

D. OVERVIEW – QUICK LOCATE (LO1)

Note: The IGD and this appendix have been updated. A complete Summary of Changes can be found in the IGD section entitled “Document Revisions”. For ease of recognition, substantive changes appear in *bold italic*.

The Transaction Functional Matrix (TFM) is a comprehensive guidance document developed to support States’ efforts to standardize the use of transactions. A TFM Workgroup, consisting of representatives from States, OCSE, and the CSENet 2000 team reviewed and discussed issues related to developing standardized business usage for transactions. The workgroup determined the original elements contained in the TFM and identified transactions recommended for deletion. Information provided for these transactions is listed at the end of this section and is limited to Function, Action, and Reason codes. Recommended alternative transaction usage is provided to assist States.

As a part of OCSE’s Continuous Service Improvement (CSI) effort, the Interstate Communications Initiative team undertook a project to improve the business use of CSENet transactions. The activities to improve the business use of CSENet included the following:

- *Establish a core set of transactions,*
- *Link CSENet transactions to interstate business,*
 - *Code of Federal Regulations (CFR) notification requirements,*
 - *Synchronize CSENet transactions with the Intergovernmental Form updates,*
 - *Add new paternity status values,*
 - *Clarify how transactions should be used, and*
- *Identify the need for new transactions.*

The core set of transactions, as stated in DCL 07-20, was designed in partnership with States by identifying those interstate activities/requests that are essential to processing interstate cases. The core set will help States focus their efforts when using CSENet to conduct interstate business.

Over the years, experience has demonstrated that many of the available CSENet transactions are rarely used, because of changing statutes, e.g., UIFSA, the way business is conducted for processing interstate cases, etc. Although well intended, the number of transactions available made CSENet appear unnecessarily complicated and cumbersome.

Establishing this core set of transactions is a step towards streamlining the number of transactions and provides the following benefits for States:

- *Improves interstate case processing through a precise and well-defined transaction set,*
- *Increases CSENet’s ability to effectively and efficiently perform electronic interstate communications, and*

- *Increases standardization by establishing a common or less “cluttered” playing field.*

To help States focus programming efforts on fewer transactions to better convey interstate business activities, OCSE recommends that States use these transactions when enhancing existing programming, as well as during the development of new CSENet functionality.

This section of the TFM has been revised as a part of OCSE’s CSI effort and incorporates enhanced guidance that includes:

- *Linked transactions to specific interstate business,*
- *Recommended automation possibilities,*
- *Identified transactions that support new interstate actions, activities on established interstate cases, and limited or administrative service requests, and*
- *Suggested potential triggers to generate transactions.*

A full listing of all transactions within the core set is found in Appendix B, “Valid Transactions Table”, Chart B-5. Transactions that are not included in the core set are identified at the end of each TFM section and include those the TFM Workgroup recommended for deletion. In the future, the number of CSENet transactions may be reduced.

D.1 Document Layout

Along with providing guidance on when and how transactions are used, guidance on the data to include in a transaction is provided. First, all of the data blocks and elements within a block required by the CSENet application are listed. Next, data that may not be required, but that is essential to conduct the specific business is identified by shading. Finally, recommendations to include additional data are provided under the Recommended Use of Data in the Description/Business Usage section. 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).

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. *Chart D-1 identifies the subsections that may comprise the Description/Business usage section, depending upon the nature of the transaction.*

CHART D-1: CONTENTS OF THE DESCRIPTION/BUSINESS USAGE SECTION	
Subheading	Description
<i>Sent by Initiating or Responding State</i>	<p><i>Recommends whether the initiating or responding State, or both, generates the transaction. The following standard definitions are used:</i></p> <ul style="list-style-type: none"> • <i>The initiating State is the State in which the custodial party (CP) resides; and</i> • <i>The responding State is the State in which the noncustodial parent (NCP) resides.</i>
<i>Used On/To</i>	<p><i>Indicates whether the transaction is used for:</i></p> <ul style="list-style-type: none"> • <i>Initiating a new interstate case,</i> • <i>Working with an established case, or</i> • <i>Limited or administrative service requests.</i>
<i>Corresponds To</i>	<i>Cites the specific item in the Intergovernmental Forms of the business that the transaction conveys.</i>
<i>Relevant CFR Requirements</i>	<i>Cites the relevant sections of the CFR that the transaction addresses.</i>
<i>Automated Triggers</i>	<i>Suggests ways to automate sending transactions in a child support enforcement (CSE) system.</i>
<i>Recommended Action by Receiving State</i>	<i>Describes the type of follow-up activity a State may initiate upon receiving the transaction.</i>
<i>Recommended Use of Data</i>	<i>Describes specific recommendations and/or clarifications of data usage.</i>

