

D. OVERVIEW

The IGD and this appendix have been updated. A complete Summary of Changes can be found in the IGD section entitled Revisions Contained in This Document. For ease of recognition, changes appear in *bold italic* in the affected sections.

The Transaction Functional Matrix (TFM) is a comprehensive document that contains descriptions of transaction usage, required data, and data blocks identified as essential for conducting electronic interstate case processing. The Federal Office of Child Support Enforcement (OCSE) supported States' efforts in developing the TFM. Additional suggestions and discussion items arising from the Good Manners Guide and the Interface Guidance Document were incorporated into the matrix.

A TFM Work Group, consisting of State representatives, OCSE, and the CSENet 2000 team reviewed and discussed issues raised to develop standardized business usage for transactions. The work group determined the elements contained in the TFM, transaction descriptions, usage of transactions, and data blocks identified as essential to conduct business and process CSENet data, as well as recommendations for future software enhancements.

Later, during the Phase II Work Group discussions, States requested a resource tool that could be used to assist them with their programming efforts. This section of the TFM has been finalized in response to that request. Any suggestions considered enhancements or changes to the original meaning of the transactions will be considered for inclusion.

D.1 Document Layout

The matrix consists of six main parts:

- Function code,
- Action code,
- Reason code,
- Description/Business usage,
- Required data blocks and elements, and
- Data element description and usage.

D.1.1 FUNCTION CODE

The Function code (also known by its field name, Functional-Type-Code) refers to the child support business activity the transaction supports. Examples of Function codes are Quick Locate (LO1) and Enforcement (ENF).

D.1.2 ACTION CODE

The Action code describes the kind of transaction. Examples include a Request and Response (also known as provision of information). All Request and Updates with the same Reason code have been consolidated in the TFM with the distinction on use provided in the Business Usage Recommendation section.

D.1.3 REASON CODE

The Reason code (also known by its field name, Action-Reason-Code) provides further definition of the business activity the transaction communicates. For example, an Enforcement Acknowledgment (ENF A) may use the Reason code of AADIN to inform the other State that additional information is necessary to proceed with their request. (Note: Not all transactions require a Reason code, such as a Quick Locate Request, LO1 R).

D.1.4 DESCRIPTION/BUSINESS USAGE

Defines a specific transaction by the combination of Function, Action, and Reason codes and provides the business activity and usage for the transaction.

D.1.4.1 Sent by Initiating or Responding Jurisdiction

Recommends whether the initiating (IJ) or responding jurisdiction (RJ) generates the transaction. The following standard definitions are used:

- IJ is the State where the custodial party (CP) resides; and
- RJ is the State where the noncustodial parent (NCP) resides.

D.1.4.2 Recommended Action by Receiving State

Describes type of follow-up activity a State may initiate upon receiving the transaction.

D.1.4.3 Recommended Business Usage

Describes specific recommendations and/or clarifications of data usage.

D.1.5 REQUIRED DATA BLOCKS AND ELEMENTS

Lists data blocks and elements that are currently required for transmitting transactions. Shaded areas identify data blocks recommended as essential to conduct business and automate transaction processing. These recommendations do not replace the requirements presented in Appendix C: *Data Block Record Layout*.

D.1.6 DATA ELEMENT DESCRIPTION AND USAGE

Includes values and/or a description of the specific data element.

D.2 Summary of Assumptions

To ensure standardization, the TFM Work Group recommended specific business usage and general practices that should be used when interpreting and applying TFM recommendations. The following are the assumptions made by the TFM Work Group for transaction usage:

1. Enforcement transactions are used to establish a two-State process when enforcing an existing order.
2. When sending Request transactions (except LO1 and CSI) States should provide all available data to assist the receiving State.
3. Given that some IV-D offices carry generic caseloads, the Contact Name and related fields in the Case data block may contain an entity rather than a person's name.

