases for the Case Closure category. Case Closure can be selected in the Function field and the system will find all the cases that meet the criteria for this category (Universe Data). The choices available for the Function field are:

- Case Closure
- Establishment of Paternity and Child Support Orders
- Expedited Process
- Enforcement of Support Orders
- Disbursement of Collections
- Securing and Enforcing Medical Support Orders
- Review and Adjustment of Orders
- Interstate Services (Incoming)
- Interstate Services (Outgoing)

Once the Universe Data has been selected, this information will be saved for extract to the Self Assessment Analysis Database. After the Universe Data is selected, but before the extract to the database, a program will be run to select the 255 sample cases needed. A formula should be written to allow the system to automatically select the sample start number and sample interval based on the number of cases in the universe data. For example, if there were 1100 cases found to be closed for the time period entered and that meet the criteria for selection, the system should automatically divide 1100 by 255 to figure out the starting point and interval number. In this case, 1100 divided by 255 equals 4.3. So the sample starting point would be the fourth case in the universe data set with an interval of 4 to select the remaining 255 cases. This would make the starting point as 4 and the ending point 1020.

Once the sample data has been selected, this will also be exported to the Self Assessment Analysis Database and saved in a different file from the Universe Data.

New Jersey Automated Child Support Enforcement System
Reporting

The last field on this screen is "Period Covered". This field allows for selection of the time period the sample should cover. This can be a monthly period, a fiscal year period or any other time frame needed.

2.1.2. Extracting and Exporting the Sample

New Jersey's procedures for extracting and exporting the reports currently is that all reports are downloaded to a hard copy format (2 copies of each CD in .txt format) and hand delivered to the Self Assessment Unit. Individual audit files, which consist of 255 randomly selected cases for each criterion, are downloaded to an Excel (.xls) file and received electronically from the Office of Information Technology. In order to complete the analysis reporting each sample, there is specific information and data needed by NJ. These are:

- Specification Sheet
- State Totals page (sent in hard copy from OIT)
- Excel file (sent from OIT)
- Excel file reformatted for compilation of case compliance data
- Audit tool used to review each case for determination of compliance or non-compliance
- Statistical Summary (Used for the Annual Self Assessment Report).

Each report has a Specification Sheet that lists the following information necessary for that report:

- Number
- Frequency
- Purpose
- Selection Criteria
- Output Specifications

Within the Output Specifications section, the following information is also listed:

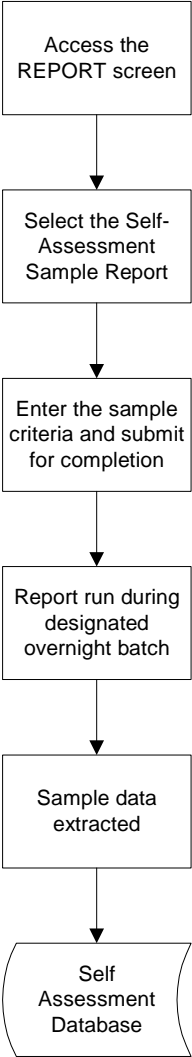
- Title
- Sort
- Page Break
- Number of Copies
- Totals
- Data Columns

See the attached Excel spreadsheet showing the required criteria for each of the reports.

New Jersey would like the functionality of the new system to be designed around their current self-assessment practices as well as to meet the Federal certification criteria. Once samples have been collected, all data should immediately be available for analysis and auditing purposes using the Self Assessment Database. (Analysis and auditing of the extracted data will be discussed in Requirement RP.07, Self Assessment Analysis Reporting.)

Reporting

2.2. Functional Process Flow



Reporting

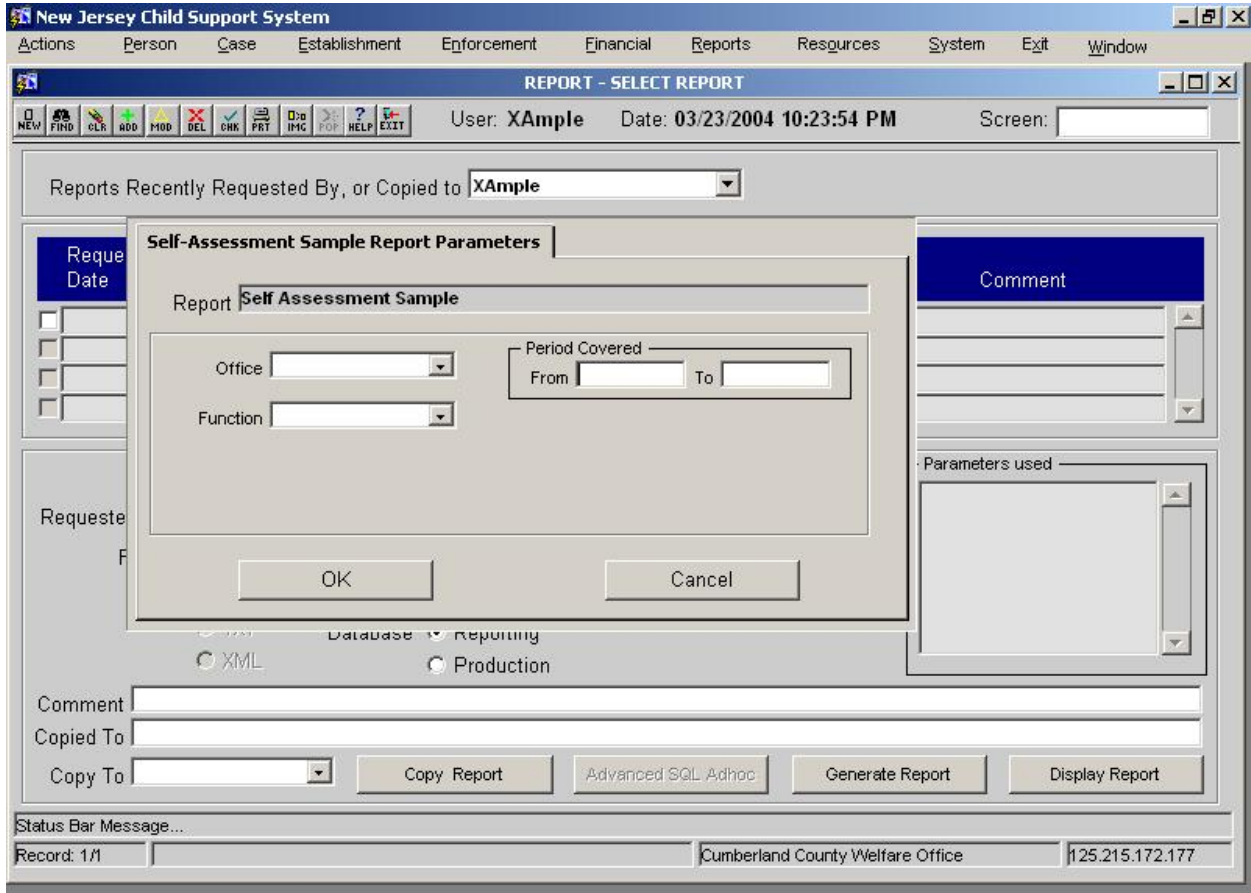
2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – Select Report (See RP.01 for details regarding this screen.)

The screenshot displays the 'REPORT - SELECT REPORT' window. At the top, there is a menu bar with options: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. Below the menu bar is a toolbar with icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, PRT, DTP, IMC, POP, HELP, and EXIT. The window title is 'REPORT - SELECT REPORT'. The user is identified as 'XAmple' and the date is '03/23/2004 10:23:54 PM'. A dropdown menu shows 'Reports Recently Requested By, or Copied to' with 'XAmple' selected. Below this is a table with columns: Requested Date, Report, File Name, and Comment. The table is currently empty. Below the table are search filters: Area, Report, Requested Date, By, File Name, Format (PDF, Excel, TXT, XML), Urgency (Immediate, Overnight), Database (Reporting, Production), and a 'Parameters used' box. At the bottom, there are buttons for 'Copy Report', 'Advanced SQL Adhoc', 'Generate Report', and 'Display Report'. The status bar at the bottom shows 'Record: 1/1', 'Cumberland County Welfare Office', and '125.215.172.177'.

New Jersey Automated Child Support Enforcement System
Reporting

Self Assessment Sample Report Parameters



2.3.1.1. **Screen Group:** Report

2.3.1.2. **Method(s) of Access:**

Menu: Main Menu / Reports / REPORT

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: These will be enumerated during detail design.

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.07 Self-Assessment Analysis Reporting

Reporting– RP.07 Self-Assessment Analysis Reporting

1. Requirements Definition

1.1. Requirement

1.1.1. The system must provide for self-assessment analysis reporting using the extract of the self-assessment sample.

1.1.2. This must compile the extracted data and evaluate it according to self-assessment standards.

1.1.3. The system must provide for generating the required federal self-assessment report.

1.2. Existing ACSES Assessment

As noted, the self-assessment tasks are not supported in the existing system. The self-assessment sample cases generated by OIT for each of the assessment criteria are documented and analyzed using Excel spreadsheets. Subsequent federal reporting is also managed independently.

1.3. MICSES Assessment

MiCSES does not have a self-assessment extract and reporting function.

1.3.1. Michigan Adaptation

None

1.4. Alternative Hybrid Component Assessment - Vermont

The ACCESS system itself does not actually provide the support for the self-assessment analysis. As noted above, the analysis activities are completed on a separate server using spreadsheets that allow staff to add the data elements and variables that are not available from the mainframe. The required federal self-assessment report is also completed outside of ACCESS.

1.5. Requirements Validation

None

2. Functional Design

2.1. Functional Process Overview

Once the annual Self-Assessment Sample has been run and the universe of data and sample data exported to the Self-Assessment Analysis Database, the data is now ready for analysis. The extracted data is compiled and evaluated based on the Self-Assessment standards. The required federal self-

Reporting

assessment report will then be generated. (The exact logic for extracting and evaluating the case data will be determined during functional design.)

2.1.1. Compiling and Evaluating the Sample Data

The random sample case data stored in the Self-Assessment Database will be analyzed according to the 8 program components (the Interstate component is broken into two categories) and audit tools developed by New Jersey. These components are:

- Cases Closed during the Fiscal Year
- Cases Requiring Establishment
- Expedited Legal Processing
- Obligation Enforcement
- Prompt Disbursement of Collections
- Securing and Enforcing Medical Support
- Review and Adjustment of Orders, and
- Interstate Services (Incoming)
- Interstate Services (Outgoing)

The audit for each component consists of one or more questions about the accomplishment of the required action. This information is currently contained on a sheet of paper that is used to conduct the audit. If possible, any automation should be incorporated that will keep the current process in place, while streamlining the review activities.

Each audit sheet contains some of the same header information for each component. These common components are:

- Compliance/Non-Compliance
- Date of Review
- County
- Load #
- Reviewer
- PA Indicator
- Case Name
- CS#
- IV-A#
-

Other header information is exclusive to the category being reviewed and will be listed under each category as “Other Header Components”.

The following is a list of each of the questions New Jersey uses to items in each category.

Case Closure

Other Header Components
None
Questions
Date of case closure?
If yes, what was the case closure reason code and reason?

New Jersey Automated Child Support Enforcement System
Reporting

If yes, was the 60-day notice sent, if appropriate?

Establishment of Paternity and Child Support Orders

Other Header Components
Compliance Code
IV-D Opening Date
Codes used in this audit: Establishment = 1, Service = 2, Location = 3, Opening = 4
Questions
1. Was an order for support established during the review period? If yes, stop. If no, proceed to step 2.
2. Was the defendant located through the access of available resources? If yes, proceed to step 5. If no, proceed to step 3.
3. Did the audit review period allow the full 75 day timeframe to access all appropriate location sources? If yes, proceed to step 4. If no, proceed to step 8.
4. Were all appropriate location sources accessed within 75 days? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.
5. Was defendant properly served for court? If yes, stop. Case is in compliance. If no, proceed to step 6.
6. Did the audit review period allow a full 90 day timeframe to properly serve the defendant for court? If yes, proceed to step 7. If no, stop. Case is in compliance.
7. Were unsuccessful attempts at service or justified reasons for non-service documented on ACSES? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.
8. Was case opened on ACSES within 20 days of application date? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.

Expedited Process

Other Header Components
Compliance within 6 months, Compliance within 12 months, Non-Compliance
For the purpose of expedited process, date of disposition is define as the date on which a court order is officially established and/or recorded or the action is dismissed.
Date of Service
Date of Disposition

New Jersey Automated Child Support Enforcement System
Reporting

Total time elapsed from date of service to date of disposition
Questions
<p>1. Were actions completed to establish support orders (and paternity if needed) from the date of service to the time of disposition within 6 months? If Long Arm jurisdiction was used, credit given for 6 month standard if action completed within 12 months.</p> <p>If yes, circle compliance within 6 months. If no, proceed to step 2.</p>
<p>2. Were the actions taken to establish support orders from the date of service to the time of disposition within 12 months?</p> <p>If yes, circle compliance within 12 months. If no, circle non-compliance.</p>

Enforcement of Support Orders

Other Header Components
Federal Tax Offset Eligibility: Arrears as of 9/1 >\$500 (Non-TANF) \$150 (TANF)
State Tax Offset Eligibility: Arrears as of 12/1 > one month's child support
Questions
<p>1. Was a collection from a wage withholding received during the last quarter of the review period?</p> <p>If yes, proceed to step 2. If no, proceed to step 4.</p>
<p>2. Did case qualify for submittal for Federal and State Tax Refund Offset?</p> <p>If yes, proceed to step 3. If no, stop. Case is in compliance.</p>
<p>3. Was case submitted for Federal and State tax refund offset?</p> <p>If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>
<p>4. Was any collection other than from a tax offset received during the review period?</p> <p>If yes, proceed to step 5. If no, proceed to step 10.</p>
<p>5. Did an arrearage equal to at least one month's child support exist on case during audit period?</p> <p>If yes, proceed to step 6. If no, proceed to step 8.</p>
<p>6. Was immediate income withholding appropriate during the review period?</p> <p>If yes, proceed to step 7. If no, proceed to step 8.</p>
<p>7. Were actions taken to initiate immediate income withholding within 15 days of identifying delinquency if non-custodial parent's address was known, or within 15 days of locating N/C parent, whichever occurred later?</p> <p>If yes, proceed to step 8.</p>

New Jersey Automated Child Support Enforcement System

Reporting

<p>If no, stop. Case is out of compliance.</p>
<p>8. Did case qualify for submittal for federal and state tax refund offset? If yes, proceed to step 9. If no, stop. Case is in compliance.</p>
<p>9. Was case submitted for federal and state tax refund offset? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>
<p>10. Was location of defendant necessary for enforcement? If yes, proceed to step 11. If no, proceed to step 14.</p>
<p>11. Did audit review period allow full 75 days time-frame to access all appropriate location sources? If no, proceed to step 17. If yes, proceed to step 12.</p>
<p>12. Were all appropriate location sources accessed within 75 days? If yes, proceed to step 13. If no, stop. Case is out of compliance.</p>
<p>13. Were location attempts repeated quarterly where time allowed during audit period? If yes, proceed to step 17. If no, stop. Case is out of compliance.</p>
<p>14. Was defendant properly served for court? If yes, proceed to step 17. If no, proceed to step 15.</p>
<p>15. Did audit review period allow full 60 day time-frame to properly serve defendant for court? If yes, proceed to step 16. If no, proceed to step 15.</p>
<p>16. Were unsuccessful attempts at service or reasons for non-service documented in ACSES? If yes, proceed to step 17. If no, stop. Case is out of compliance.</p>
<p>17. Did case qualify for submittal for federal and state tax refund offset? If yes, proceed to step 18. If not, stop. Case is out of compliance.</p>
<p>18. Was case submitted for federal and state tax refund offset? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>

Disbursement of Collections

<p>Other Header Components</p>
<p>For 6 payments, complete the following fields for each:</p>

New Jersey Automated Child Support Enforcement System
Reporting

Date of Collection(s)
Source Code
Date of Disbursement
Compliance/Non-Compliance
Questions
<p>1. Was the above collection(s) disbursed to payee within 2 business days from collection date? If yes, stop. Case is in compliance. (Repeat for each collection during month of most recent payment.) If no, proceed to step 2.</p>
<p>2. Was sufficient information on ACSES at time of above collection to allow disbursement to payee? If yes, proceed to step 3. If no, stop. Case is in compliance.</p>
<p>3. Was there a payment hold distribution coded on ACSES which was due to the filing of a timely appeal with respect to arrearages? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>

Securing and Enforcing Medical Support Orders

Other Header Components
TPL Indicator (This indicator determines the compliance issues for a case.)
Questions
TPL Indicator "1" – Case is in compliance if medical insurance information is recorded on IMED screen.
TPL Indicator "2" – Case is out of compliance if verified employer (ve) remained on system in excess of 60 days from date of order.
TPL Indicator "3" – Case is in compliance if no employer on system for obligor. If employment is indicated, case in compliance if CS110 (Request for Health Insurance Information from Employer) was sent to employer.
TPL Indicator "4" – Case out of compliance if PA indicator = 1. Case is in compliance is PA indicator = 2. (Medical insurance not part of the order.)
TPL Indicator "5" – Outgoing Reciprocal – Case in compliance if enforcement letter was generated.
TPL Indicator "6" – Arrears only – case in compliance if information on IOBL confirms that case is only being enforced for collection of arrears.
TPL Indicator "7" – NCP not ordered to provide medical support; custodial parent provides medical coverage for the child(ren)

Review and Adjustment of Orders

Other Header Components

New Jersey Automated Child Support Enforcement System
Reporting

Court Order Date
Effective Date
Questions
1. Was case reviewed under the COLA provisions? If yes, stop. Case is in compliance. If no, proceed to step 2.
2. Was case a TANF case? If yes, proceed to step 3. If no, proceed to step 2.
3. Was case reviewed within 3 years from end of audit period? If yes, proceed to step 4. If no, stop. Case is out of compliance.
4. Was an adjustment warranted? If yes, proceed to step 5. If no, stop. Case is in compliance.
5. Was the review process completed (order modified or a determination made that the order did not require modification) within 180 days? If yes, proceed to step 6. If no, stop. Case is out of compliance.
6. Was the support order modified? If yes, proceed to step 7. If no, stop. Case is in compliance.
7. Were both parties allowed 30 days to contest any adjustment prior to effective date? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.
8. Were both parties properly noticed (CS066) within 3 years from end of audit period? If yes, proceed to step 9. If no, proceed to step 13.
9. Did either party request a review? If yes, proceed to step 10. If no, stop. Case is in compliance.
10. Was the review process completed (order modified or a determination made that the order did not require modification) within 180 days? If yes, proceed to step 11. If no, proceed to step 13.
11. Was the support order modified? If yes, proceed to step 12. If no, stop. Case is in compliance.
12. Were both parties allowed 30 days to contest any adjustment prior to effective date?

New Jersey Automated Child Support Enforcement System
Reporting

<p>If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>
<p>13. Was location necessary for custodial parent? If yes, proceed to step 16. If no, proceed to step 14.</p>
<p>14. Was custodial parent properly noticed? If yes, proceed to step 15. If no, stop. Case is out of compliance.</p>
<p>15. Was location necessary for non-custodial parent? If yes, proceed to step 16. If no, stop. Case is out of compliance.</p>
<p>16. Were all appropriate location sources accessed within 75 days and repeated quarterly when new information is received in accordance with 303(b)(5)? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>

Interstate Services (Incoming)

Other Header Components
Initiating State
Action Requested
Date received at Central Registry
Date forwarded to responding agency
_____ # of working days from receipt until forwarded to county
Legal Referral Codes and Dates: Reason, Status, No codes updated
Questions
<p>1. Was an order for paternity and/or support established or modified during the audit period? If yes, stop. Case is in compliance. (Date of order _____) If no, proceed to step 2.</p>
<p>2. Was the NCP's location verified in NJ during the audit period? If yes, proceed to step 6. (Date of verification _____) If no, proceed to step 3.</p>
<p>3. Was the NCP's location verified out-of-state during the audit period? If yes, proceed to step 8. (Date of Verification _____) If no, proceed to step 4. (Date of last CS014) _____</p>
<p>4. Did audit review period allow full 75 day timeframe to access all appropriate location sources? If yes, proceed to step 5. If no, proceed to step 12.</p>
<p>5. Were all appropriate location sources accessed within 75 days?</p>

New Jersey Automated Child Support Enforcement System
Reporting

<p>If yes, proceed to step 10. If no, stop. Case is out of compliance.</p>
<p>6. Was service or hearing scheduled within 90 days of location of unsuccessful attempts to serve or reasons for non service documented? If yes, proceed to step 9. If no, proceed to step 7.</p>
<p>7. Did audit review period allow full 90 day timeframe to properly serve defendant for court? If yes, stop. Case is out of compliance. If no, stop. Case is in compliance.</p>
<p>8. Was the case forwarded to the appropriate jurisdiction or state within 20 calendar days of verified location? If yes or can't determine (circle), proceed to step 9. If no, stop. Case is out of compliance.</p>
<p>9. Was the initiating state notified of the case transfer, hearing date or other pertinent new information concerning the case within 10 working days from date of new information? If yes or can't determine (circle), proceed to step 10. If no, stop. Case is out of compliance.</p>
<p>10. Has the initiating state requested a case status update from the responding IV-D agency? If yes, proceed to step 11. If no, stop. Case is in compliance.</p>
<p>11. Did the ICR or responding agency respond to the initiating state within 5 working days of the inquiry? If yes or can't determine (circle), stop. Case is in compliance. If no, stop. Case is out of compliance.</p>
<p>12. Did the ICR forward the case, within 10 working days from the date of receipt, to the appropriate agency for processing? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>

Interstate Services (Outgoing)

Other Header Components
Priority
Questions
<p>1. Was the case in open status (10) during the audit period? If yes, proceed to step 2. (Date opened: _____) If no, stop. Case is in compliance. (Date closed: _____) (Reason code _____)</p>
<p>2. Was an order for paternity and/or support established or modified during the audit period? If yes, stop. Case is in compliance. (Date of order _____) If no, proceed to step 3.</p>

New Jersey Automated Child Support Enforcement System

Reporting

<p>3. Was the NCP's location verified out-of-state during the audit period? If yes, proceed to step 5. (Date of Verification _____) If no, proceed to step 4. (Date of last CS014) _____</p>
<p>4. Was it a TANF case? If yes, proceed to step 12. If no, proceed to step 5.</p>
<p>5. Were the legal referral codes updated during the audit period? If yes, proceed to step 7. (Reason ____: Date _____) (Status:____: Date:_____) If no, proceed to step 6.</p>
<p>6. Was a CS061 (Child Support Action Transmittal) sent? If yes, proceed to step 7. If no, stop. Case is in compliance.</p>
<p>7. Was the case referred to the responding state's central registry within 20 calendar days of verified location date or after receiving a request for review and adjustment? If yes, proceed to step 8. If no, case is out of compliance.</p>
<p>8. Did the responding state request additional information from the initiating state? If yes, proceed to step 9. (Date of request _____) If no, proceed to step 10.</p>
<p>9. Did the initiating state forward the requested information to the responding state within 30 calendar days of request? If yes, proceed to step 10. (Date forwarded: _____) If no, stop. Case is out of compliance.</p>
<p>10. Did the initiating state receive any new information on the case since date of referral? If yes, proceed to step 11. (Date received: _____) If no, stop. Case is in compliance.</p>
<p>11. Did the initiating state forward the new information to the responding state within 10 days from the date received? If yes, stop. Case is in compliance. (Date forwarded: _____) If no, stop. Case is out of compliance.</p>
<p>12. Did audit period allow full 75 day timeframe to access all appropriate location sources? If yes, proceed to step 13. If no, stop. Case is in compliance.</p>
<p>13. Were all appropriate location sources accessed within 75 days? If yes, stop. Case is in compliance. If no, stop. Case is out of compliance.</p>

Reporting

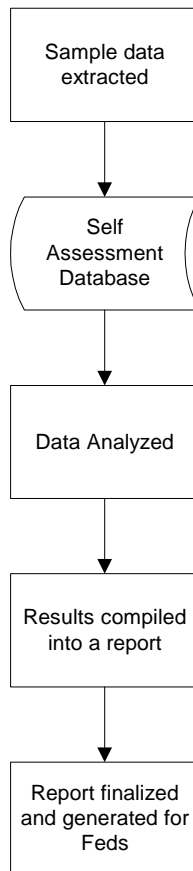
The system should be able to evaluate each randomly selected case for the above criteria and then compile the results into the Self Assessment Analysis Results report. The report will be available for viewing both on-line and in printed form.

The report template submitted to the feds should be based on an EXCEL template format, with formatted formulas that calculate the compliance percentage. The report should also have the following columns:

- County (as well as the different offices within the county)
- Cases Reviewed
- Compliance Cases
- Compliance Percentage.

Once the data analysis has completed and the report finalized, the report can be generated and sent to the Feds.

2.2. Functional Process Flow



2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens - None

2.3.2. Documents – None

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.08 Management Analysis Reporting

Reporting– RP.08 Management Analysis Reporting

1. Requirements Definition

1.1. Requirement

1.1.1. The system must provide for management reporting using a copy of the production database from the previous business day.

1.1.2. This reporting must have standard management reports developed for data analysis.

1.1.3. The system must support the reporting of staff performance measures in the form of a balance scorecard to the OCSPP intranet Web site.

1.2. Existing ACSES Assessment

In the existing system, resources for the level of management reporting specified in this requirement are limited. Child support field supervisors report that ACSES does not help them to assess individual staff performance effectively. This is attributable to the absence of existing management reports with the necessary defined variables as well as limitations inherent in the definition of case owners and system users.

1.3. MICSES Assessment

MICSES has a small number of management reports at the county level.

1.3.1. Michigan Adaptation

2. Original Michigan screens CCRT, FINS, IWEK, LLST, LRPT, SURE, and WREP will be incorporated into the REPORT screen. Therefore, there is no need for separate screens.

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

2. Functional Design

2.1. Functional Process Overview

The REPORT screen is used to generate and display the Management Analysis Reports for each area (Case Initiation, Locate, Interstate, Establishment, Financials, Enforcement, etc.). See Requirement RP.01 for details on the REPORT screen.

A complete list of management reports for each functional area will be determined by NJ during the functional design process. These reports are currently accessed by NJ using IACquire and examples are included below. When designing the management reports, the existing reports used by NJ will need to be reassessed to determine if the new system has the functionality/fields to pull these reports and if not, is it feasible to build that functionality into the system. Examples of current management reports used by NJ:

- Warrant Issued
- Warrant to Issue upon one missed payment
- Warrant to Issue upon two missed payments
- Warrant to issue if lump sum payment not paid by specific date
- Warrant Requested
- Warrant Satisfied/Recalled
- Court Order/AP verified in-state employer/income
- Court Order/AP verified out-of-state employer/income
- Court Order/AP unverified
- Court Order/AP selfempl. Or inc. unk. AP in NJ

Report design including fields, columns and information appearing on the report should be designed as closely as possible to current reports. NJ will be able to provide examples of these to the vendor.

Two reports used in Michigan for management analysis reporting are provided in this document to use as starting points for development of these and other reports. These reports are financial management analysis reports:

- Suspense Management Report (Summary and Detail)
- Daily Reconciliation Report (for use in reconciliation)

Other management analysis reports that need to be designed during the functional design process (that do not have report or screen samples included in this document) include but are not limited to:

- Payment history
- Case Aging
- Income Withholding Employer Compliance
- Bench Warrant Lists
- Case Initiation
- Legal Case

The above reports are currently separate screens in the Michigan system and need to be removed from the system once the report utilizing that screen is incorporated into the REPORT screen. The Michigan screens and associated reports are a starting point for designing the reports around NJ business needs.

Also, an example of how to structure performance reporting is included in this requirement.

New Jersey Automated Child Support Enforcement System
Reporting

2.1.1. Generating Management Reports

To generate management reports, access the REPORT screen and select the appropriate functional area in the area field. After the functional area is selected, all available reports for this functional area and the worker's security access are listed in the Report field. Each Management report is listed under a unique name. For example, when selecting the financial area, the Suspense Management Report and Daily Financial Report are two of the reports that appear under the Report field.

After selecting the appropriate report, a report parameters pop-up window appears to allow for entry of report parameters. The report parameters are unique to each report (determined during the functional design process); however, some parameters should be standard for each report. These include:

- Report name
- Office
- Team
- Worker
- Period covered
- Level of Detail

There will be two options for level of detail of the reports. A summary report and a detail report. The summary report lists broad categories with totals. The detail report lists the actual case information under each broad category. This allows for analysis and for reviewing/working the cases listed.

Once the report parameters have been saved, the report is queued for overnight processing. Once the report is available for viewing, access the REPORT screen, select the report and click display report.

2.1.2. Generating Performance Reports

In order to provide performance reports from the New Jersey Child Support system, the activity chain format of the system would have to be rolled up to relate performance monitoring to actions taken on cases. However, by using this type of format, the emphasis is on case progress, not outcomes.

A sample Performance Report is provided in the last section of this document. The report can be chosen according to time period, office, and worker. The different sections of this report include Inventory Counts and Action Counts. The Inventory Counts section includes totals for:

- Open cases assigned with current support ordered
- Open cases assigned with arrears only ordered
- Open cases assigned with no order
- Closed cases
- Alerts outstanding
- Hearings scheduled to occur after period end

The Action Counts section will list each major activity chain and then all the steps within that activity chain. On the sample report, the Financial Institution Levies activity is listed along with all the steps involved in this activity chain. Counts will be given for each of the following categories:

- Begin Count
- Created
- Closed

Reporting

- Average Days to close
- End Count

The following is a discussion of the format of the report and how to use the sample performance report.

Sample records supporting the report:

See the spreadsheet for the records that made up this report.

* Artifact Type=Action/Decision, Alert, Document, Scheduled Event, Transaction

** Artifact Status = Generated and Pending Transmission, Transmitted, Feedback reports received [*After further thought, this level 5 field was eliminated*]

Note 1: The system takes automatic actions. Thus, the system actions are added to the county totals under a worker known as whatever batch ID was used to run the batch job. The system almost always conducts the last action that closes an activity chain. Workers may get upset not seeing any closure counts credited to them. The last two reason codes for step 2 and all of step 3 on the above report are system generated and should not be shown under 'Xample' but rather 'Worker: System'.

Note 2: Fields are populated in the statistical database at these times:

- Begin Count: Copied from the End count of the previous record when the new period's record is first created.
- Created This Period: Incremented when the underlying case, order, alert, event, major, minor, etc. is created.
- Closed This Period: Incremented when a reason code is posted on a minor for the first time. Some minor closure codes will also close a major. The major's statistical record's "Closed This Period" field may also be incremented. Records representing artifacts are incremented when an artifact is created.
- Tot Days to Close: Incremented with the number of days found from subtracting the reason code's posting date from the minor's create date. Updates to a reason code do not have any impact, i.e. the minor is already considered closed and remains so.
- End Count: Calculated from the formula: 'Begin Count' + 'Created This Period' – 'Closed This Period'

"Average days to close" shown on the report is a simple division of 'Tot Days to Close' divided by the 'Closed This Period' field. If Closed This Period = 0, then the average should be reported as zero.

Note 3: This report and supporting database show a fourth level called 'Artifact'. The Michigan system is structured with all documents, alerts, events, transactions, etc. as a system generated minor activity (level 3 according to this proposed structure). Flattening this artifact level into the minor level made it easier to display everything on the workflow screens but more difficult to count.

Note 4: A task to prepare an order for court probably takes much longer than preparing a reminder letter to the bank. To compare apples and oranges across workers with different duties, time and motion studies could be done periodically to assign a standard number of minutes per statistical database entry. Multiplying standard minutes with worker counts then totaling all standard minutes for the worker gives an idea of how much time the worker should have used. Comparing that to the 10,020 (167 hours * 60 minutes / hour) minutes in a typical work-month gives one possible worker performance rating.

Note 5: Another performance measure could compare the recently completed period's numbers with those for the last several periods or with the same period from the previous year. Graphically showing a line graph with the X-axis showing consecutive periods and the Y-axis showing counts can make it easier

Reporting

to see the trend. One solution to get the graphs is to export the numbers to Excel and let the Microsoft Chart functions graphically represent the data.

Note 5A: Workers can assess where they lie in inventory counts in graphical bar form. Depending on whether the design allows a worker to see co-worker statistics, the report could be cut off after the third line for worker XAmple:

Open Cases with a Support Order

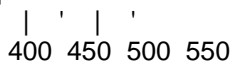
State average: |xxx...xxxxxxxxxxxxxxxxxxx> 546.13 cases/worker

Office average: |xxx...xxxxxxxxxxx> 471.67 cases/worker

XAmple: |xxx...xxxxxxxxxxxxxxxxxxx> 511 cases

LouZeer: |xxx...x> 381 cases

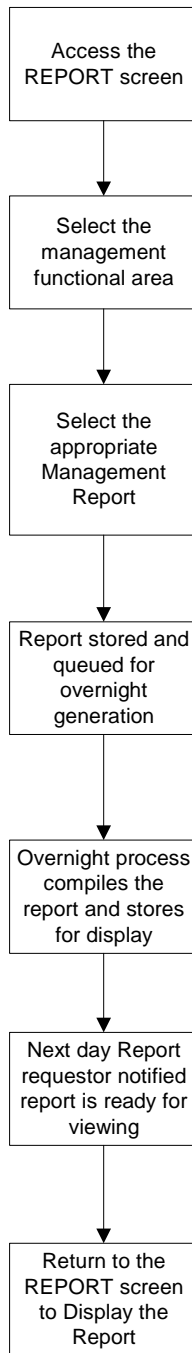
SMarty: |xxx...xxxxxxxxxxxxxxxxxxx> 523 cases



Note 6: Yet another office-level performance dimension can be investigated by allocating the total costs of the office to events, documents, etc. For example, if the office costs total \$1,000,000 and 100,000 documents are produced in the period, and 1,000 hearings are held, then the cost for child support is \$10 per document or \$1,000 per hearing. Compare the collections on the office's or worker's cases versus the costs to obtain. This is more difficult because of the delay between expending the effort and getting the collection so it works better if left at a more gross level like office totals.

Reporting

2.2. Functional Process Flow



Reporting

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – Select Report (See RP.01 for details regarding this screen.)

NEW Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

REPORT - SELECT REPORT

User: XAmple Date: 03/23/2004 10:23:54 PM Screen:

Reports Recently Requested By, or Copied to XAmple

Requested Date	Report	File Name	Comment

Area Report

Requested Date By File Name

Format PDF Excel TXT XML

Urgency Immediate (Be prepared for long response times.) Overnight

Database Reporting Production

Parameters used

Comment

Copied To

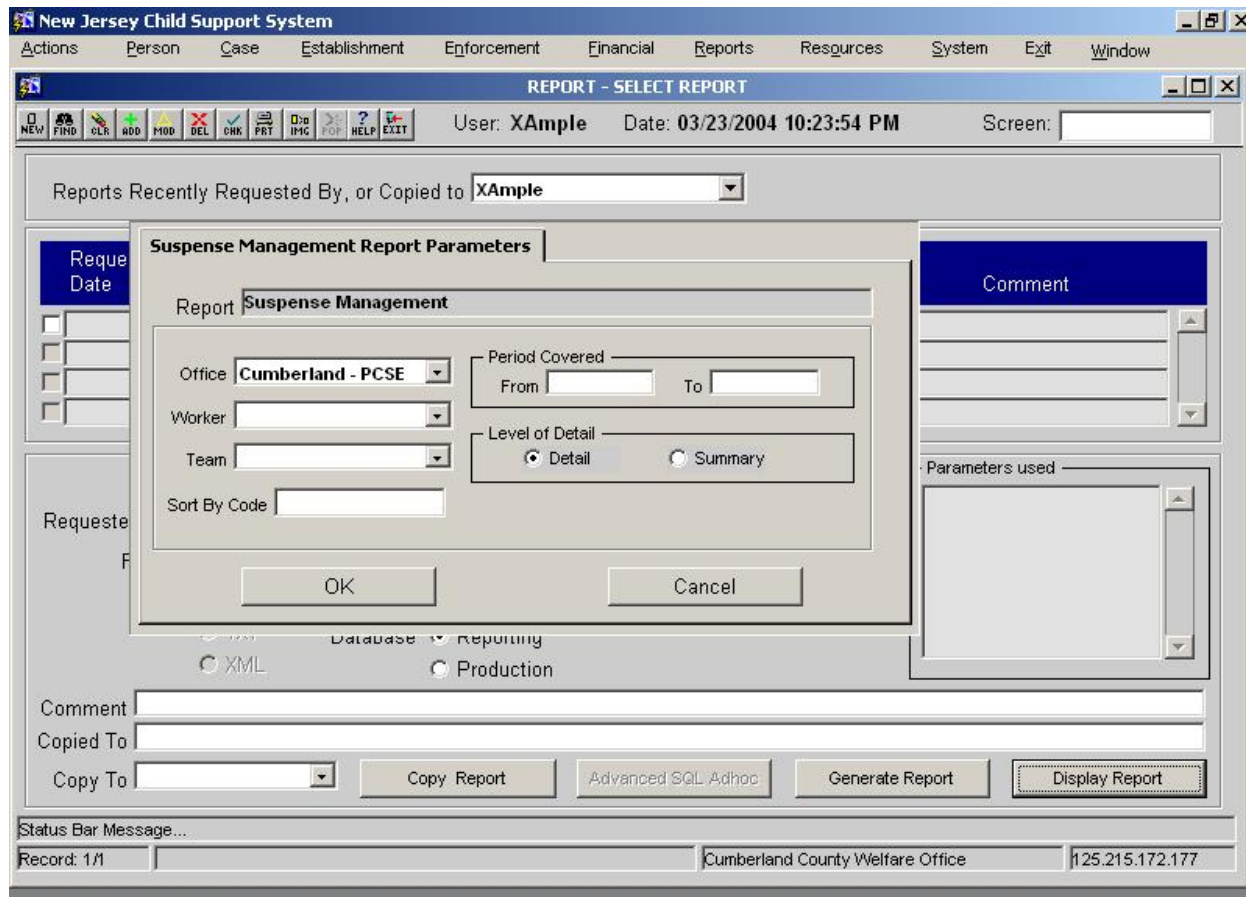
Copy To Copy Report Advanced SQL Adhoc Generate Report Display Report

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

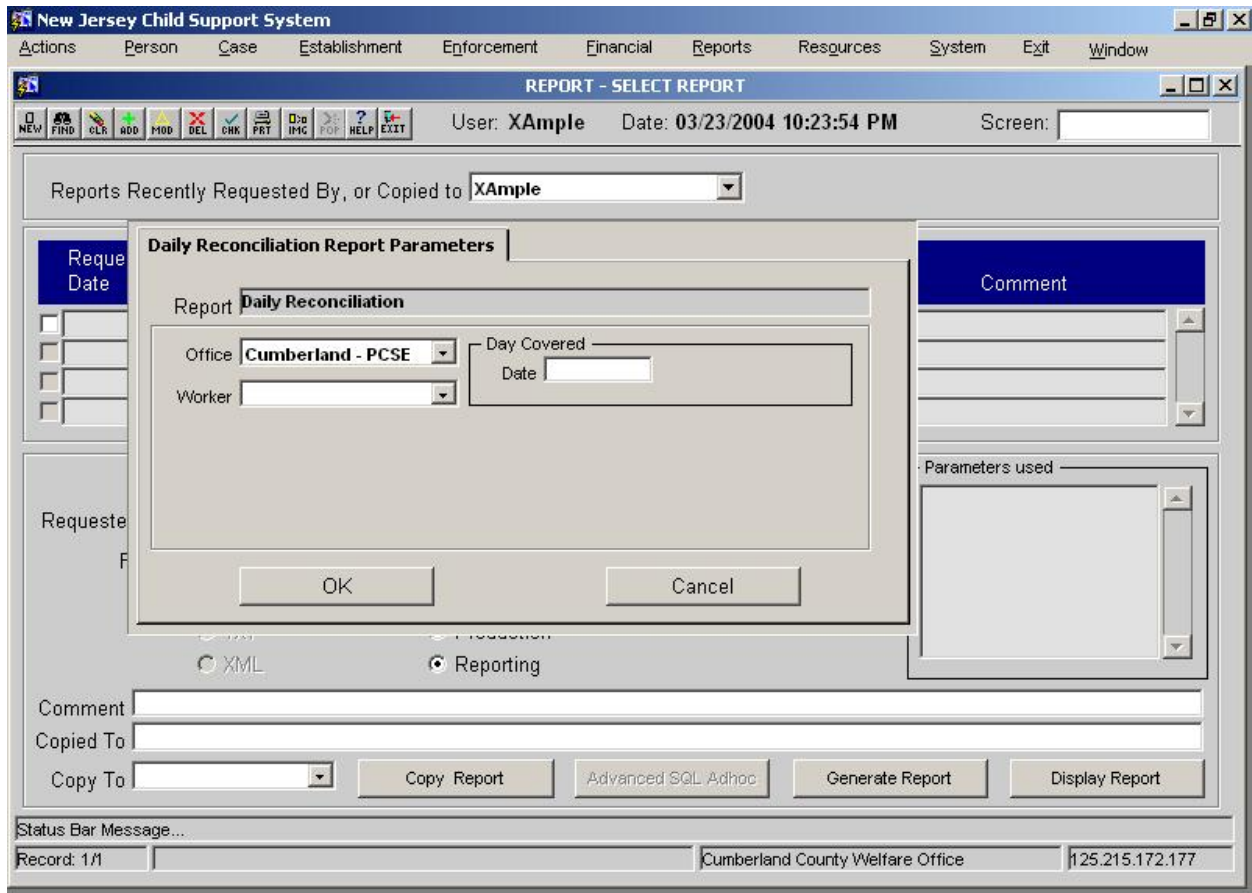
New Jersey Automated Child Support Enforcement System
Reporting

Suspense Management Report Popup



Daily Reconciliation Report Popup

New Jersey Automated Child Support Enforcement System
Reporting



2.3.2. Documents

Specifics related to reporting will be determined during the functional design process.

New Jersey Automated Child Support Enforcement System
Reporting

2.3.3. Reports

Date: 4/6/2004

Time: 13:48:13 PM

Office: ALL

Worker: ALL

Sort by Code: ALL

New Jersey Child Support Enforcement System

Suspense Management Report Summary

Period from MM/DD/YYYY to MM/DD/YYYY

Hold Code	Hold Level	Total Amount on Hold	Total Count
Judicial Hold – Court Case	Distribution	\$40.00	1
CP Bad Address	Payee	\$128.00	4
IWN payment, no active IWN on any case	Payer	\$382.00	6
Welfare Hold	Disbursement	\$307.00	4
Etc.			

New Jersey Automated Child Support Enforcement System
Reporting

Date: 4/6/2004

Time: 13:48:13 PM

Office: ALL

Worker: ALL

Sort by Code: ALL

New Jersey Child Support Enforcement System

Suspense Management Report Detail

Period from MM/DD/YYYY to MM/DD/YYYY

Judicial Hold – Court Case **Hold Level: Distribution**

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$40.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$40.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Count Judicial Hold – Court Case: 1

CP Bad Address **Hold Level: Pavée**

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$10.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$10.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$43.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$43.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$25.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$25.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$50.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$50.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Count CP Bad Address: 4

New Jersey Automated Child Support Enforcement System

Reporting

IWN Payment, no active IWN on any cases **Hold Level: Payer**

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$80.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$80.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$20.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$20.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

IWN Payment, no active IWN on any cases **Hold Level: Payer**

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$9100	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$91.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$80.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$80.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$20.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$20.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$91.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$91.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Count IWN payment, no active IWN on any case: 6

Welfare Hold **Hold Level: Disbursement**

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$111.00	Office: Cumberland	NCP: John Doe

New Jersey Automated Child Support Enforcement System
Reporting

Amount in Suspense: \$111.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$29.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$29.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$35.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$35.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Receipt No: XXXXXXXXXXXXX	Docket No: XXXXX	NCP ID: XXXXXXXX
Total Receipt: \$132.00	Office: Cumberland	NCP: John Doe
Amount in Suspense: \$132.00	IV-D #: XXXXXXXX	CP ID: XXXXXXXX
Date Held: 04/06/2004	Release Date: 07/16/2004	CP: Jane Doe
# days held: 61		

Count Welfare Hold: 4

New Jersey Automated Child Support Enforcement System

Reporting

NEW JERSEY CHILD SUPPORT ENFORCEMENT SYSTEM

DAILY RECONCILIATION REPORT

For the day of: March 31, 2004

Date/Time:

Office:

Worker:

Today's Collections

	Count (Receipts)	Amount
Total Collections	647	200,000.55
IRS Intercept	0	0.00
Obligor		
State Tax Intercept		
Interstate		
Unemployment Compensation		
Income Withholding		
Bond		
Refund/Recoupment		
NSF Recoupment		
Processing Fee		
Service Fee		
Others		
Online		
Batch		
SDU		
Direct		
Interstate Fee Amount		
Bank Back out and not reposted		
Other Back out and not reposted		
State Adjustments		
County Adjustments		
SDU Adjustments		
Reposted from Today's Collection		
Reposted from Previous Collection		
Unreconciled From Previous Collection		
Unreconciled from Today's Collection		
Released from Previous Collection		

Held Receipts from Today's Collections

	Count		Amount
	Full Hold	Partial Hold	
Total Today's Collection			
Held from Previous Collection			
Total Held Receipts			

New Jersey Automated Child Support Enforcement System
Reporting

Unreconciled from Today's Collection			
--------------------------------------	--	--	--

Online Receipts

Receipts Created Today	Count (Receipts)	Amount
Unreconciled		
Balanced		
Pending		
Deposited		
Unverified		
Voided		
Reconciled		
Receipts Previously Created		
Unreconciled		
Balanced		
Pending		
Deposited		
Unverified		
Voided		
Reconciled		

Negative Tax Offsets (NTO)

	Count (Receipts)	Amount
"9" Receipts created today		
NTO Release on DISB Hold		

	IDENTIFIED		UNIDENTIFIED	
	Count(Receipts)	Amount	Count(Receipts)	Amount
Total Amount				
IRS Intercept				
Obligor				
State Tax				
Interstate				
Unemployment Compensation				
Income Withholding				
Bond				
Refund/Recoupment				
NSF Recoupment				
Processing Fee				
Service Fee				
Others				
Online				
Batch				
SDU				
Direct				

New Jersey Automated Child Support Enforcement System
Reporting

From Today's Collection				
Unreconciled from Today's				

Distribution Processed

From Today's Collections	Count (Receipts)	Amount
Undistributed due to hold		
Undistributed due to Unidentified		
Undistributed due to Unreconciled		
Refund to payor/other party		
Distributed from today's collection		
Distributed from previous collection		
Total Amount Distributed		
Total Refund to Payor		
Total Refund to Other party		

Disbursements Processed

	Count(Transaction)	Amount
Total		
Non TANF		
Excess of Grant		
Refund		
TANF		
Foster Care		
Medicaid		
Non-Federal Foster Care		
Blood Test		
Blood Draws		
Court Cost		
Attorney Fee		
County Held NSF		
State Void CH Rec		
Other Fees		
Processing Fee		
Service Fee		
Out of State Recovery		
Disbursed from Today's Collection		
Disbursed from Previous Collection		
Released from Disbursement Hold		

Disbursement Hold

	Count(Transaction)	Amount
Total		
IRS Hold		
Future Hold		

New Jersey Automated Child Support Enforcement System
Reporting

Welfare Hold		
Less than a \$1 hold		
Payee hold		
Address Hold		
Previous Date run disbursement Hold		
From Today's collection		
From Previous collection		

Disbursements Generated

	Count (Checks)	Amount
Total Generated		
EFT TANF		
EFT Non-TANF		
EFT FIPS		
EFT Foster Care		
EFT Medicaid		
EFT Blood Test		
EFT Blood Draws		
CHECK TANF		
CHECK Non-TANF		
CHECK FIPS		
CHECK Foster Care		
CHECK Medicaid		
CHECK Blood Test		
CHECK Blood Draws		
SF and PF		
County Recovery		
State Recovery		
SDU Recovery		
NTO Recovery		
Offset Recovered		
EFT Issued		
Checks Issued		

Disbursement Check Status

	Count (Checks)	Amount
Total		
Pending		
Issued		
Cleared		
Stale Dated		
Void Reissue Different CP		
Void Reissue Same CP		
Void Hold		

New Jersey Automated Child Support Enforcement System

Reporting

Void Demand		
Reissued Different CP		
Reissued Same CP		
Returned		
Remailed		
Stop Pay Hold		
Stop Pay Reissue		
EFT Rejected		

Disbursement Batch Errors

	Count (Checks)	Amount
Disbursement Errors		
Disbursements Resolved		

Escheatments

	Count (Checks)	Amount
Unidentified Receipts		
Held Disbursements		
Outstanding Checks		

New Jersey Automated Child Support Enforcement System
Reporting

Date: 4/6/2004

Time: 13:48:13 PM

Office: Cumberland

Worker: Xample

New Jersey Child Support Enforcement System

Performance Report

Period from MM/DD/YYYY To MM/DD/YYYY

INVENTORY COUNTS

Cases assigned - Open	
With Current Support Ordered	350
With Arrears Only Ordered	74
No Order	52
Cases assigned - Closed	173
Alerts Outstanding	956
Hearings Scheduled to occur after period end	41

ACTION COUNTS

Major Activity Minor Activity Reason Form	Begin Count	Created	Closed	Avg days to close	End Count
Financial Institution Levies	255	142	85	36.451	312
Step 1 FIDM Match Loaded	0	142	45	7.166	128
Generate Lien to FI			3		
CS045 Cover Letter			3		
CS002 Lien to FI			3		
Close for Insufficient Balance			11		
Subpoena FI to Disclose			31		
832 Subpoena			31		
Step 2 Wait to Receive FI Disclosure	62	38	59	4.750	41
Close for Insufficient Balance			13		
CS612 Release Lien to FI			13		
Generate Lien to FI			39		
CS045 Cover Leter			39		
CS002 Lien to FI			39		
Remind FI			7		
CS833 Reminder Letter			7		
Refer for FI Show Cause			0		
Step 3 Notify Account Holder of Lien	0	42	42	0.000	0
Send Notice			42		
CS045 Cover Letter			99		
CS072 Notice Original to NCP			42		
CS072 Notice Original to CP			40		
CS072 Notice Original to NCP Atty			17		
Step 4 Wait for NCP to Contest	131	42	121	27.333	52

Etc.

New Jersey Automated Child Support Enforcement System
Reporting

2.3.4. Transactions

Specifics related to reporting will be determined during the functional design process.

New Jersey Automated Child Support Enforcement System
Reporting

New Jersey Automated Child Support Enforcement System
Reporting– RP.09 Ad Hoc Reporting

Reporting– RP.09 Ad Hoc Reporting

1. Requirements Definition

1.1. Requirement

1.1.1. The system must provide for ad hoc reporting by designated staff with access to the management reporting database.

1.2. Existing ACSES Assessment

The current ACSES system lacks the capability for ad hoc reporting. The limitation was cited specifically by a number of the management staff.

1.3. MICSES Assessment

The MiCSES database is copied several times a day to a region that is used for ad-hoc reporting. Only staff familiar with the database structure and experience with SQL has the capability to create reports.

1.3.1. Michigan Adaptation

None

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. The Ad Hoc screens should be used by workers that have been trained on what SQL can do and how to work with SQL. For example, on the fifth tab, the worker can erase everything that the four previous tabs generated and replace it with "DELETE * FROM *" and execute it.
2. Decisions need to be made regarding security of these screens and table names to prevent hackers from accessing the database and making database changes. For example, on the Select Column screen, certain tables (e.g. the security tables or the system-controlled database definition tables) or field names (e.g. password) should be excluded. Also, alias names should be used to name tables. For example, instead of listing 'Person', list its synonym 'Member' or instead of the real field name "Last_Nm" list "Last Name". These would make better column headings and would keep the integrity of the database intact.
3. The Optimize SQL tab should be built with security features. Only approved staff should be able to fully utilize this screen.

2. Functional Design

2.1. Functional Process Overview

The Ad Hoc query/reporting request function also uses the REPORT screen. There are two components of the Ad Hoc Query/Reporting process. The first one involves many different choices/filters that the worker can select to create his own query. This allows for many different individualized reports to be created and used for providing information or just cleanup. The second component is when a report needed is so specialized that the choices are not available from the list of filters in the first part of the Ad Hoc process that a request needs to be entered for system staff to write and run a query for the specific report.

As will all reports, the Ad Hoc report process will also utilize the Reporting Database for generating reports.

2.1.1. Generating an Ad Hoc Report

To generate an ad hoc report, access the REPORT screen and select Ad Hoc queries in the "Area" field. The Ad Hoc Report parameters window will display and allow for entry of the following fields:

- Office
- Worker
- Primary Sort Sequence
- Secondary Sort Sequence
- Period Covered
- Requested Query Data (to allow for free form text)

Once the Ad Hoc report parameters are completed, the SQLADHOC, Advanced SQL Adhoc screen displays. At the top of this screen, the Report name, Office and Worker display. There are 5 tabs on this screen used for selecting criteria to be included in the report. These are:

- Select Columns
- Select Criteria
- Set Criteria
- Sort and Group
- Optimize SQL

The **Select Column** tab will initially display with the name of every table in the database in the left-most column. The other two columns are blank. As soon as the worker selects a table name, the middle column fills in with all the field names from the selected table. The worker highlights a field name and then clicks the button with the arrows pointing to the right. That places that field name on the report as the first column.

For example, if a worker selects 'Person' in the first column, 'Last_Nm' in the second column and clicks the right arrow button, that places the member's last name as the first column on the report. The worker could then leave the 'Person' table highlighted, click on the 'First_Nm' field in the second column, and click the right arrow button. This defines the first name as the second column on the report.

The arrow button pointing to the left removes a selected field name in the last column from the report definition.

Reporting

Clicking the 'All' button moves all the field names on the selected database table to the report. A table like Person could have 80 or 90 fields. However, this would result in a very large report and should be limited by system constraints.

The count option displays a total count of the records selected. For example, if the selection criteria asked for all names with First_Nm = "Robert", the report will display a single line with the number of Roberts in the database - say 1,478. The display radio button lists the selected value. In our example, each of the 1,478 lines will be printed with each line displaying 'Robert'.

The **Select Criteria** tab is used for selecting common criteria that should be included in the report. (See the Select Criteria screen shot in section 2.3.1.) This tab is used in conjunction with the Set Criteria tab or can be used separately. The information selected on this screen will display on the Set Criteria tab as well as the Optimize SQL tab. This tab is used to create the parameters of the Ad Hoc report. (There are many different criteria selections listed on this screen. During design sessions, New Jersey can decide to modify, add or delete selections.)

The **Set Criteria** tab is used to set parameters for the specific criteria selected. For example, if the worker selected the 'Birthday in Range' field on the Select Criteria tab, then the appropriate date range for the birthday field should be entered on the Set Criteria tab.

The **Sort and Group** tab is used by worker to set the column sequence of the selected criteria to display in whatever order necessary.

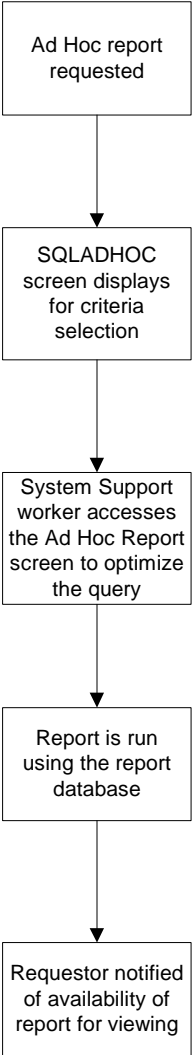
The **Optimize SQL** tab is used by system support workers. While the worker selects the report criteria, parameters and column sequence, the query information is being created on the Optimize SQL tab. The system support workers (programmers) are then able to review the created query and determine if the query order can be rearranged to optimize the run time of the query. For example, if the 10th, 11th and 12th items selected for a query are Unlocated, Closed, Foster Care Cases, then the system support worker could rewrite the query so this option is at the beginning and therefore optimize the number of cases reviewed for the remaining criteria.

2.1.2. Requesting an Ad Hoc Report

If the criteria needed for an ad hoc report is not listed on the Select Criteria tab, the Ad Hoc report will need to be requested through a pre-defined procedure determined by New Jersey and manually written by a programmer. New Jersey will need to determine the best process for requesting Ad Hoc reports not covered in the suggested selection criteria and the process by which this would happen. The Advanced SQL Ad Hoc screen can be used to document the information requested and query written.

Reporting

2.2. Functional Process Flow



Reporting

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. REPORT – SELECT REPORT (See RP.01 for details regarding this screen.)

New Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

REPORT - SELECT REPORT

User: XAmple Date: 03/23/2004 10:23:54 PM Screen:

Reports Recently Requested By, or Copied to XAmple

Requested Date	Report	File Name	Comment

Area Report

Requested Date By File Name

Format PDF Excel TXT XML

Urgency Immediate (Be prepared for long response times.) Overnight

Database Reporting Production

Parameters used

Comment

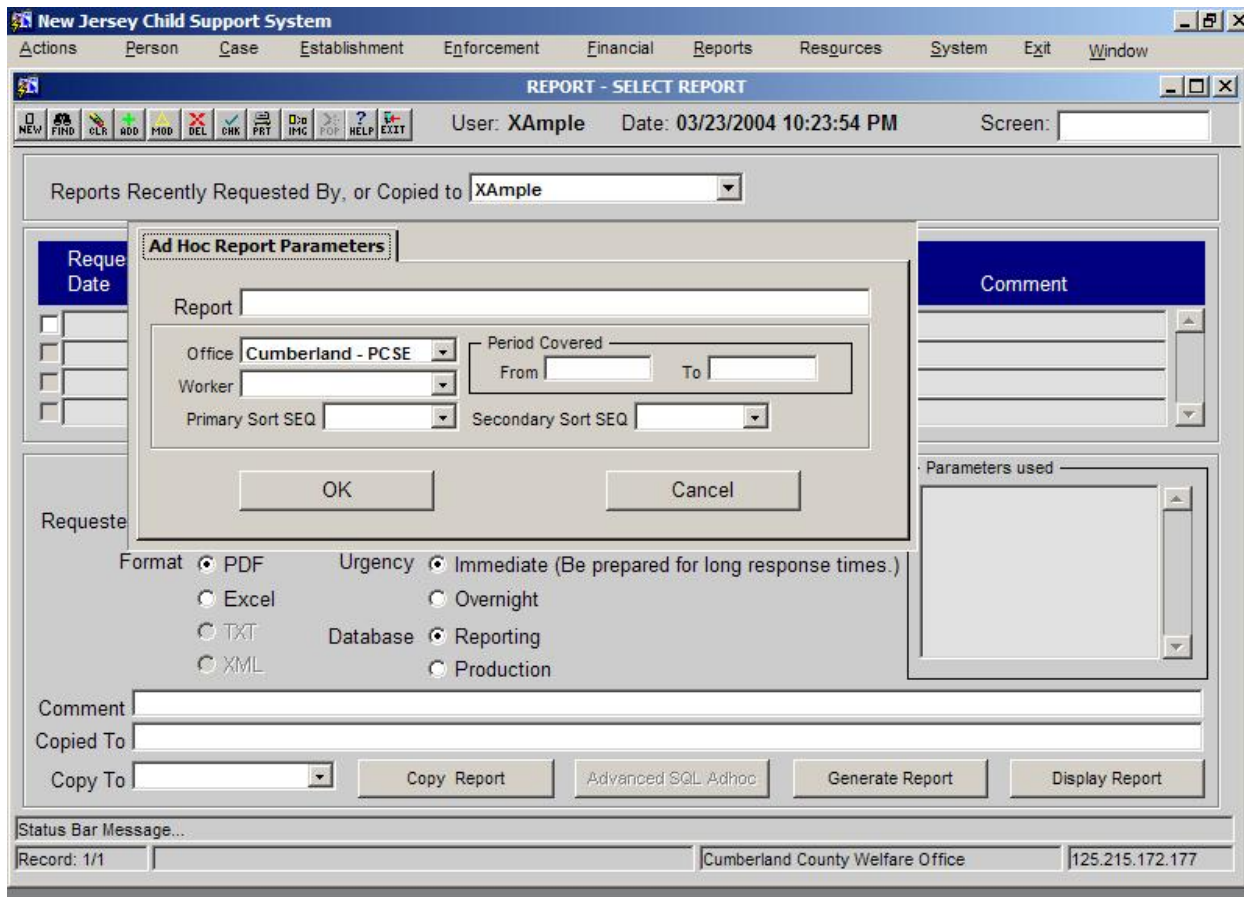
Copied To

Copy To Copy Report Advanced SQL Adhoc Generate Report Display Report

Status Bar Message... Record: 1/1 Cumberland County Welfare Office 125.215.172.177

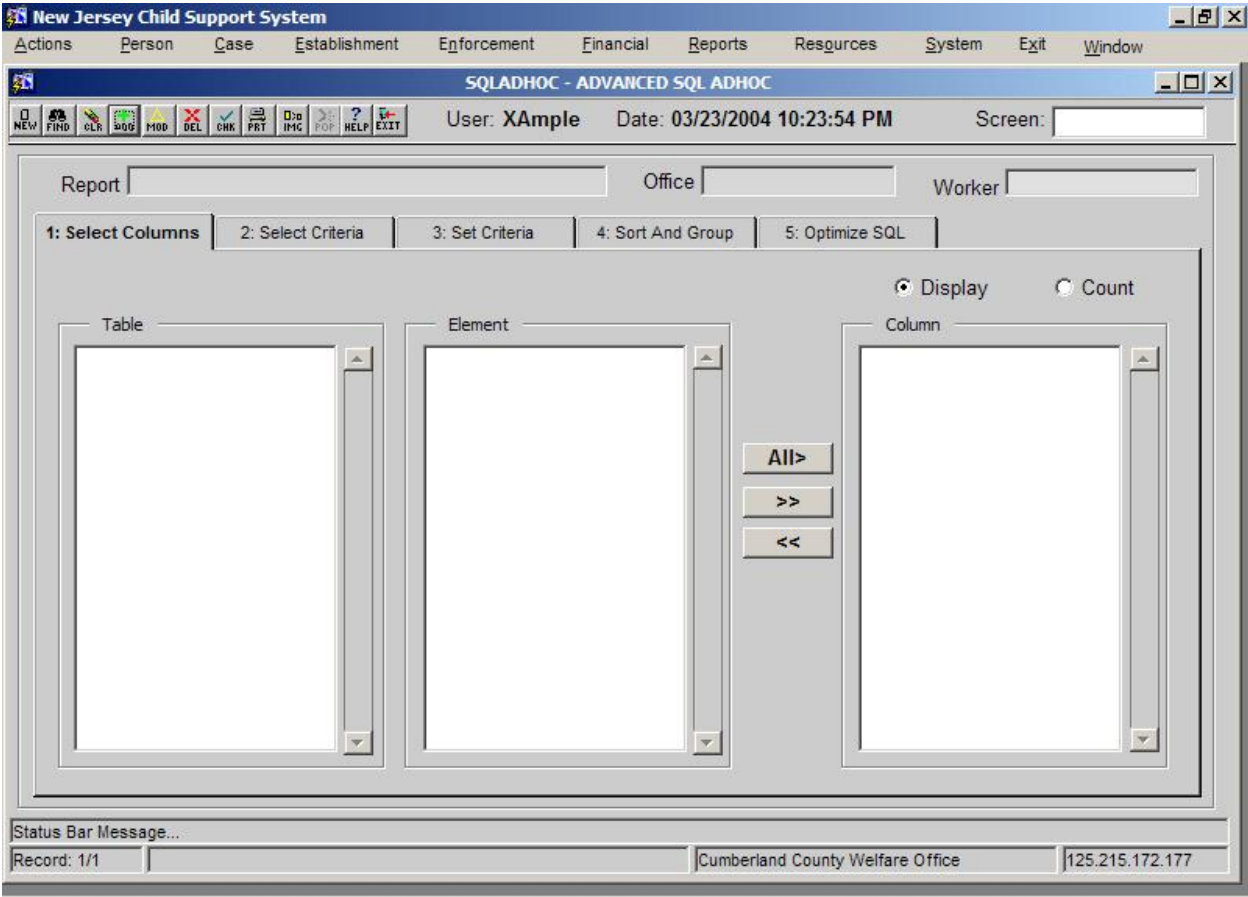
New Jersey Automated Child Support Enforcement System
Reporting

Ad Hoc Report Parameters Popup



New Jersey Automated Child Support Enforcement System
Reporting

Ad Hoc Select Columns



New Jersey Automated Child Support Enforcement System
Reporting

Ad Hoc Select Criteria

New Jersey Child Support System
 Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

SQLADHOC - ADVANCED SQL ADHOC
 User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

Report [] Office [] Worker []

1: Select Columns | **2: Select Criteria** | 3: Set Criteria | 4: Sort And Group | 5: Optimize SQL

You may select common selection criteria from this tab or construct the criteria expressions on the next tab or intermingle the two. Selecting common criteria may cause missing columns to be automatically added. The resulting selection coding is shown on table 3 and 5.

<input checked="" type="checkbox"/> NCP	<input checked="" type="checkbox"/> Located	<input type="checkbox"/> Interstate - Responding	<input type="checkbox"/> Last Review Since	<input type="checkbox"/> Asset Available
<input type="checkbox"/> CP	<input type="checkbox"/> Unlocated	<input type="checkbox"/> Interstate - Initiating	<input type="checkbox"/> Last Enforce Action In Range	<input type="checkbox"/> Asset Unknown
<input type="checkbox"/> Child	<input type="checkbox"/> Emancipated	<input checked="" type="checkbox"/> Active Case	<input checked="" type="checkbox"/> Hearing Schedule	<input type="checkbox"/> Prepay Status
	<input type="checkbox"/> Minor	<input type="checkbox"/> Closed Case	<input type="checkbox"/> TANF	<input type="checkbox"/> Refund Pending
	<input type="checkbox"/> Exempt	<input type="checkbox"/> Active Order	<input type="checkbox"/> Non-TANF	
	<input type="checkbox"/> Bankrupt	<input type="checkbox"/> Dismissed Order	<input type="checkbox"/> IV-E Foster Care	
	<input type="checkbox"/> Incarcerated	<input type="checkbox"/> Income Withholding Running	<input type="checkbox"/> Other Foster Care	
	<input type="checkbox"/> Cases with Orders	<input type="checkbox"/> Employed	<input type="checkbox"/> Medicaid Only	
	<input type="checkbox"/> Cases without Orders	<input type="checkbox"/> Employment Unknown	<input type="checkbox"/> Non IV-D	
	<input type="checkbox"/> Current	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Tax Certified	
	<input type="checkbox"/> In Arrears	<input type="checkbox"/> Bench Warrant Outstanding	<input type="checkbox"/> Credit Bureau Reported	
	<input type="checkbox"/> Arrears Only	<input type="checkbox"/> Enforcing	<input type="checkbox"/> Licence Available	
	<input type="checkbox"/> Child Support Obligated	<input type="checkbox"/> Establishing	<input type="checkbox"/> Licence Unknown	
	<input type="checkbox"/> Spousal Obligated	<input type="checkbox"/> Last Payment In Range	<input type="checkbox"/> Payment Plan In Effect	
	<input type="checkbox"/> Medical Obligated	<input type="checkbox"/> Last Review In Range	<input type="checkbox"/> Held Payment	
	<input type="checkbox"/> Instate Case	<input type="checkbox"/> Birthday In Range	<input type="checkbox"/> Case Stage []	

And Or

Next End

Date Range []

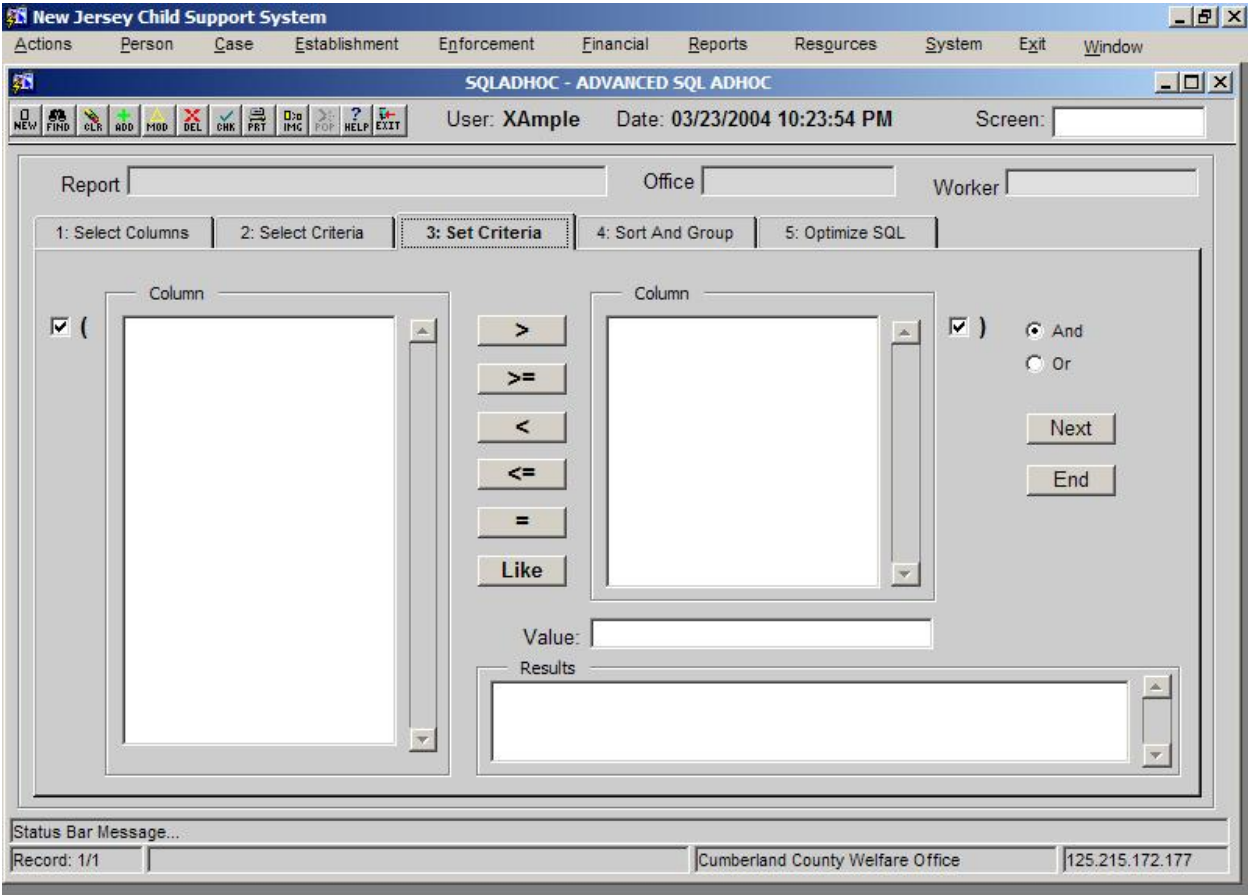
From []

To []

Status Bar Message...
 Record: 1/1 Cumberland County Welfare Office 125.215.172.177

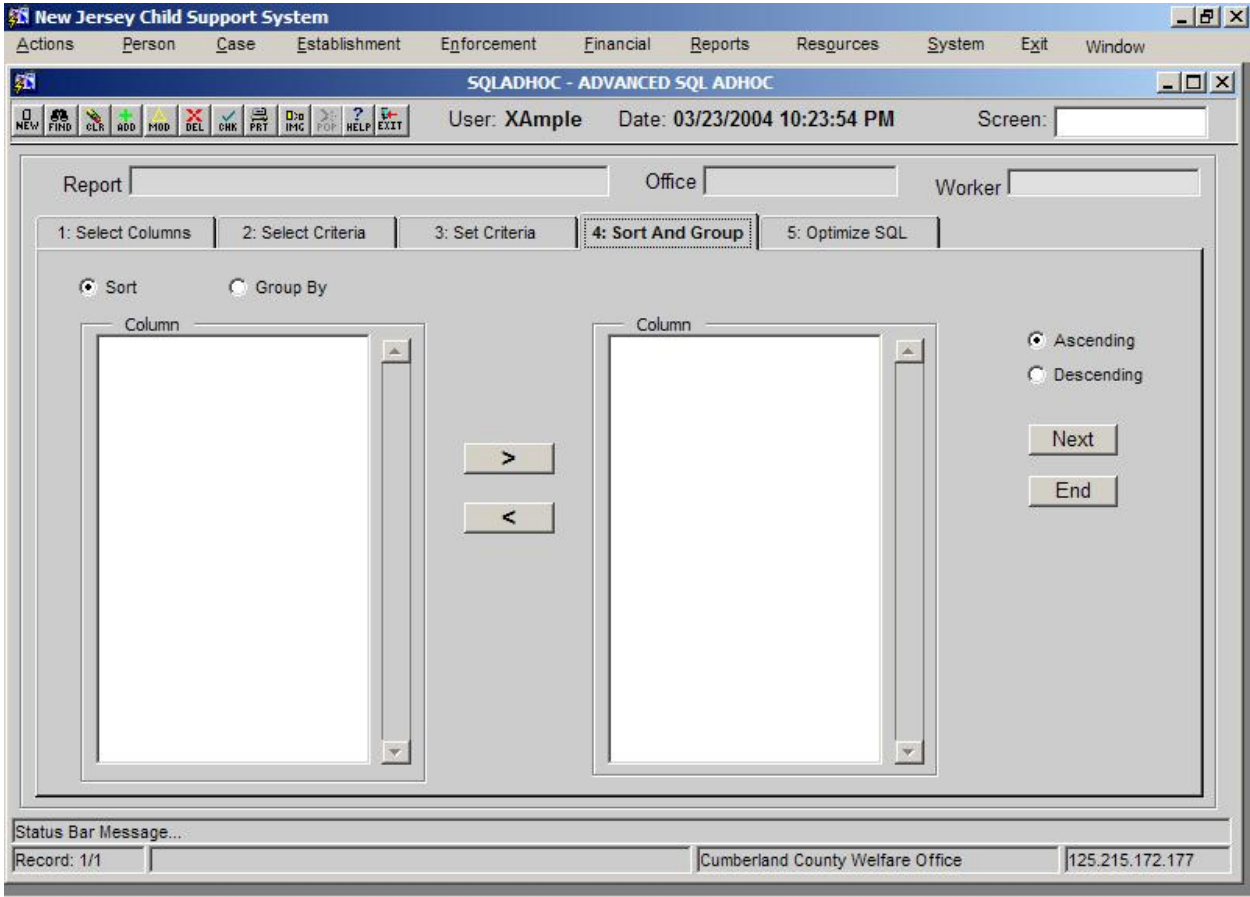
New Jersey Automated Child Support Enforcement System
Reporting

Ad Hoc Set Criteria



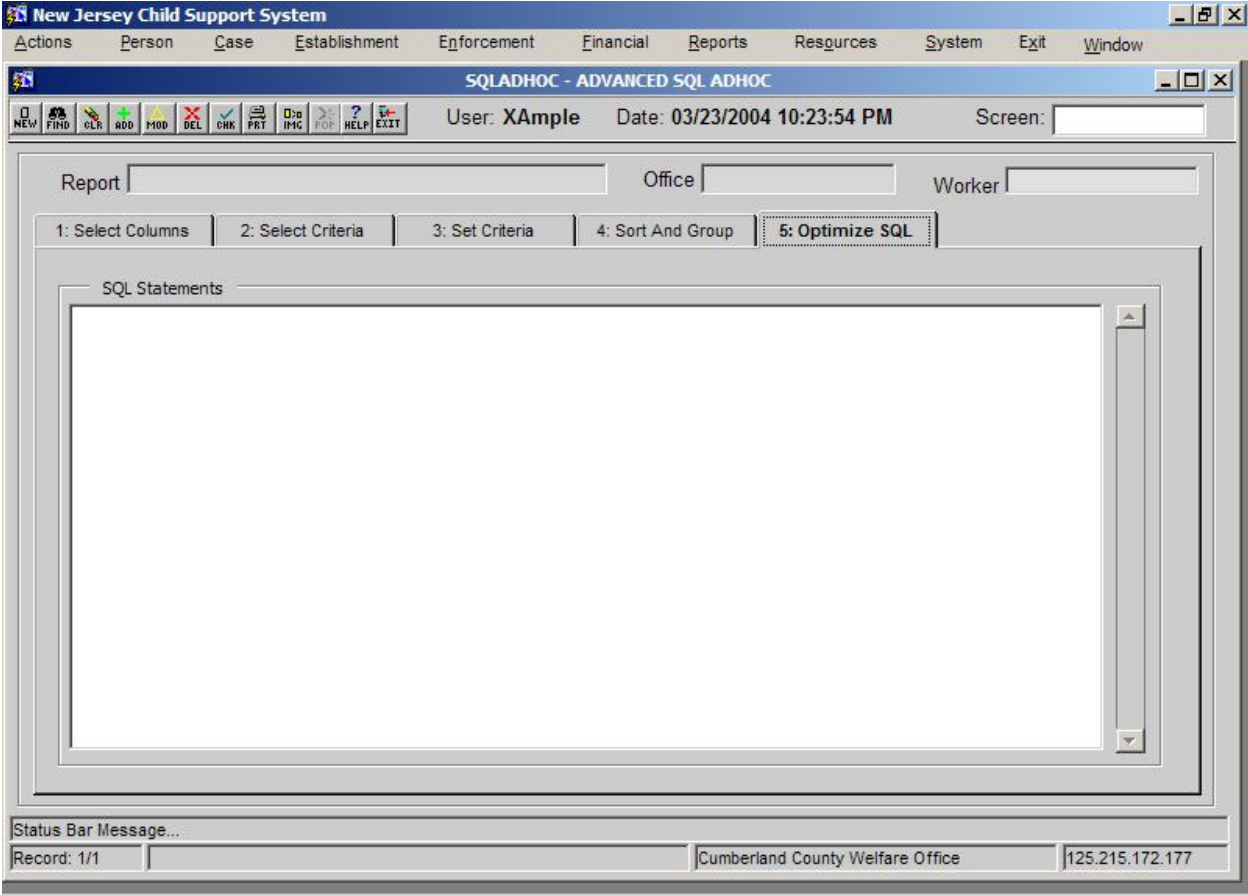
New Jersey Automated Child Support Enforcement System
Reporting

Ad Hoc Sort and Group



New Jersey Automated Child Support Enforcement System
Reporting

Ad Hoc Optimize SQL



New Jersey Automated Child Support Enforcement System
Reporting

2.3.2. Documents

As Ad Hoc reports are different due to the nature of the requests, the following is only a standard header for the Ad Hoc reports.

Date: 4/6/2004

Time: 13:48:13 PM

Office: Cumberland

Worker: SSmith

Primary Sort: IV-D #

Secondary Sort: None

New Jersey Child Support Enforcement System

Ad Hoc Report Detail

Period from MM/DD/YYYY to MM/DD/YYYY