CHART D-1: CONTENTS OF THE DESCRIPTION/BUSINESS USAGE SECTION	
Subheading	Description
<i>References to Data Blocks</i>	<i>Provides requirements or recommendations for specific information in data blocks included in the transaction.</i>

D.1.5 REQUIRED DATA BLOCKS AND ELEMENTS

Lists data blocks *and elements* that are currently required for transmitting transactions. Shaded areas identify data 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 for transaction usage made by the TFM Work Group:

1. Enforcement transactions are used to establish a interstate 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.
4. States will use the full range of transactions *identified in the core set* for the business usage as indicated for each. This assists all States’ ability to standardize and increase automated processing.

D.3 Automating CSENet Transactions

A key to the successful use of CSENet is the level of automation developed by each State. Whenever possible, States should have the CSE system automate sending a new interstate referral, requests for action on an existing case, or responses to requests. States should look for a data element or a combination of data elements that identifies interstate activities to serve as triggers for outgoing transactions to eliminate the need for worker intervention. Equally critical is automating the entry of data into the transaction record. Manual entry of data in a transaction should be limited only to the data that is not available on the CSE system.

Conversely, when transactions are received, States should also have their system, whenever possible, automatically update the case record with the fact that a transaction was received, and store the data received in the transaction. Also, prior to automatically creating an alert that notifies workers that a transaction was received, determine whether the system can take appropriate actions without worker intervention. This would include the building of new cases by the system so case activity can begin immediately. Although this level of automation is not always possible, automating to the maximum extent possible will significantly improve the handling of interstate requests.

A prime example of automation is the L01 – Quick Locate transaction. Most States have totally automated the process of receiving locate requests, obtaining locate information, and returning the employer or address information to the requesting State. This enhanced level of automation has helped with location efforts which, in turn have led to more timely establishment and enforcement activities.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	R		<p>Quick Locate Request Sent by Initiating State: This transaction is used to electronically request locate information on an <i>individual</i> from another State. <i>This transaction should be used in lieu of the paper Locate Data Sheet.</i></p> <p>Corresponds To: <i>Locate Data Sheet</i> <input type="checkbox"/> <i>Non Custodial Parent Information or</i> <input type="checkbox"/> <i>Custodial Parent Information</i></p> <p>Automated Triggers: <i>Determine how the CSE system records the need to locate an individual and to which State the request must be sent.</i></p> <p>Action by Receiving State: Initiate an automatic search without a worker's intervention for address and employer information. A IV-D case does not need to be initiated <i>to process this transaction.</i></p> <p>Recommended Use of Data: <i>States have agreed to expand the use of this transaction to include locate requests for CPs as well as NCPs, rather than create a new transaction for CP locate requests.</i> <i>Provide contact's direct phone number in the Case Data Block.</i></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	LO1
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				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)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type except Non IV-D
CASE-STATUS	Fill as appropriate				
CONTACT-NAME-LAST	Your State Contact				
CONTACT-NAME-FIRST	Your State Contact				

*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
LO1	R		Provide all available information about the individual to assist the other State. <i>Most States require the SSN for many locate sources, but the DOB could be used for some sources.</i> NCP IDENTIFICATION DATA BLOCK <i>Enter information about the individual to be located.</i>	CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
LO1	P	LSOTH	Quick Locate Response, Other Information Found Sent by Responding State: This transaction is used to <i>electronically respond to a locate request (LO1 R)</i> and indicates that other information concerning the <i>individual</i> has been found. Automated Triggers: <i>Identify if and how the CSE system records that information other than an address or employer was found on an individual.</i>	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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSOTH
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1

*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
LO1	P	LSOTH	<p>Action by Receiving State: Process according to State procedures. <i>Update case information, such as noting receipt of the transaction.</i></p> <p>Recommended Use of Data: Provide contact's direct phone number in the Case Data Block.</p> <p>Return the individual's identifying information in the NCP Identification Data Block and address or employer information in the NCP Locate Data Block.</p> <p>Provide the 'other' information found in the Information Data Block.</p> <p>NCP LOCATE DATA BLOCK A residential or mailing address or an employer must be provided. When an address is present, the confirmed indicator and effective date must be present. When the employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. must be present. The three wage-related fields for each employer must be either all filled or all blank.</p>	NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	<i>Fill as appropriate</i>
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	Street Address
				RESIDENTIAL-CITY	City
				RESIDENTIAL-STATE	State

*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
LO1	P	LSOTH		RESIDENTIAL-ZIP-1	Zip Code
				RESIDENTIAL-ADDRESS-EFFECTIVE-DATE	Required if Residential Address Entered
				RESIDENTIAL-ADDRESS-CONFIRMED-IND	Fill as appropriate
LO1	P	LICEM	Quick Locate Response, Employer Found But Not Confirmed Sent by Responding State: This transaction <i>is used to electronically respond to a locate request (LO1 R) and</i> indicates that an employer has been found but has not been confirmed. Automated Triggers: <i>Determine how the CSE system records that an employer was found but not confirmed.</i> Action by Receiving State: Process according to State procedures. <i>Update case information, such as noting receipt of the transaction.</i>	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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LICEM
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				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
LO1	P	LICEM	<p>Recommended Use of Data: Provide contact's direct phone number in the Case Data Block. Return the individual's SSN and DOB in the NCP Identification Data Block. Provide employer information in the NCP Locate Data Block.</p> <p>NCP LOCATE DATA BLOCK The three wage-related fields for each employer must be either all filled or all blank. When the Employer-Name is present, the Employer-Effective-Date and Employer-Confirmed-Ind. must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
				NCP LOCATE DATA BLOCK	
				EMPLOYER-NAME	Employer Name
				EMPLOYER-ADDRESS-LINE 1	Employer Street Address
				EMPLOYER-CITY	Employer City
				EMPLOYER-STATE	Employer State
				EMPLOYER-ZIP-1	Employer Zip Code
				EMPLOYER-PHONE-NUM	Employer Telephone Number
EMPLOYER-EFFECTIVE-DATE	Required if Employer entered				
EMPLOYER-CONFIRMED-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
LO1	P	LSALL	<p>Quick Locate Response, Both an Address and Employer Located and Confirmed Sent by Responding State: This transaction <i>is used to electronically respond to a locate request (LO1 R) and</i> indicates that an address and an employer have been found and confirmed.</p> <p>Automated Triggers: Determine how the CSE system records that an address and employer were found and confirmed.</p> <p>Action by Receiving State: Process according to State procedures. Update case information, <i>such as noting receipt of the transaction.</i></p> <p>Recommended Use of Data: Provide contact's direct phone number in the Case Data Block. Return the individual's SSN and DOB in the NCP Identification Data Block. Provide the residential or mailing address and employer in the NCP Locate Data Block.</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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSALL
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
CASE TYPE	Any Case Type				
CASE-STATUS	=O (Alpha)				

*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
LO1	P	LSALL	<p>NCP LOCATE DATA BLOCK The three wage-related fields for each employer must be either all filled or all blank. When an address is present, the confirmed indicator and effective date must be present. When the employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. Must be present.</p>	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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	Street Address
				RESIDENTIAL-CITY	City
				RESIDENTIAL-STATE	State
				RESIDENTIAL-ZIP-1	Zip Code
				RESIDENTIAL-ADDRESS-EFFECTIVE-DATE	Required if Residential address entered
				RESIDENTIAL-ADDRESS-CONFIRMED-IND	=Y
				EMPLOYER-NAME	Employer Name
				EMPLOYER -ADDRESS-LINE 1	Employer Street Address
				EMPLOYER-CITY	Employer City
EMPLOYER -STATE	Employer State				
EMPLOYER -ZIP-1	Employer Zip Code				

*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
LO1	P	LSALL		EMPLOYER-PHONE-NUM	Employer Telephone Number
				EMPLOYER -EFFECTIVE-DATE	Required if Employer entered
				EMPLOYER CONFIRMED-IND	=N
LO1	P	LSEMP	<p>Quick Locate Response, Employer Located and Confirmed</p> <p>Sent by Responding State: This transaction <i>is used to electronically respond to a locate request (LOI R) and</i> notifies the other State that an employer has been found and confirmed.</p> <p>Automated Triggers: <i>Determine how the CSE system records that an employer was found and confirmed.</i></p> <p>Action by Receiving State: Process according to State procedures. Update case information, <i>such as noting receipt of the transaction.</i></p> <p>Recommended Use of Data: <i>Provide contact's direct phone number in the Case Data Block.</i> <i>Return the individual's SSN and DOB in the NCP Identification Data Block.</i> <i>Provide employer information in the NCP Locate Data Block.</i></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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSEMP
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				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
LO1	P	LSEMP	<p>NCP LOCATE DATA BLOCK The three wage-related fields for each employer must be either all filled or all blank. When the employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
				NCP LOCATE DATA BLOCK	
				EMPLOYER-NAME	Employer Name
				EMPLOYER -ADDRESS-LINE 1	Employer Street Address
				EMPLOYER-CITY	Employer City
				EMPLOYER -STATE	Employer State
				EMPLOYER -ZIP-1	Employer Zip Code
				EMPLOYER-PHONE-NUM	Employer Telephone Number
EMPLOYER -EFFECTIVE-DATE	Required if Employer entered				
EMPLOYER CONFIRMED-IND	=Y				

*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
LO1	P	LICAD	<p>Quick Locate Response, Address Located but Not Confirmed</p> <p>Sent by Responding State: <i>This transaction is used to electronically respond to a locate request (LO1 R) and notifies the other State that an address has been found but has not been confirmed.</i></p> <p>Automated Triggers: <i>Determine how the CSE system records that an address was found but not confirmed.</i></p> <p>Action by Receiving State: <i>Process according to State procedures. Update case information, such as noting receipt of the transaction.</i></p> <p>Recommended Use of Data: <i>Provide contact's direct phone number in the Case Data Block.</i> <i>Return the individual's SSN and DOB in the NCP Identification Data Block.</i> Provide the mailing or residential address information in the NCP Locate Data Block.</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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LICAD
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				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
LO1	P	LICAD	<p>NCP LOCATE DATA BLOCK When an address is present, the confirmed indicator and effective date must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	Street Address
				RESIDENTIAL-CITY	City
				RESIDENTIAL-STATE	State
				RESIDENTIAL-ZIP-1	Zip Code
				RESIDENTIAL-ADDRESS-EFFECTIVE-DATE	Required if Residential address entered
				RESIDENTIAL-ADDRESS-CONFIRMED-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
LO1	P	LSADR	<p>Quick Locate Response, Address Located and Confirmed</p> <p>Sent by Responding State: <i>This transaction is used to electronically respond to a locate request (LO1 R) and notifies the other State that an address has been located and confirmed.</i></p> <p>Automated Triggers: <i>Determine how the CSE system records that an address was found and confirmed.</i></p> <p>Action by Receiving State: <i>Process according to State procedures. Update case information, such as noting receipt of the transaction.</i></p> <p>Recommended Use of Data: <i>Provide contact's direct phone number in the Case Data Block.</i> <i>Return the individual's SSN and DOB in the NCP Identification Data Block.</i> Provide the mailing or residential address information in the NCP Locate Data Block.</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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSADR
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				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
LO1	P	LSADR	<p>NCP LOCATE DATA BLOCK When an address is present, the confirmed indicator and effective date must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	Street Address
				RESIDENTIAL-CITY	City
				RESIDENTIAL-STATE	State
				RESIDENTIAL-ZIP-1	Zip Code
				RESIDENTIAL-ADDRESS-EFFECTIVE-DATE	Required if Residential address entered
				RESIDENTIAL-ADDRESS-CONFIRMED-IND	=Y

*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
LO1	P	LUALL	<p>Quick Locate Response, No Information Found</p> <p>Sent by Responding State: This transaction is used to electronically <i>respond to a locate request (LO1 R)</i> and indicates that no information concerning the <i>individual</i> has been found.</p> <p><i>It is recommended that States review their internal locate process, identify when their locate sources provide responses and establish a reasonable timeframe when this transaction should be sent because no information is available.</i></p> <p>Automated Triggers: Determine how the CSE system records that no information has been found.</p> <p>Action by Receiving State: Process according to State procedures. <i>Update case information, such as noting receipt of the transaction.</i></p> <p>Recommended Use of Data: Provide contact's direct phone number in the Case Data Block. Return the individual's SSN and DOB in the NCP Identification Data Block.</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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LUALL
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				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
LO1	P	LUALL		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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	Last Name
				NAME-FIRST	First Name
				SSN	SSN
LO1	P	LUAPD	Quick Locate Response, NCP Found Deceased Sent by Responding State: This transaction is used to electronically <i>respond to a locate request (LO1 R)</i> and notifies the initiating State that the NCP is deceased. Action by Receiving State: Process according to State procedures. <i>Update case information, such as noting receipt of the transaction.</i>	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	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID

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Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LUAPD	<p>Recommended Use of Data: <i>Provide contact's direct phone number in the Case Data Block.</i> Provide the NCP SSN or DOB in the NCP Identification Data Block. Provide information regarding the date and proof of death in the Information Data Block.</p>	ACTION REASON	LUAPD
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				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
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN	NCP SSN

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

VALID TRANSACTIONS EXCLUDED FROM THE TFM AND CORE SET				
Function Code	Action Code	Reason Code	Description/Business Usage	Recommendation for Alternate Transaction(s) Usage
LO1	A			
LO1	U		Update previous request	Resend the request, LO1 R
LO1	C		Cancel locate request	Determine the processing of responses when received
LO1	P	LSOUT	NCP out of State address verified	LO1 P LICAD or LO1 P LSADR