States should use a full range of valid transactions for the business usage as indicated for each. This assists all states' ability to standardize and increase automated processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	R	FRINF	<p>Case Information Request, All Available IV-D Information</p> <p>Sent by Any State: This transaction is used to request all available information on a IV-D case in another State based on a match received from the FCR.</p> <p>Action by Receiving State: Generate automated Response based on existing case information</p> <p>Business Usage Recommendation: Do not send CSI Requests for each match received from the FCR. States should develop criteria for when to generate CSI transactions and only resend a Request for the same case after 30 days. Respond to a CSI Request within 7 days.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	R
				FUNCTIONAL TYPE CODE	CSI
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	FRINF
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=0 (Numeric)
				NCP-IDENTIFICATION-IND	=0 (Numeric)
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
COLLECTION-DATA-IND	=0 (Numeric)				
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	R	FRNNF	<p>Case Information Request, All Available Non IV-D Information</p> <p>Sent by Any State: This transaction is used to request all available information on a Non IV-D case in another State based on a match received from the FCR.</p> <p>Action by Receiving State: Generate automated Response based on existing case information.</p> <p>Business Usage Recommendation: Do not send a CSI Request for every match received from the FCR. States should develop criteria for when to generate CSI transactions and only resend a Request for the same case after 30 days has lapsed. Respond to a CSI Request within 7 days.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	R
				FUNCTIONAL TYPE CODE	CSI
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	FRNNF
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=0 (Numeric)
				NCP-IDENTIFICATION-IND	=0 (Numeric)
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
COLLECTION-DATA-IND	=0 (Numeric)				
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	P	FSINF	<p>Case Information Provision of Information, All Available Case Information</p> <p>Sent by Responding State: This transaction is used to reply to a Request for all IV-D or Non IV-D information. Include all case information available.</p> <p>Action by Receiving State: Process pursuant to State procedures.</p> <p>Business Usage Recommendation: States should always include a complete Local State and County FIPS code. This directs the receiving State to the appropriate entity to obtain additional information. All Order information should be provided with this transaction. Respond to a CSI Request within 7 days.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	CSI
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	FSINF
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1 (Numeric)
				NCP-IDENTIFICATION-IND	Fill as appropriate
				NCP-LOCATE-DATA-IND	Fill as appropriate
				PARTICIPANT-DATA-IND	Fill as appropriate
				ORDER-DATA-IND	Fill as appropriate
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
CASE DATA BLOCK					
CASE TYPE	Any Case Type				
CASE-STATUS	Fill as appropriate				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	P	FSINF	PARTICIPANT DATA BLOCK Must contain at least one participant and may have as many as nine participants. If Relationship code is D, provide Dependent-Relation-CP data element.	CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				PARTICIPANT DATA BLOCK	
				NAME-LAST	Participant Last Name
				NAME-FIRST	Participant First Name
				RELATIONSHIP	Fill as appropriate
PARTICIPANT-STATUS	=O (Alpha)				
CSI	P	FUINF	Case Information Provision of Information, No Case Information Available Sent by Responding State: This transaction is used to reply to a Request for all IV-D or Non IV-D case information. It indicates there is no case information available for the requested Case ID. Action by Receiving State: Process pursuant to State procedures.	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	CSI
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	FUINF
				ATTACHMENTS-IND	=N

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	P	FUINF		CASE-DATA-IND	=0 (Numeric)
				NCP-IDENTIFICATION-IND	=0 (Numeric)
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
CSI	P	RINIT	<p>Case Information Provision of Information, Interstate Case Reconciliation (ICR-CSI) - Sending state is the initiating jurisdiction</p> <p>Sent by any state:</p> <p>This transaction is used to conduct interstate case reconciliation. States send this transaction when their case indicates they are the initiating state and include all information that is available.</p> <p>Action by Receiving State:</p> <p>Process pursuant to state procedures.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	CSI
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	RINIT
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=Fill as appropriate
NCP-LOCATE-DATA-IND	=Fill as appropriate				
PARTICIPANT-DATA-IND	=Fill as appropriate				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	P	RINIT		ORDER-DATA-IND	=Fill as appropriate
				COLLECTION-DATA-IND	=Fill as appropriate
				INFORMATION-IND	=Fill as appropriate
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	Fill as appropriate
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
CSI	P	RRESP	<p>Case Information Provision of Information, Interstate Case Reconciliation (ICR-CSI) - Sending state is the responding jurisdiction</p> <p>Sent by Any State: This transaction is used to conduct interstate case reconciliation. States send this transaction when their case indicates they are the responding state and include all information that is available.</p> <p>Action by Receiving State: Process pursuant to state procedures.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	CSI
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				OTHER-CASE-ID	Other Case ID

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
CSI	P	RRESP		ACTION REASON	RRESP
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=Fill as appropriate
				NCP-LOCATE-DATA-IND	=Fill as appropriate
				PARTICIPANT-DATA-IND	=Fill as appropriate
				ORDER-DATA-IND	=Fill as appropriate
				COLLECTION-DATA-IND	=Fill as appropriate
				INFORMATION-IND	=Fill as appropriate
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	Fill as appropriate
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
CONTACT-CITY	Contact City				
CONTACT-STATE	Contact State				
CONTACT-ZIP-1	Contact Zip Code				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing.