

APPENDIX A

Oklahoma Child Support Services (CSS)

Tribal Data Exchange User's Guide

Version 7.0

June 1, 2021

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Version control

Version	Date	Summary of Changes
1	11/2/20	Initial version
2	2/10/21	<ol style="list-style-type: none"> 1. Changed version number and document data 2. Change NCP records to be required instead of preferred 3. Change SSN and birthdate to be required instead of preferred 4. Add tentative run date for the monthly file
3	3/1/21	<ol style="list-style-type: none"> 1. Changed version number and document data 2. Added more description for fields of information to exchange 3. Increased the size of the TANF balance. 4. Clarified the TANF and NonTANF balances do not include interest. 5. Added intergovernmental (foreign case) indicator, phone numbers, good cause indicator, interest amounts and several other optional fields. 6. Expanded the record to 450 characters. 7. Added record layouts of fields BY PARTICIPANT TYPE.
4	3/3/21	<ol style="list-style-type: none"> 1. Changed version number and document data 2. Added current support for the child. 3. Corrected the spelling of previously on page 10
5	3/15/21	<ol style="list-style-type: none"> 1. Removed the Intake, Locate, Establishment, Paternity and Enforcement from the list of possible case types 2. Corrected case type 'MedicAEI Title XIX' to 'MedicaidTitle XIX' 3. Added section on what the state will return to the tribal programs.
6	5/14/21	<ol style="list-style-type: none"> 1. Changed the heading in the control record. 2. Added more description on what case number will be provided in the return information. 3. Added conditions on accepting data 4. Updated record type on the tribal file to ensure it is known we can only accept 1 ncp and 1 cp per tribal case. 5. Removed reference to FOP guide on incoming control record, 6. Removed control record on return file.
7	6/1/21	<ol style="list-style-type: none"> 1. Changed version number and document data. 2. Added the FIPs code when there is an intergovernmental referral to incoming and outgoing file layout.

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General Overview

The purpose of this document is to provide information to Tribal IV-D programs about exchanging information on child support orders and participants with the Oklahoma Child Support Services (CSS).

The case information exchange process starts with a Tribal IV-D program creating an electronic file in a specific file layout of child support case and participant information. The file will need to be transmitted by Secure File Transfer Protocol (SFTP) to CSS. CSS will add the Tribal case information and participants to the state's system for purposes of matching and reporting.

As stated in Grant No. 90FD0229-01-00, "CSS proposes a collaborative project with three comprehensive Tribal Child Support (IV-D) programs in Oklahoma. The partners include the Cherokee Nation, the Modoc Nation, and the Muscogee (Creek) Nation." An additional tribal program, the Delaware Tribe, is also partnering with CSS. Since tribal children are Oklahoma children, CSS prioritizes strong relationships with tribal partners serving these children. CSS wants to improve customer service, streamline intergovernmental processes with Tribal IV-D programs, and improve current business practices. The proposed project will pilot and establish a national standard for data transfer between state and tribal partners, better align with National Information Exchange Model (NIEM) data standards, and integrate NIEM into the OCSE created Model Tribal System (MTS). These project goals will improve processes to refine practices, increase collections, and improve intergovernmental tribal partnerships."¹

In the prior Automated Enforcement Interstate (AEI) 2017 project with the three original Tribal nations, a line of communication was established with secure servers for each of the tribal programs. These tribal programs send us requests to send referrals for intercepts from the Oklahoma Tax Commission (OTC) and the Internal Revenue Service (IRS). A matching process was established for cross-referencing tribal non-custodial parents (NCP) to OSIS non-custodial parents in order to combine referrals to OTC and the IRS when we have an NCP in common. Currently, the tribal programs only send their private owed balances on these requests for referrals. The Delaware Tribe will also begin the AEI process during this time of data exchange.

¹ Oklahoma CSS Tribal Intergovernmental Collaboration Improving Processes and Practices

The core of the Case Information Exchange Tribal User's guide specifically addresses the following topics:

- Secured file transfers
- Information to be exchanged
 - Case and participant identification information
 - Case status and balances
 - Identification of matched participants

Definitions

CSS The Child Support Services program within the Department of Human Services in Oklahoma.

OMES The Oklahoma Office of Management and Enterprise Services is a government agency which manages and supports the basic functioning of the government of Oklahoma. Under the leadership of the Oklahoma Secretary of Agency Accountability, OMES provides financial, property, purchasing, human resources and information technology services to all state agencies, and assists the Governor of Oklahoma on developing the annual state budget.

OSIS The Oklahoma statewide computer system that supports the business activities of the Oklahoma child support program. It is an on-line information system that was designed to serve the needs of all child support case workers, supervisors, office managers and state office personnel. AEI is only one of many independent parts of OSIS to support these limited enforcement service requests.

CASE ID All Tribal cases will remain unique from OSIS cases. In OSIS, the case number is known as the Family Group Number (FGN). When communicating with each Tribal IV-D program, we will use the Tribal IV-D program's case identifier that is received in the file. It will be the Tribal nation's unique identifier within the FIPS code & SSN to help communicate information.

OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE) The federal agency that is responsible for the administration of the child support program. Created by Title IV-D of the Social Security Act in 1975, OCSE is responsible for the development of child support policy, oversight, evaluation, and audits of state child support enforcement programs, and provides technical assistance and training to the state program staff. OCSE is part of the Administration for Children and Families (ACF), which is within the Department of Health and Human Services (HHS).

FTP is the secured file transfers from and to each IV-D program.

Secure File Transfer Protocol

The name of the file from the tribal IV-D program and response information to, each Tribal IV-D program will be made via SFTP where CSS is considered the client server. The CSS Center for Business Process Engineering (CBPE) is responsible for collecting the technical and business contacts from each Tribal IV-D program and work with those Tribal staff to complete the necessary forms for files and the file transfer processes. When the proper forms have been completed, the documents will be sent to the Office of Management Enterprise Services (OMES) for the security/instructions for file transfers.

Files to and from each tribal IV-D program will have a secured folder and standard naming conventions.

Incoming files will have the following format:

```
'/export/incoming/prod/ocssxxxx/job_cs999ci_case999.txt'
```

Where xxxx will be created and secured by OMES specifically for each program and 999 is the last three digits of the FIPS code as shown in the incoming request records as the local code.

The outgoing response files will have the following format:

```
'/export/outgoing/prod/ocssxxxx/job_cs999co_resp999.txt'
```

Where xxxx will be created and secured by OMES specifically for each tribal program and 999 is the last three digits of your FIPS code as shown in the incoming request records as the local code.

Once each response file has been retrieved by the Tribal IV-D program, the tribal IV-D program is responsible for deleting it from their server.

Case Information to Exchange

Tribal IV-D programs will send a monthly file of case information and CSS will reply monthly. Tentative information return from CSS will be the 5th of each month. The exchange will occur after the first of each month.

The detailed records will have three types of data to exchange:

- Required fields needed for the minimum amount of data to be exchanged in a file
- Preferred fields primarily for matching purposes
- Optional fields which are recommended for exchange but will not stop our processing if not sent

The following file conditions will cause an abend immediately.

- Control card contains an earlier control date or the number of records is not correct.
- If there are multiple control cards, lack of a control card or blank control record
- If there is a record type other than 1, 2, or 3
- If the case number is missing in the file
- If there isn't at least 1 CP and 1 NCP and only 1 each
- If there are children without both the CP and NCP
- If we receive participants without the required information, such as SSN or DOB, names, gender.

Rules for matching tribal information to CSS information:

- If there is an inactive child on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.
- If the case is closed and we have never received the case previously, the case will be ignored.

When evaluating incoming case information, the following rules apply:

- If tribal case is closed and we have not previously saved that tribal case, disregard case.
- If tribal case is closed and we have previously had the tribal case, update the tribal case status and information as needed.
- There must always be at least one CP and one NCP per tribal case to be accepted and ONLY one of each.
- There must be an SSN or birthdate for both the CP and the NCP for the case to be accepted.

Each **450 byte record** of the incoming and outgoing file of case information will have the following format:

CASE SUBMISSION AND UPDATE RECORD LAYOUT					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program If leading zeros are used for case identifiers, they will always need to be used.	Required
Record type	21	1	A	<u>Minimum requirement</u> is the value '1' for the custodial parent information OR '2' for the non-custodial parent. Values: '1' – Custodial parent (Required) '2' – Non-custodial parent (Required) '3' – Child (Preferred) Every incoming tribal case must have one custodial parent record and one non-custodial parent record.	Required

Case status	22	1	A	Optional status of the case and only needed on the CP record. Open is assumed if nothing sent. 'O' – Open 'C' – Closed If the case is closed and we have never received the case previously, the case will be ignored. We will only send active unless the case has closed in the last 45 days.	Optional
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	Required if birthdate is not provided
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender 'F' – female 'M' – male	Required
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Required if SSN is not provided
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case 'D' – deceased 'I' – inactive on tribal case	Preferred

				If there is an inactive person on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.	
Family violence indicator	97	1	A	Participants family violence indicator. If there is family violence but the source is unknown, send it on every participant in the case. ‘ ‘ – space is no family violence. ‘Y’ – yes, there is family violence associated with this participant. All records will have ‘y’ if anyone on a tribal case has family violence. They only have it at the case level.	Preferred
Case type for the entire case	98	15	A	CP Records The type of case being sent: If Model Tribal System, the first 15 characters of the “ChildSupportCaseServicesType” is accepted: IV-D IV-A Arrears Only Judgment Only Paternity Only Non-IV-D Medical Only Kinship Care Foster Care-Agency Foster Care-Personal IV-E MedicaidTitle XIX Child Welfare The following 1 digit codes followed by spaces are also allowed.	Optional

				C - TANF - INSTATE A - TANF - INC INTERSTATE F - IVE FOSTER CARE - INSTATE H - IVE F CARE – INC INTERSTATE E - NON-IVE F CARE - INSTATE X - EX MEDICAL - INSTATE P - NON-PA - INSTATE N - NON-PA - INC INTERSTATE M - MEDICAL ONLY - INSTATE I - MED ONLY – INC INTERSTATE B - BLIND-PA - INSTATE J - DISABLED-PA - INSTATE	
Current Support begin date	113	8	A	This is the date a child’s current support began. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Current Support end date	121	8	A	This is the date a child’s current support is expected to end. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Case type for the child	129	15	A	If the participant is a child, please provide one of the categories of case type. If Model Tribal System, the first 15 characters of the “ChildSupportCaseServicesType” is accepted: IV-D IV-A Arrears Only Judgment Only Paternity Only Non-IV-D Medical Only Kinship Care Foster Care-Agency Foster Care-Personal IV-E Medicaid Title XIX	Optional

				<p>Child Welfare</p> <p>The following 1 digit codes followed by spaces are also allowed. These are the values that will be returned by CSS.</p> <p>C - TANF - INSTATE A - TANF - INC INTERSTATE F - IVE FOSTER CARE - INSTATE H - IVE F CARE – INC INTERSTATE E - NON-IVE F CARE - INSTATE X - EX MEDICAL - INSTATE P - NON-PA - INSTATE N - NON-PA - INC INTERSTATE M - MEDICAL ONLY - INSTATE I - MED ONLY – INC INTERSTATE B - BLIND-PA - INSTATE J - DISABLED-PA - INSTATE</p>	
Child case type begin date	144	8	A	<p>This is the date a child's current case type began.</p> <p>Preferred on the child participants.</p> <p>It will be ignored for CPs and NCPs.</p> <p>CCYYMMDD</p>	Optional
Child's absent parent legal status	152	1	A	<p>Child participant</p> <p>A - SUPPORT ORDER ESTABLISHED B - DIVORCED, NO CHILD SUPPORT ORDERED H - PATERNITY ESTABLISHED, NO SUPPORT ORDERED I - MARRIED/SEPARATED, NO SUPPORT ORDERED M - PATERNITY NOT ESTABLISHED N - PATERNITY DISPROVED BY CS-209 P - PATERNITY ACKNOWLEDGED (CS-209 SIGNED) MAY BE SPACES</p>	Optional
Child removal reason	153	2	A	<p>Child participant</p> <p>01 - DEATH OF CHILD 02 - CHILD EMANCIPATED OR REACHED MAJORITY 03 - CHILD NOW RESIDES WITH ABSENT PARENT 04 - CHLD NOW RES. IN HOME NOT REC. CS SERV. 05 - AP JUDICIALLY DETERMINED</p>	Optional

				NOT THE FATHER 06 - AP EXCLUDED BY GENETIC TEST 07 - CHILD REMOVED FROM FAMILY BY ADOPTION	
Child's current support	155	7	N	Child's current support amount	Optional
Address line 1	162	30	A	Most current address line 1 of the participant for CP or NCP. Children participants field is ignored. (The entire address can be the same as what is sent for AEI.) "CurrentAddressIndicator" indicates it is the current.	Optional
Address line 2	192	30	A	Most current address line 2 of the participant for CP or NCP. Children participants field is ignored.	Optional
Address City	222	25	A	Most current address city of the participant for CP or NCP. Children participants field is ignored.	Optional
Address State	247	2	A	Most current address state of the participant for CP or NCP. Children participants field is ignored.	Optional
Address Zip	249	9	A	Most current address zipcode of the participant for CP or NCP. Children participants field is ignored. At least first 5 preferred.	Optional
CP total private arrears	258	7	N	Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored. This field does not include interest.	Optional Rounded to the dollar
CP state assigned arrears	265	7	N	State assigned arrears amount for the CP. Preferred only on the CP	Optional

				record. Children and NCP participants field is ignored. This field does not include interest. .	
CP private interest arrears	272	7	N	Interest on the Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Optional
CP assigned interest arrears	279	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Optional
Total interest for the case	286	7	N	Total interest for the case OSIS “typed” interest in the other interest fields may not total this field.	Optional
OSIS FGN	293	12	N	OSIS FGN if available for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Optional – if supplied must have leading zeros
Relationship	305	2	A	Relationship of the person to the child. This will be on the CP and NCP records. “ParticipantKinshipAssociation” ‘M ’ – mother, minor mother biological mother ‘F ’ – father, minor father, biological father ‘GM’ – grandmother ‘GF’ – grandfather ‘A ’ – aunt ‘U ’ – uncle ‘B ’ – brother ‘S ’ – sister	Optional

				'CG' – current guardian 'FG' – former guardian 'SP' – step parent 'FP' – Foster parent 'C ' – cousin 'CM' – clan member 'TP' – third party agency 'HH' – head of household 'PT' –Putative father 'EF' – Excluded father 'OT' – other (this is anything not covered above)	
Intergovernmental indicator	307	1	A	CP participant record 'S' for referral from a state 'T' for referral from a tribe Space for non-intergovernmental or foreign case	Optional
Intergovernmental 2 byte State code abbrev	308	2	A	CP participant record "Foreign Case" Intergovernmental ownership	Optional
Cell Phone number	310	10	A	Cell Phone number Include on the CP and/or NCP type records	Optional
Home Phone number	320	10	A	Home Phone number Include on the CP and/or NCP type records	Optional
FIPs code	330	7	A	The FIPs code for an intergovernmental referral	Optional
Filler	337	121	A	Spaces	

If a field is indicated as 'A' for alphabetic, please provide spaces if is optional or preferred and the field is not populated. When populated, left justify and fill with spaces.

If a field is indicated as 'N' for numeric, please provide all zeros in the field if not populated. If populated, please right justify and zero fill to the left.

The following is the trailer record required with each data exchange file. The trailer record fields are all required.

CHART E-2: CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	<u>All fields are required.</u> '90' – A tribal program
Control	3-5	3	A	"CTL"
Total Records	15-23	9	N	Total number of records
File Creation date	46-53	8	A	This is the date the file was created by the tribal program CCYYMMDD format This is a new Field Added by CSS and not included in the FOP Guide. Example is 20180102 for the date of 1/2/18.
File Creation time	54-61	8	A	This is the time of day the file was created by the tribal program HHMMSSSS
Filler	62-450		A/N	Not used

Fields by Participant Record Type

CUSTODIAL PARENT RECORD INFORMATION					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program If leading zeros are used for case identifiers, they will always need to be used.	Required
Record type	21	1	A	'1' – Custodial parent	Required
Case status	22	1	A	Optional status of the case and only needed on the CP record. Open is assumed if nothing sent. 'O' – Open 'C' – Closed If the case is closed and we have never received the case previously, the case will be ignored. We will only send active unless the case has closed in the last 45 days.	Optional
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	Required if birthdate is not provided

SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender 'F' – female 'M' – male	Required
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Required if SSN is not provided
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case 'D' – deceased 'I' – inactive on tribal case If there is an inactive person on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.	Preferred
Family violence indicator	97	1	A	Participants family violence indicator. If there is family violence but the source is unknown, send it on every participant in the case. ' ' – space is no family violence. 'Y' – yes, there is family violence associated with this participant. All records will have 'y' if anyone on a tribal case has family violence. They only have it at the case level.	Preferred

Case type for the entire case	98	15	A	<p>CP Records</p> <p>The type of case being sent: If Model Tribal System, the first 15 characters of the “ChildSupportCaseServicesType” is accepted:</p> <p>IV-D IV-A Arrears Only Judgment Only Paternity Only Non-IV-D Medical Only Kinship Care Foster Care-Agency Foster Care-Personal IV-E Medicaid Title XIX Child Welfare</p> <p>The following 1 digit codes followed by spaces are also allowed.</p> <p>C - TANF - INSTATE A - TANF - INC INTERSTATE F - IVE FOSTER CARE - INSTATE H - IVE F CARE – INC INTERSTATE E - NON-IVE F CARE - INSTATE X - EX MEDICAL - INSTATE P - NON-PA - INSTATE N - NON-PA - INC INTERSTATE M - MEDICAL ONLY - INSTATE I - MED ONLY – INC INTERSTATE B - BLIND-PA - INSTATE J - DISABLED-PA - INSTATE</p>	Optional
Address line 1	162	30	A	<p>Most current address line 1 of the participant for CP or NCP. Children participants field is ignored. (The entire address can be the same as what is sent for AEI.) “CurrentAddressIndicator” indicates it is the current.</p>	Optional

Address line 2	192	30	A	Most current address line 2 of the participant for CP or NCP. Children participants field is ignored.	Optional
Address City	222	25	A	Most current address city of the participant for CP or NCP. Children participants field is ignored.	Optional
Address State	247	2	A	Most current address state of the participant for CP or NCP. Children participants field is ignored.	Optional
Address Zip	249	9	A	Most current address zipcode of the participant for CP or NCP. Children participants field is ignored. At least first 5 preferred.	Optional
CP total private arrears	258	7	N	Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored. This field does not include interest.	Optional Rounded to the dollar
CP state assigned arrears	265	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored. This field does not include interest. .	Optional
CP private interest arrears	272	7	N	Interest on the Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Optional
CP assigned interest arrears	279	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Optional

Total interest for the case	286	7	N	Total interest for the case OSIS “typed” interest in the other interest fields may not total this field.	Optional
OSIS FGN	293	12	N	OSIS FGN if available for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Optional – if supplied must have leading zeros
Relationship	305	2	A	Relationship of the person to the child. This will be on the CP and NCP records. “ParticipantKinshipAssociation” ‘M ’ – mother, minor mother biological mother ‘F ’ – father, minor father, biological father ‘GM’ – grandmother ‘GF’ – grandfather ‘A ’ – aunt ‘U ’ – uncle ‘B ’ – brother ‘S ’ – sister ‘CG’ – current guardian ‘FG’ – former guardian ‘SP’ – step parent ‘FP’ – Foster parent ‘C ’ – cousin ‘CM’ – clan member ‘TP’ – third party agency ‘HH’ – head of household ‘PT’ –Putative father ‘EF’ – Excluded father ‘OT’ – other (this is anything not covered above)	Optional
Intergovernmental indicator	307	1	A	CP participant record ‘S’ for referral from a state	Optional

				'T' for referral from a tribe Space for non-intergovernmental or foreign case	
Intergovernmental 2 byte State code abbrev	308	2	A	CP participant record "Foreign Case" Intergovernmental ownership	Optional
Cell Phone number	310	10	A	Cell Phone number Include on the CP and/or NCP type records	Optional
Home Phone number	320	10	A	Home Phone number Include on the CP and/or NCP type records	Optional
FIPs code	330	7	A	The FIPs code for an intergovernmental referral	Optional
Filler	337	121	A	Spaces	

NON-CUSTODIAL PARENT RECORD					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program If leading zeros are used for case identifiers, they will always need to be used.	Required
Record type	21	1	A	'2' – Non-custodial parent	Required
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	Required if birthdate is not provided
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender 'F' – female	Required

				'M' - male	
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Required if SSN is not provided
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case 'D' – deceased 'I' – inactive on tribal case If there is an inactive person on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.	Preferred
Family violence indicator	97	1	A	Participants family violence indicator. If there is family violence but the source is unknown, send it on every participant in the case. ' ' – space is no family violence. 'Y' – yes, there is family violence associated with this participant. All records will have 'y' if anyone on a tribal case has family violence. They only have it at the case level.	Preferred
Address line 1	162	30	A	Most current address line 1 of the participant for CP or NCP. Children participants field is ignored. (The entire address can be the same as what is sent for AEI.) "CurrentAddressIndicator" indicates it is the current.	Optional
Address line 2	192	30	A	Most current address line 2 of the participant for CP or NCP. Children participants field is ignored.	Optional

Address City	222	25	A	Most current address city of the participant for CP or NCP. Children participants field is ignored.	Optional
Address State	247	2	A	Most current address state of the participant for CP or NCP. Children participants field is ignored.	Optional
Address Zip	249	9	A	Most current address zipcode of the participant for CP or NCP. Children participants field is ignored. At least first 5 preferred.	Optional
Relationship	305	2	A	Relationship of the person to the child. This will be on the CP and NCP records. “ParticipantKinshipAssociation” ‘M ’ – mother, minor mother biological mother ‘F ’ – father, minor father, biological father ‘GM’ – grandmother ‘GF’ – grandfather ‘A ’ – aunt ‘U ’ – uncle ‘B ’ – brother ‘S ’ – sister ‘CG’ – current guardian ‘FG’ – former guardian ‘SP’ – step parent ‘FP’ – Foster parent ‘C ’ – cousin ‘CM’ – clan member ‘TP’ – third party agency ‘HH’ – head of household ‘PT’ –Putative father ‘EF’ – Excluded father ‘OT’ – other (this is anything not covered above)	Optional

Cell Phone number	310	10	A	Cell Phone number Include on the CP and/or NCP type records	Optional
Home Phone number	320	10	A	Home Phone number Include on the CP and/or NCP type records	Optional
Filler	337	121	A	Spaces	

CHILD RECORD					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program If leading zeros are used for case identifiers, they will always need to be used.	Required
Record type	21	1	A	'3' – Child	Required
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	Required if birthdate is not provided
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender 'F' – female	Required

				'M' - male	
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Required if SSN is not provided
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case 'D' – deceased 'I' – inactive on tribal case If there is an inactive person on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.	Preferred
Family violence indicator	97	1	A	Participants family violence indicator. If there is family violence but the source is unknown, send it on every participant in the case. ' ' – space is no family violence. 'Y' – yes, there is family violence associated with this participant. All records will have 'y' if anyone on a tribal case has family violence. They only have it at the case level.	Preferred
Current Support begin date	113	8	A	This is the date a child's current support began. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Current Support end date	121	8	A	This is the date a child's current support is expected to end. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional

Case type for the child	129	15	A	<p>If the participant is a child, please provide one of the categories of case type.</p> <p>If Model Tribal System, the first 15 characters of the “ChildSupportCaseServicesType” is accepted:</p> <p>IV-D IV-A Arrears Only Judgment Only Paternity Only Non-IV-D Medical Only Kinship Care Foster Care-Agency Foster Care-Personal IV-E Medicaid Title XIX Child Welfare</p> <p>The following 1 digit codes followed by spaces are also allowed. These are the values that will be returned by CSS.</p> <p>C - TANF - INSTATE A - TANF - INC INTERSTATE F - IVE FOSTER CARE - INSTATE H - IVE F CARE – INC INTERSTATE E - NON-IVE F CARE - INSTATE X - EX MEDICAL - INSTATE P - NON-PA - INSTATE N - NON-PA - INC INTERSTATE M - MEDICAL ONLY - INSTATE I - MED ONLY – INC INTERSTATE B - BLIND-PA - INSTATE J - DISABLED-PA - INSTATE</p>	Optional
Child case type begin date	144	8	A	<p>This is the date a child’s current case type began.</p> <p>Preferred on the child participants. It will be ignored for CPs and NCPs.</p> <p>CCYYMMDD</p>	Optional

Child's absent parent legal status	152	1	A	Child participant A - SUPPORT ORDER ESTABLISHED B - DIVORCED, NO CHILD SUPPORT ORDERED H - PATERNITY ESTABLISHED, NO SUPPORT ORDERED I - MARRIED/SEPARATED, NO SUPPORT ORDERED M - PATERNITY NOT ESTABLISHED N - PATERNITY DISPROVED BY CSED P - PATERNITY ACKNOWLEDGED (CS-209 SIGNED) MAY BE SPACES	Optional
Child removal reason	153	2	A	Child participant 01 - DEATH OF CHILD 02 - CHILD EMANCIPATED OR REACHED MAJORITY 03 - CHILD NOW RESIDES WITH ABSENT PARENT 04 - CHLD NOW RES. IN HOME NOT REC. CS SERV. 05 - AP JUDICIALLY DETERMINED NOT THE FATHER 06 - AP EXCLUDED BY GENETIC TEST 07 - CHILD REMOVED FROM FAMILY BY ADOPTION	Optional
Child's current support	155	7	N	Child's current support amount	Optional
Filler	337	121	A	Spaces	

Return Information on Matching Tribal to State Participants

Tribal IV-D programs may send their case information at any time during the month and CSS will keep it updated with the most recent information. CSS will reply monthly and return information the 5th of each month. If the 5th of the month is a holiday, information will be returned on the next available business day.

The detailed records returned to the tribal programs will be any information available for matching cases and/or matching participants. “Optional” for returning information means if available. Following are the three categories of matched information and the order of selecting and sending the information:

- Matching tribal CP/NCP combination on an open CSS case. If a CSS case is found, no other matching will continue.
- Matching tribal CP/Child where the CP is the payee on an active TANF case and they owe money to the State of Oklahoma. All CP/Child combinations per tribal case will be included. If found, no other matching will continue.
- Matching tribal children currently on state foster care

All active tribal cases matching the above will have information returned each month. The combination of records returned will be:

- All available information for the match tribal CP/NCP will be returned. The CP and NCP records will be returned with any children in the custody of the CP on the state case
- Matching tribal CP/Child where the CP is the payee on a TANF case with a matched child and they owe money to the State of Oklahoma. Only CP records will be returned for these.
- Matching tribal child currently on state foster care. There will only be the matched child/children returned with no financial data.

Each 450 byte record of the incoming and outgoing file of case information will have the following format:

CASE SUBMISSION AND UPDATE RECORD LAYOUT					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	‘90’ – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe	Required

				This controls the information exchange.	
Case ID	6	15	A	Unique identifier within Tribal IV-D program	Required
Record type	21	1	A	This information will be returned based on the three kinds of matched information Values: ‘1’ – Custodial parent (Required) ‘2’ – Non-custodial parent (Required) ‘3’ – Child (Preferred)	Required
Case status	22	1	A	Optional status of the case and only needed on the CP record. Open is assumed if nothing sent. ‘O’ – Open ‘C’ – Closed If the case is closed and we have never received the case previously, the case will be ignored. We will only send active unless the case has closed in the last 45 days.	Required
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	If available
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified ‘V’ indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant’s first name	Required

				Required	
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender 'F' – female 'M' – male	Required
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Optional
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case 'D' – deceased 'I' – inactive on tribal case If there is an inactive person on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.	Required
Family violence indicator	97	1	A	Participants family violence indicator. If there is family violence but the source is unknown, send it on every participant in the case. ' ' – space is no family violence. 'Y' – yes, there is family violence associated with this participant. All records will have 'y' if anyone on a tribal case has family violence. They only have it at the case level.	Required
Case type for the entire case	98	15	A	CP Records The following 1 digit code when there are no child records returned. C - TANF	Optional

Current Support begin date	113	8	A	This is the date a child's current support began. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Current Support end date	121	8	A	This is the date a child's current support is expected to end. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Case type for the child	129	15	A	If the participant is a child, one of the categories of case type will be returned. C - TANF - INSTATE A - TANF - INC INTERSTATE F - IVE FOSTER CARE - INSTATE H - IVE F CARE - INC INTERSTATE E - NON-IVE F CARE - INSTATE X - EX MEDICAL - INSTATE P - NON-PA - INSTATE N - NON-PA - INC INTERSTATE M - MEDICAL ONLY - INSTATE I - MED ONLY - INC INTERSTATE B - BLIND-PA - INSTATE J - DISABLED-PA - INSTATE	Optional
Child case type begin date	144	8	A	This is the date a child's current case type began. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Child's absent parent legal status	152	1	A	Child participant A - SUPPORT ORDER ESTABLISHED B - DIVORCED, NO CHILD SUPPORT ORDERED H - PATERNITY ESTABLISHED, NO SUPPORT ORDERED I - MARRIED/SEPARATED, NO SUPPORT ORDERED M - PATERNITY NOT ESTABLISHED N - PATERNITY DISPROVED BY	Optional

				CSED P - PATERNITY ACKNOWLEDGED (CS-209 SIGNED) MAY BE SPACES	
Child removal reason	153	2	A	Child participant 01 - DEATH OF CHILD 02 - CHILD EMANCIPATED OR REACHED MAJORITY 03 - CHILD NOW RESIDES WITH ABSENT PARENT 04 - CHLD NOW RES. IN HOME NOT REC. CS SERV. 05 - AP JUDICIALLY DETERMINED NOT THE FATHER 06 - AP EXCLUDED BY GENETIC TEST 07 - CHILD REMOVED FROM FAMILY BY ADOPTION	Optional
Child's current support	155	7	N	Child's current support amount	Optional
Address line 1	162	30	A	Most current address line 1 of the participant for CP or NCP. Children participants field is ignored.	Optional
Address line 2	192	30	A	Most current address line 2 of the participant for CP or NCP. Children participants field is not available.	Optional
Address City	222	25	A	Most current address city of the participant for CP or NCP. Children participants field is not available	Optional
Address State	247	2	A	Most current address state of the participant for CP or NCP. Children participants field is ignored.	Optional
Address Zip	249	9	A	Most current address zipcode of the participant for CP or NCP. Children participants field is ignored. At least first 5 preferred.	Optional
CP total private arrears	258	7	N	Private arrears amount for the CP. Preferred only on the CP record.	Optional

				Children and NCP participants field is ignored. This field does not include interest.	Rounded to the dollar
CP state assigned arrears	265	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored. This field does not include interest. .	Optional Rounded to the dollar
CP private interest arrears	272	7	N	Interest on the Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Zeros
CP assigned interest arrears	279	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Zeros
Total interest for the case	286	7	N	Total interest for the case OSIS “typed” interest in the other interest fields may not total this field.	Optional Rounded to the dollar
OSIS FGN or TANF/Foster care case identifier if FGN not available	293	12	N	OSIS FGN will be populated on the CP record. If there was no match on an FGN, the TANF or Foster care case identifier will be used.	Optional – if supplied will have leading zeros
Relationship	305	2	A	Relationship of the person to the child. This will be on the CP and NCP records. ‘M ’ – mother, minor mother biological mother ‘F ’ – father, minor father, biological father	Optional

				'GM' – grandmother 'GF' – grandfather 'A ' – aunt 'U ' – uncle 'B ' – brother 'S ' – sister 'CG' – current guardian 'C ' – cousin 'OT' – other (this is anything not covered above)	
Intergovernmental indicator	307	1	A	CP participant record 'I' – incoming 'O' – outgoing	Optional
Intergovernmental 2 byte State code abbrev	308	2	A	CP participant record	Optional
Cell Phone number	310	10	A	Cell Phone number Include on the CP and/or NCP type records	Optional
Home Phone number	320	10	A	Home Phone number Include on the CP and/or NCP type records	Optional
FIPs code	330	7	A	CP participant record. The FIPs code for an intergovernmental referral	Optional
Filler	330	121	A	Spaces	

If a field is indicated as 'A' for alphabetic, please provide spaces if is optional or preferred and the field is not populated. When populated, left justify and fill with spaces.

If a field is indicated as 'N' for numeric, please provide all zeros in the field if not populated. If populated, please right justify and zero fill to the left.

APPENDIX B

Office of Child Support Enforcement

Model Tribal System NIEM Data Exchange

Business Requirements

Model Tribal System NIEM Data Exchange

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Model Tribal System NIEM Data Exchange

Introduction

This document describes the design of NIEM conformant data exchanges (IEPD) between the Model Tribal System (MTS) and state and tribal systems and FPLS services.

Where possible, the design is based on data objects (classes) derived from the MTS database model and represented in a UML class diagram as a canonical model. This canonical model is used to create specific data exchanges (IEPD's). The canonical model will be provided in two forms, one without class relationships and another with class relationships. This is done to provide developers with options when relating classes in the design of their IEPD to accommodate various case management system designs.

Design Approach

A canonical model, represented as classes in UML is designed using classes from the MTS Entity Relationship Diagram (ERD). Reusing the classes from the MTS database design makes it easier to extract data from the MTS into the target IEPD's.

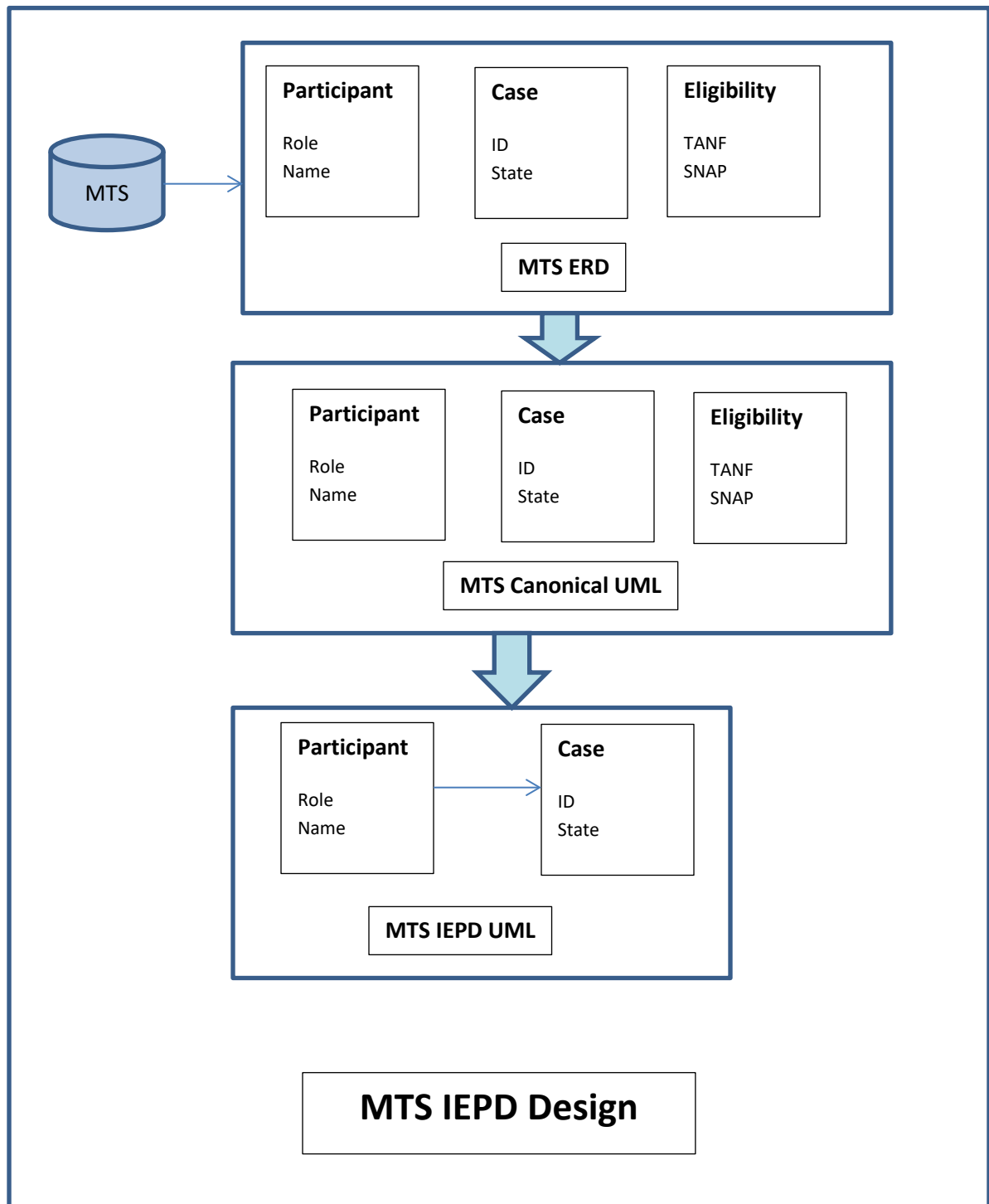
Initially associations between the classes will not be represented in the canonical model since the associations in each IEPD may vary.

Where possible the names of classes and properties as well as the descriptions will be derived from the MTS database using the MTS data registry.

Classes and properties in the canonical model will be mapped to NIEM classes and properties where possible. New classes and properties will be created where compatible NIEM equivalents are not present.

The following diagram depicts the design approach.

Model Tribal System NIEM Data Exchange



Model Tribal System NIEM Data Exchange

Pilot Project

The initial IEPD to be developed will be the Case Intake. The pilot will include only the data sent from the MTS to establish a ***new*** child support case in the responding states or tribal system.

The Case Intake IEPD does not support the transmission of an update to an existing case. The Case Intake IEPD will support the following data exchange environments:

1. State to state
2. Tribe to state
3. State to Tribe

IEPD Design Considerations

Business Rules

The Case Intake IEPD will not define any business rules such as; “Validate that birth dates are no more than nine months in the future”. Business rules may change and by not embedding business rules in the IEPD reduces the need to change the IEPD when business rules change or are added.

Message Transmission Policies

The Case Intake IEPD will include data elements to ensure the integrity of transmission of the data such as message receipt acknowledgement.

Data Privacy and Security

The Case Intake IEPD will include data elements identifying sensitive data elements such as personal identifying data or data such as family violence indicator. An enumerated list of terms and definitions for sensitive data will be included.

Data Quality

The Case Intake IEPD will include data elements that support data quality dimensions such as the currency of data (freshness), data verification or validation indicators etc. An enumerated list of data quality dimensions terms will be included.

Naming and Definitions

The IEPD will use the naming conventions and definitions from the MTS system data model. Some names and definitions maybe changed to improve readability and understanding. Mapping of MTS data model to the IEPD and NIEM core will be documented.

Assumptions and Constraints

Classes and properties will be derived from the following additional sources:

- NCFAST
- PARIS

Reference Documents

Model Tribal System

MTS ERD (Entity Relationship Diagram)

MTS Uses Cases for Case Intake

MTS Software Requirements Specification (SRS)

CSENet technical documentation

Model Tribal System Case Intake Use Case May 18, 2010

System Requirements Specification Volume 1 October 21, 2014 Version 1.22

APPENDIX C

Oklahoma Human Services

Child Support Services

Functional Design:

Tribal Data Exchange – Grant Project

Version: V06

June 1, 2021

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Document Version History

Version	Changes Made	Date Updated
01	Initial Version	7/14/2020
02	<ol style="list-style-type: none"> 1. Changed version and date of this version 2. Removed two CP entries on the TRFIND display since there will be only one FGN for any given tribal case 3. Reformatted the TRFIND and TRCASE 4. Finalize the file exchange information 5. Updated the “to be process” diagram to include another step. 6. Added incoming and matching diagrams. 7. Added reports for rejected tribal records, accepted tribal records, and custodial parents TANF owed. 8. Added the tribal data exchange user’s guide to the appendix. 	3/3/2021
3	<ol style="list-style-type: none"> 1. Changed version and date of this version 2. Changed Delaware tribal business contract 3. Updated general flow diagram 4. Updated match and extract diagram 5. Corrected the FGN label information on TRFIND fields 6. Correct TRCASE screen tags 7. Aligned display labels 8. Add how to determine when a tribal child is in foster care when there is no FGN or CP for them. 9. Added record information sent for each type of matched information 10. Added the comma delimited reports 11. Added new tribal data exchange user’s guide 	3/17/2021
4	<ol style="list-style-type: none"> 1. Changed version and date of this version 2. Added Sarah as part of the PIT 3. Replaced Carol Williams with Blair Shackelton as Muscogee Creek contact 4. Updated example of TRCASE to only have 2 children because of the number of lines on the display. 5. Updated the TRFIND label for FGN 	5/2/2021

	<ol style="list-style-type: none"> 6. Changed example case numbers on example matching sources of data. 7. Added more clarification for the TRCASE case type field. 8. Incoming information - Added reasons to abend an incoming tribal file. 9. Returning information - Updated the IVD case record will default the foster care case type to "F" not "E". 10. Matching process - Added more fields we check for child only foster care only PS2 children 11. Returning information - Clarified the family violence indicator. Also changed to all participants, not just CP & NCP 12. Matching process - Updated on what we will send as home phone and cell phone. 13. Matching process - Added more information on OSIS children's DCN or UCN to get their names, DOB and SSN for an FGN being returned to the tribal IV-D programs. 14. Matching process and returning information- Stated again CP/Child only matching will not be sent to the tribal IV-D program if there is no URA balance owed. 15. Returning information – add what will be sent for CSS participants whose DCN indicates they are dead. 16. Updated the explanation of private and assigned arrears. 17. Matching process and returning information – expanded the description of checking children for DHS custody on the CP/NCP matching. 18. Returning information - Added more to how the DHS custody flag is checked when there are no children for a CP. 	
5	<ol style="list-style-type: none"> 1. Updated the case type information on the outgoing information for sending cases to tribal programs. 2. Added another statement about tribal optional fields will not be edited. 	05/14/21

	<ul style="list-style-type: none"> 3. Added defaults for the TRCASE display field descriptions. 4. Changed an OR to an AND in the matching logic for unverified SSNs. 5. Added new Tribal User's Guide in Appendix A 	
6	<ul style="list-style-type: none"> 1. Updated version information. 2. Updated label for address for TRCASE 3. Updated "is" to "of" for the CSS FVI indicator description. 4. Updated the "one" to "on" for the case type field description. 5. Added the status of the foster care benefit on checking for child only foster care. 6. Updated the description of the OSIS assigned field on TRCASE. 7. Added the fips code when there is an active interstate referral to the incoming and outgoing record. 8. Added new User's guide to Appendix A 	6/1/21

Workgroup

Name	Role
Anthony Jackson	Project lead
Leslie Lewis	CBECS Manager
Brandon Edmonds	Resource Manager
Susan Lockard	Technical Lead
Jennifer Bartels	SME
Carlissa Neal	SME
Sarah Wilber	QCT Manager
Cory Cloud	QCT Lead

Name	Role
Christina Bowlin	Cherokee Business Contact
Jeff-Carroll	Cherokee Technical network contact
Carrie Yerby	Modoc Business Contact
Rama Kodumagulla	Modoc Technical Contact
Blair Shackelton	Muscogee Creek Business Contact
Greg Kidder	Muscogee Creek Technical Contact
Shelby Lacey	Delaware Business Contact
Johnny Barker	Delaware Technical Contact

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Introduction

Mission

Improve the automated communication between Tribal Nations with the National Information Exchange Model and Oklahoma Child Support Services to help prevent overpayments, increase state collections, prompter child support distributions, avoid duplicate effort on the same family groups and increase consistent balance information on intergovernmental cases we have in common.

Background¹

As stated in Grant No. 90FD0229-01-00, “CSS proposes a collaborative project with three comprehensive Tribal Child Support (IV-D) programs in Oklahoma. The partners include the Cherokee Nation, the Modoc Nation, and the Muscogee (Creek) Nation. Since tribal children are Oklahoma children, CSS prioritizes strong relationships with tribal partners serving these children. CSS wants to improve customer service, streamline intergovernmental processes with Tribal IV-D programs, and improve current business practices. The proposed project will pilot and establish a national standard for data transfer between state and tribal partners, better align with National Information Exchange Model (NIEM) data standards, and integrate NIEM into the OCSE created Model Tribal System (MTS). These project goals will improve processes to refine practices, increase collections, and improve intergovernmental tribal partnerships.”

In the prior Automated Enforcement Interstate (AEI) 2017 project with these three Tribal nations, a line of communication was established with secure servers for each of the tribal programs. These same tribal programs send us requests to send referrals for intercepts from the Oklahoma Tax Commission (OTC) and the Internal Revenue Service (IRS). A matching process was established for cross-referencing tribal non-custodial parents (NCP) to OSIS non-custodial parents in order to combine referrals to OTC and the IRS when we have an NCP in common. Currently, the tribal programs only send their private owed balances on these requests for referrals.

¹ Oklahoma CSS Tribal Intergovernmental Collaboration Improving Processes and Practices

Client Objectives²

1. "Improve TANF and IV-E recovery collections for the state of Oklahoma from Tribal IV-D programs on intergovernmental cases."
2. "Decrease and/or eradicate duplication of child support cases by Tribal Child Support Services and CSS."
3. "Ensure more tribal IV-D custodial persons will receive proper current support and arrears distributions of collections after termination of their state assistance benefits."
4. Have consistent balance information shared on intergovernmental cases the tribal nations and CSS have in common to prevent overpayments to custodial parents and increase collections.
5. "Draw interest in the new process and invite other Tribal IV-D entities to participate, especially those using or considering the Model Tribal System as their child support case management computer system."

² Oklahoma CSS Tribal Intergovernmental Collaboration Improving Processes and Practices

Functional Requirements

1. Create an electronic secure file transfer process to receive and send child support, TANF and IV-D case information, with participants and balances (including state assigned balances) important to both the Tribal and State child support programs.
2. Establish a tribal caseload database, including participants and balances, within the state child support system, OSIS.
 - a. Write a report to CMOD of accepted records.
 - b. Write a report to CMOD of rejected records and reason rejected.
3. Provide a search function for the Case Initiation Center (CIC) to find tribal participants within our new tribal caseload database.
 - a. Search by name of any tribal IV-D case participant
 - b. Search by SSN of any tribal IV-D case participant
4. Create an analyzer to evaluate the electronic incoming case information from the Tribal nations.
 - a. This analyzer will have a matching process to find the tribal case participants who are also receiving IV-D, IV-A or IV-E services and identify them as such.
 - b. Create an extract to collect benefits information on common case participants and report their benefit statuses back to the various Tribal IV-D programs. The extracting will be done monthly.
 - c. Write reports to CMOD of what we sent back to each tribal nation.
5. Create a design guide for the Tribal Nations to use when setting up case information to communicate with Oklahoma Child Support Services.
6. Create a standard file format and process for technical testing with each Tribal nation.

Product Design

As Is Process

“Currently, for staff of these three Tribal IV-D programs to have state benefits information, the Tribal IV-D programs staff must manually search and view the state system for each of their child support case participants to determine if state benefits are being provided. In addition, the Tribal IV-D staff must then manually update MTS or another child support case management system with the state benefits information in order to follow proper distribution requirements. There is no automated searching for state benefits, or automated updating to the Model Tribal System.”

“Tribal IV-D programs only learn when a child support customer begins receiving state benefits that require a state child support case when the customer notifies the agency, when CSS receives an interface referral and manually matches to a manually created Tribal case list, or when a CSS District Office attempts collecting from a non-custodial parent already paying a Tribal Child Support agency. In addition, Tribal IV-D programs have no way of knowing when a custodial parent stops receiving state benefits. Under these circumstances, Tribal IV-D programs will continue to remit collections to CSS that should have been sent to the custodial parent per Family First distribution requirements.”

“Between the three participating tribes, there are 5,676 total active child support cases. Of those cases, 844 Custodial Parents are known to either currently be receiving state TANF or are former state TANF recipients. Each of these cases should be an “intergovernmental” case with CSS.”³ Delaware tribal nation has also been included in the case information exchange.

Although the Delaware tribal nation also wants to participant in the AEI process, this will be worked as a separate effort.

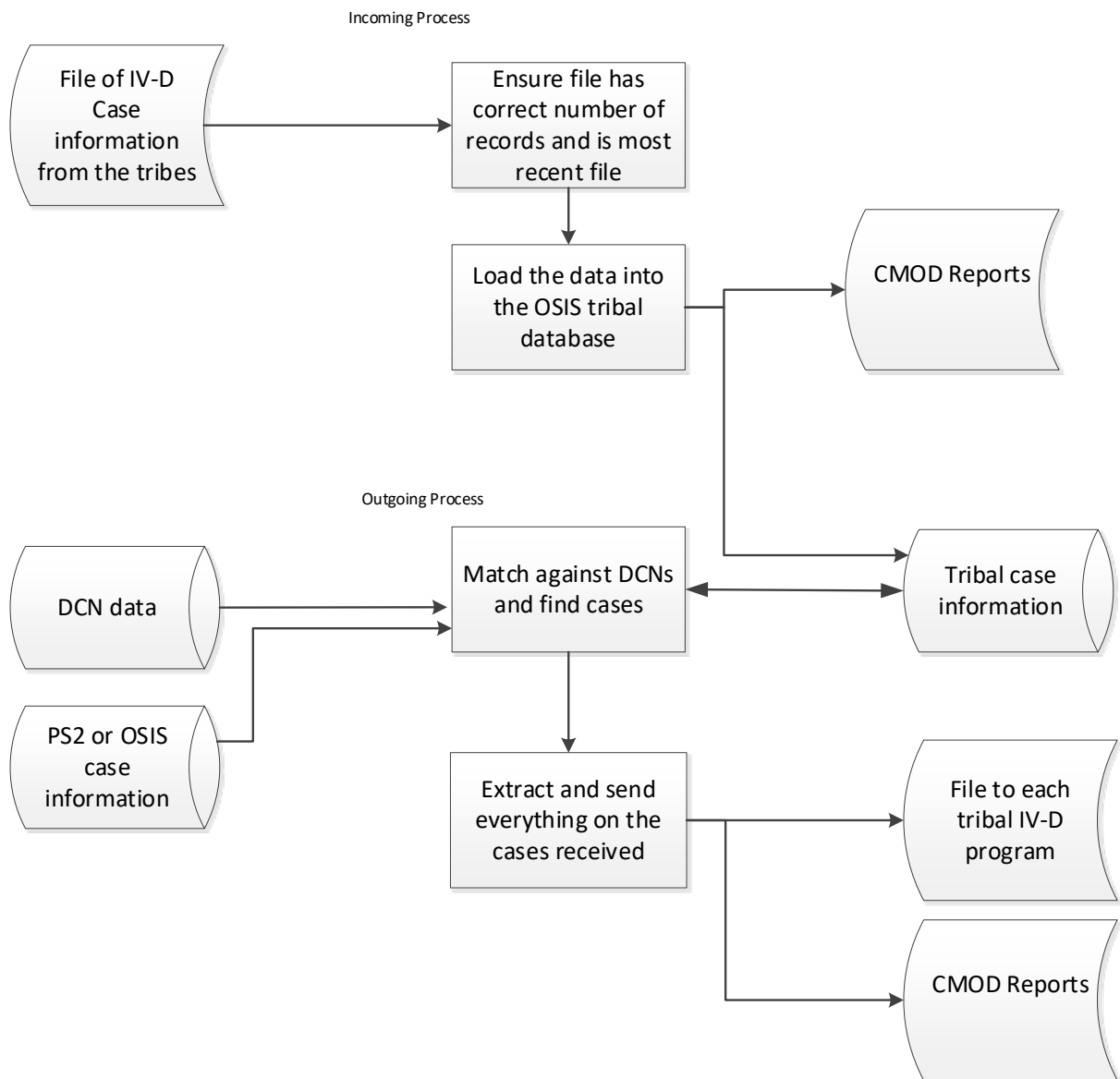
“Currently a secure file transfer protocol is established with these same three Tribal IV-D programs and CSS for another purpose (AEI for state & federal tax refund offsets). This established protocol will serve as a model for the proposed project.”⁴

³ Oklahoma CSS Tribal Intergovernmental Collaboration Improving Processes and Practices

⁴ Oklahoma CSS Tribal Intergovernmental Collaboration Improving Processes and Practices

To Be Process

TRIBAL CASE DATA MATCHING FLOW



- 1) Create an electronic secure file transfer processes to receive and send child support, TANF, foster care and IV-D case information, with participants and balances (including state assigned balances) important to both the Tribal and State child support programs.

The name of the incoming file, as well as the contents, from the Tribal IV-D program will identify the type of information that will process. There will be files received for enforcement requests from some in state tribal IV-D programs, out of state IV-D programs as well as, the detail of case information from tribal IV-D programs.

Incoming and outgoing information to each IV-D program will be done via standard file transfer processes where Oklahoma is considered the client server as was done in the 2017 AEI OTC and IRS tax project. For security purposes, each IV-D program will continue to have their own server. Delaware tribe server is being set up as part of this project.

- 2) Establish a tribal caseload database, including participants, within the state child support system, OSIS. All Tribal IV-D program data will be stored with the existing AEI data although all AEI is separate. The key for all case information will be tribal IV-D program indication and case number within that IV-D program.

Request and load the following:

- a. Tribal case participants
- b. Financial and case type information

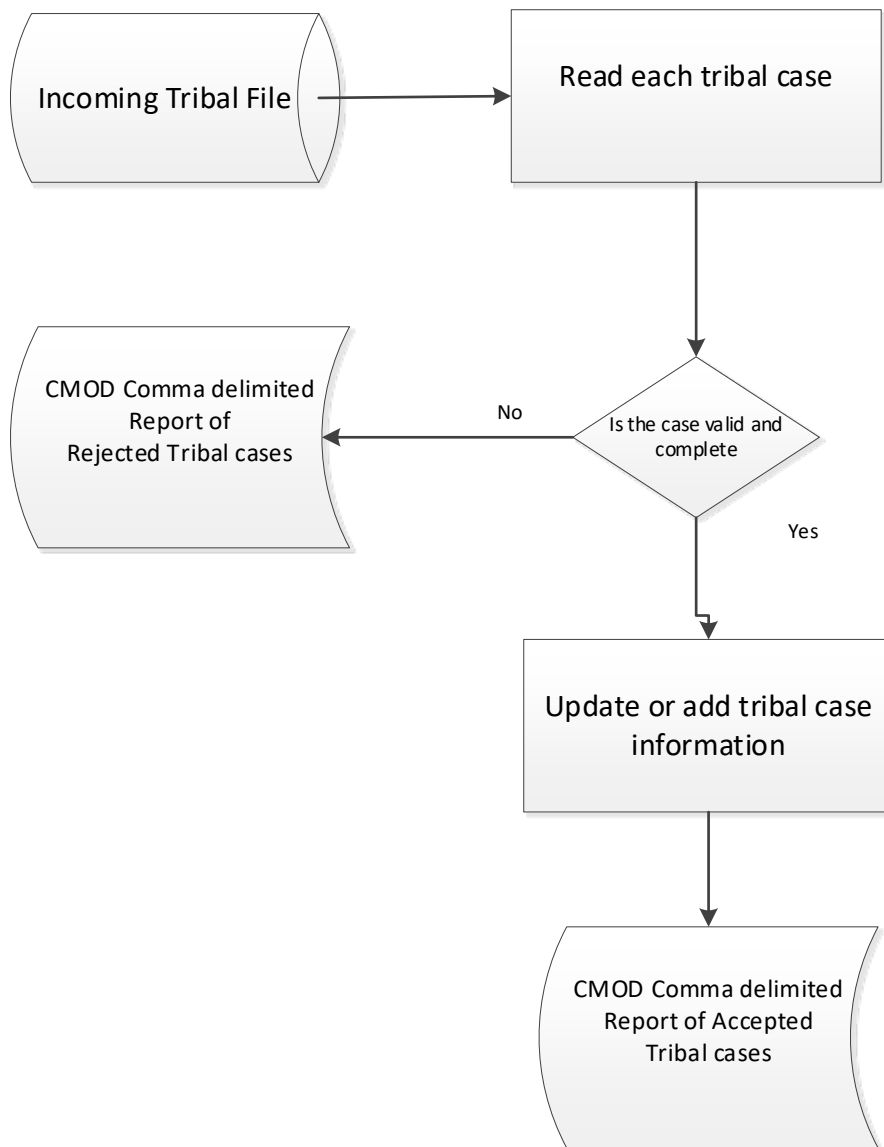
When evaluating incoming case information, the following rules apply:

- If tribal case is closed and we have not previously saved that tribal case, disregard case.
- If tribal case is closed and we have previously had the tribal case, update the tribal case status and information as needed.
- If any participant is inactive on the tribal case and we have not previously saved the participant, ignore the inactive participant. There is one exception to the rule and it is for Indian Child Welfare cases. The CP record can indicate the CP as inactive.
- There must always be at least one CP and one NCP per tribal case to be accepted and only one each.
- There must be an SSN or birthdate for both the CP and the NCP for the case to be accepted.
- Values other than the required fields will be saved with the incoming case and they will not be edited for content.

The following file conditions will cause an abend immediately.

- Control card contains an earlier control date or the number of records is not correct.
- If there are multiple control cards, lack of a control card or blank control record
- If there is a record type other than 1, 2, or 3
- If the case number is missing in the file
- If there isn't at least 1 CP and 1 NCP and only 1 each
- If there are children without both the CP and NCP
- If we receive participants without the required information, such as SSN or DOB, names, gender.

Incoming process



- a. Allow selection for transferring to a more detailed display.
- b. Security for this display will be the same as the AESSN display.

The TRFIND allows the worker to find custodial, non-custodial or children tribal participants with last name, first name and date of birth or SSN.

TRFIND S999999999 or
XXXXXXXXXXXX, FFFFFFFFFF

S999999999 is prefix 'S' followed by an SSN

or XXXXXXXXXXXX is a last name, followed by a comma and space then
 FFFFFFFF is the first name (or partial first name)

This list will show all the AEI cases matching the entered information. The entered information for the search will be shown at the top of the display. Maximum search results will be up to 50 participants for each search. Security will be the same as AESSN.

CxxxxS01 V01 F01	DEPARTMENT OF HUMAN SERVICES				DATE: 12/19/20		
TRANID: TRFIND	SEARCH FOR TRIBAL PARTICIPANTS				TIME: 15:15:22		
SEARCHING FOR SSSS: XXXXXXXXXXXXXXXX					PAGE: 1		
SELECT	CASE ID	TRIBE	REL	LAST NAME	FIRST	MI	STS
_____	9999999999999999	999	CP	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	X	X
	FGN: 999999999999			SSN: 9999999999	DOB: MM/DD/YY		
TRCASE	9999999999999999	999	CHD	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	X	X
	FGN: 999999999999			SSN: 9999999999	DOB: MM/DD/YY		

CxxxxM05 - PRESS ENTER FOR NEXT PAGE

NEXT:

Screen Tag	Description
SEARCHING FOR	This will be what was entered when entering TRFIND SSSS will be one of the following values: "SSN", "NAME", XXXXXXXXXX will be the SSN or last name, first name entered by the user
CASE ID	The tribal IV-D case identifier
TRIBE	The IV-D tribal program 905 – Cherokee 927 - Modoc 908 – Muscogee (Creek) 807 – Delaware tribe
REL	The indication from the tribal IV-D case as to whether the participant is a CP
LAST NAME	Last name of the participant as sent by the tribal IV-D program
FIRST	First name of the participant as sent by the tribal IV-D program
MIDDLE	Middle initial of the participant as sent by the tribal IV-D program
STS	Status of the person Active is assumed and will be spaces. 'A' – active 'D' - deceased 'I' - inactive
FGN:	The FGN the tribal program thinks is our FGN
SSN:	SSN received from the tribal IV-D program
DOB:	Date of birth for the participant received from the tribal IV-D program

To list the fields and their meaning for this display, use TRFINDDD.

To select the detail for a tribal case, enter TRCASE by the Tribal IV-D case number.

Proposed TRCASE

The TRCASE allows the worker to view all the tribal IV-D case participants by selecting the tribal IV-D case number on TRFIND or

Entry format for TRCASE:

TRCASE 999999999999 TTT

Where

9999999999 is the tribal IV-D case number and

TTT is the tribal program

or selection from the TRFIND display

All the DHS information on this display will reflect what has been sent to the tribal program as a response to their case information.

CxxxxS01 V01 F01	DEPARTMENT OF HUMAN SERVICES	DATE: 12/19/20
TRANID: TRCASE	SEARCH FOR TRIBAL PARTICIPANTS	TIME: 15:15:22
		PAGE: 1
CASE: 99999999999999 905	TYPE: XXXXXXXXXXXXXXXX	STS: X UPDATED: 99/99/99
TR FGN: 999999999999	PRIV: 999,999.99	ASSIGNED: 999,999.99
CS FGN: 999999999999 CP: 999	PRIV: 999,999.99	ASSIGNED: 999,999.99
REL	LAST NAME/ADDR	FIRST MI DCN SSN DOB/PHONE STS
CP	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX X 999999999 999-99-9999 99/99/99 X
	XXXXXADDR1XXXXXXXXXXXXXXXXX	XXXXXXXXXADDR2XXXXXXXXXXXXXXXXX xxx xxx xxxx
	OKLAHOMA CITY, OK	TRIBAL FVI: X CSS FVI: X xxx xxx xxxX
NCP	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX X 999999999 999-99-9999 99/99/99 X
	XXXXXADDR1XXXXXXXXXXXXXXXXX	XXXXXXXXXADDR2XXXXXXXXXXXXXXXXX xxx xxx xxxx
	OKLAHOMA CITY, OK	TRIBAL FVI: X CSS FVI: X xxx xxx xxxX
CHD	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX X 999999999 999-99-9999 99/99/99
	CSS TYPE: X FVI: X C/S: 999999	BEG: 99/99/99 END: 99/99/99 X
	TRI TYPE: X FVI: X C/S: 999999	BEG: 99/99/99 END: 99/99/99 X
CHD	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX X 999999999 999-99-9999 99/99/99
	CSS TYPE: X FVI: X C/S: 999999	BEG: 99/99/99 END: 99/99/99 X
	TRI TYPE: X FVI: X C/S: 999999	BEG: 99/99/99 END: 99/99/99 X
CxxxxM05 - PRESS ENTER FOR NEXT PAGE		
NEXT:		

Screen Tag	Description
CASE	This is the <u>tribal</u> case number currently being displayed if a valid tribal case number was entered.
TYPE	<u>Tribal</u> case type identification at the case level. These same identifiers are at the child level also. If one of the 15 characters types are sent by the tribal program, it means all children will be this type. If only one characters is sent, it will mean the same as our one character case types. There is no translation on this field. Tribal programs may also send other values in this field. IV-D IV-A Arrears Only

	<p>Judgment Only Paternity Only Non-IV-D Medical Only Kinship Care Foster Care-Agency Foster Care-Personal IV-E Medicaid Title XIX Intake Locate Establishment Paternity Enforcement Child Welfare Unknown</p> <p>The following values are also used. OSIS children will use these.</p> <table> <tr><td>C</td><td>TANF - INSTATE</td></tr> <tr><td>A</td><td>TANF - INCOMING INTERSTATE</td></tr> <tr><td>F</td><td>IVE FOSTER CARE - INSTATE</td></tr> <tr><td>H</td><td>IVE FOSTER CARE - INCOMING INTERSTATE</td></tr> <tr><td>E</td><td>NON-IVE FOSTER CARE - INSTATE</td></tr> <tr><td>X</td><td>EXTENDED MEDICAL - INSTATE</td></tr> <tr><td>P</td><td>NON-PA - INSTATE</td></tr> <tr><td>N</td><td>NON-PA - INCOMING INTERSTATE</td></tr> <tr><td>M</td><td>MEDICAL ONLY - INSTATE</td></tr> <tr><td>I</td><td>MEDICAL ONLY - INCOMING INTERSTATE</td></tr> <tr><td>B</td><td>BLIND-PA - INSTATE</td></tr> <tr><td>J</td><td>DISABLED-PA - INSTATE</td></tr> </table> <p>All values are accepted from the tribes.</p>	C	TANF - INSTATE	A	TANF - INCOMING INTERSTATE	F	IVE FOSTER CARE - INSTATE	H	IVE FOSTER CARE - INCOMING INTERSTATE	E	NON-IVE FOSTER CARE - INSTATE	X	EXTENDED MEDICAL - INSTATE	P	NON-PA - INSTATE	N	NON-PA - INCOMING INTERSTATE	M	MEDICAL ONLY - INSTATE	I	MEDICAL ONLY - INCOMING INTERSTATE	B	BLIND-PA - INSTATE	J	DISABLED-PA - INSTATE
C	TANF - INSTATE																								
A	TANF - INCOMING INTERSTATE																								
F	IVE FOSTER CARE - INSTATE																								
H	IVE FOSTER CARE - INCOMING INTERSTATE																								
E	NON-IVE FOSTER CARE - INSTATE																								
X	EXTENDED MEDICAL - INSTATE																								
P	NON-PA - INSTATE																								
N	NON-PA - INCOMING INTERSTATE																								
M	MEDICAL ONLY - INSTATE																								
I	MEDICAL ONLY - INCOMING INTERSTATE																								
B	BLIND-PA - INSTATE																								
J	DISABLED-PA - INSTATE																								
STS:	<p>Open/closed status Blank or 'O' – open 'C' – case is closed If any other value is sent, we will accept it but any value other than 'C' will be considered open and we will continue matching.</p>																								
UPDATED:	This was the last time the tribal case was updated.																								
TR FGN	The family group number the tribal program thinks is related to the tribal case																								
PRIV:	Tribal private balances for the custodial parent																								
ASSIGNED:	Tribal balances for the custodial parent that are assigned to Oklahoma																								
CS FGN:	OSIS family group number matched for the NCP/CP combination if one is found. If it isn't, this field will be left blank.																								
CP	Identifies the number of the CP on the OSIS IV-D case if one is found. If it isn't, this field will be left blank																								
PRIV:	Private (non-TANF) Child support owed to CSS for the IV-D case if one is found.																								
ASSIGNED:	STATE ASSIGNED ARREARS – The state arrears are considered principle arrears consisting of past due child support and judgment. This will be the total of the (lessor of in-state ANF Assigned Balances or URA) plus in-state IVE balances plus in-state Non-IVE balances plus Cost Recovery balances.																								
REL	<p>Relationship</p> <p>CP – Custodial parent NCP – Non-custodial parent CHD – children</p>																								

LAST NAME	Last name of the person
FIRST	First name of the person
MI	Middle initial for the person
DCN	The matched DCN from our OKDHS system
SSN	SSN for the person
DOB/PHONE	Date of birth for the participant Cell phone Home phone
STS	Status of the person 'A' for active 'I' – inactive 'D' –death indicated spaces assumed active If there is any other value other than these, the person will be considered active. If the CP or NCP is inactive, but the case is open, it will be accepted and matching will occur.
/ADDR	The most recent address for the CP or NCP received from the tribal program
TRIBAL FVI	The family violence indicator the tribal IV-D program sent
CSS FVI	The family violence indicator found on the case participant BLANK IS VALID S NON-DISCLOSURE STATEMENT SIGNED O PROTECTIVE OR OTHER ORDER ISSUED W CSE WORKER INITIATED NON-DISCLOSURE Y FAMILY VIOLENCE INDICATED N NO FAMILY VIOLENCE OR PROTECTIVE ORDER If there is a value of anything other than space or N, family violence will be assumed.
	Cell phone
	Home phone
CHD lines	
TRI TYPE:	Case type for the tribal child – if the MTS 15 character case type is used, this field could be space so refer to the case level case type. The following OSIS case types may be also be used. C TANF - INSTATE A TANF - INCOMING INTERSTATE F IVE FOSTER CARE - INSTATE H IVE FOSTER CARE - INCOMING INTERSTATE E NON-IVE FOSTER CARE - INSTATE X EXTENDED MEDICAL - INSTATE P NON-PA - INSTATE N NON-PA - INCOMING INTERSTATE M MEDICAL ONLY - INSTATE I MEDICAL ONLY - INCOMING INTERSTATE B BLIND-PA - INSTATE J DISABLED-PA – INSTATE
FVI:	Family violence on the tribal IV-D child
C/S	The amount of current, seasonal or adjusted support, plus any medical and other monthly current support for the child for the current month for OSIS child
BEG	The begin date of current support for the OSIS child. This will be the earliest child support begin date for any of the current support amounts.
END	The end date of current support for the OSIS child. This will be the child support latest end date of any of the current support amounts sent by the tribal program.
STS (continued)	Status of the person for the OSIS child Active is assumed and will be spaces.

	'I' – inactive If child was removed, the indicator will show as inactive If any other value is received other than 'I', person is assumed active.
CSS TYPE:	Case type of the child if they are on the DHS system The following values are also used. OSIS children will use these. C TANF - INSTATE A TANF - INCOMING INTERSTATE F IVE FOSTER CARE - INSTATE H IVE FOSTER CARE - INCOMING INTERSTATE E NON-IVE FOSTER CARE - INSTATE X EXTENDED MEDICAL - INSTATE P NON-PA - INSTATE N NON-PA - INCOMING INTERSTATE M MEDICAL ONLY - INSTATE I MEDICAL ONLY - INCOMING INTERSTATE B BLIND-PA - INSTATE J DISABLED-PA - INSTATE
FVI:	Family violence as indicate on the DHS participant
C/S	The amount of current, seasonal or adjusted support, plus any medical and other monthly current support for the child for the current month sent by the tribal program.
BEG	The begin date of current support for the child. This will be the child support begin date for any of the current support amounts sent by the tribal program.
END	The end date of current support for the child. This will be the child support end date of any of the current support amounts sent by the tribal program.
	Status of the person for the tribal child (on the child lines)

The child lines will only be for children we have received from the tribal program.
 If OSIS has more children, those will only be available on the CMOD report of what we have sent back to the tribal program.

4. Create an analyzer to update or add and evaluate the electronic incoming tribal case information from the Tribal nations.

- a. Matching will only occur on active open tribal cases and participants
- b. This analyzer will have a matching process to find the tribal case participants who are also receiving IV-D, IV-A or IV-E services then update and report them as such.

To find possible matches, the gender, social security numbers, names, and dates of birth will be used.

When matching occurs, the information will be matched against DCN data before anything else is evaluated. The matching will occur with the following rules:

- Gender of the persons must match on all of the match combinations.
- Search for matching SSNs where the SSN is greater than zero. If SSN's match,
 - DCN's SSN must be verified unless the date of birth also matches
 - Select if dates of birth match AND
 - If female, select if the first 4 letters of the legal first name match or
 - or if male, select if the first 7 characters of legal last name matches
- If an incoming tribal participant record has no SSN or the SSN didn't match, evaluate the date of birth and the first 7 characters of the legal last name, and first 4 characters of the legal first name along with the gender match.

- c. Create an extract of benefits information on active matched participants on active, open cases and report their information back to the various Tribal IV-D programs. The extracting will be done monthly and there will be three groups of matched information.

The 3 combinations of matched information will be:

- CP/NCP matched where the tribal CP is the same as the OSIS CP and the tribal NCP is the same as the OSIS NCP.
- CP with no matching active OSIS FGN on a matched CP/Child PS2 case combination and there is an active PS2 case with a URA balance greater than zero. These CPs will be sent to the tribal program and reported separately in CMOD.
- Matched tribal children in PS2 foster care. There will be no financial information on these. These children will be sent to the tribal program and reported separately in CMOD.

Rules for returning information based on information received.

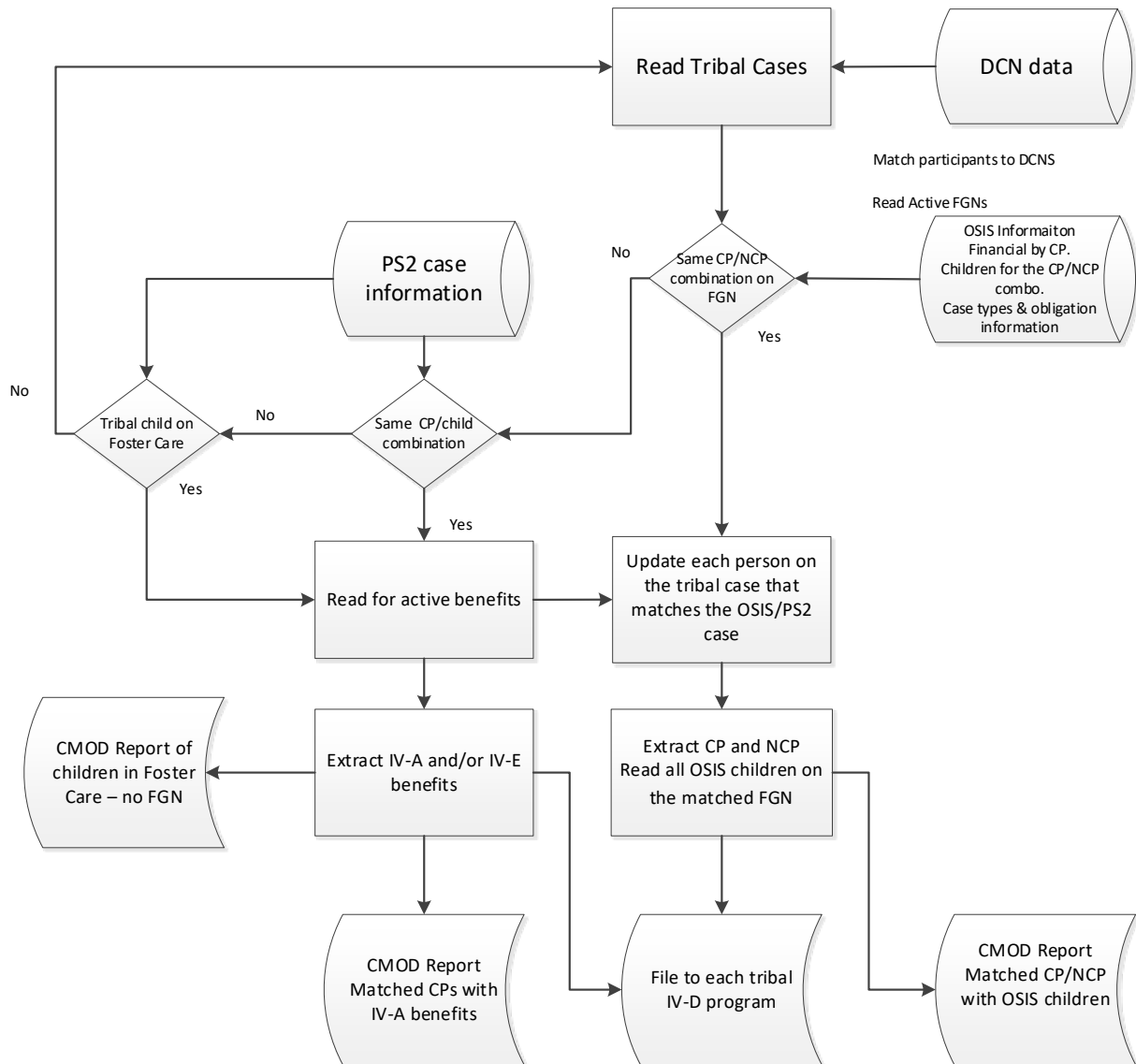
- Only active cases in 02, 06, 08, and 10 status that matched will be selected and if a matched case closed within the last 45 days ago, it will also be sent.
- If an NCP or CP is indicated as dead but the OSIS case is still active, we will mark them as 'D' status in the return file to the tribal program. Children indicated as dead will be returned with 'I', inactive status, with the removal reason.
- When CP and NCP are matched on an OSIS case, send back all non-deleted children on the OSIS case in the custody of the matched CP on the OSIS case. It doesn't matter what children the tribal program has sent for this type of matching. DCNs and UCNs will be used to get names, date of birth and SSN for the children. A child will not be sent if they do not have a DCN or UCN.
- A match will not be considered a match if the custodial parent was deleted from the case.
- If there are no children in the custody of the matched CP and NCP combination, no children will be sent. The FGN will be evaluated for

any child being in foster care and we will send the case level case type of foster care.

- If a tribal custodial parent is sent that does not match an FGN for the CP/NCP combination, read for active IV-A benefits for the custodial parent. Only the custodial parent record will be returned to the tribal program.
- If the child was deleted in the previous 45 days, send the child as inactive. If the child was removed continue sending the child with the reason it was removed and the absent parent legal status on the child.
- If the tribes send the same CP and NCP on more than one of their cases, we will return duplicate information.

Write three separate comma delimited reports to CMOD of what we sent back to each tribal nation. The report and a more detailed description is in the New Reports section.

Match and Extract Process



Information sources

CP/NCP matched where the tribal CP is the same as the OSIS CP and the tribal NCP is the same as the OSIS NCP.

CP balances

CX533S01 V41 F02	OKLAHOMA DEPT. OF HUMAN SERVICES	DATE:	07/27/20
TRANID: CFCPI	CSED CP BALANCE INQUIRY	TIME:	13:09:54
WORKER: U55455 LOCKARD, SUSAN M		PAGE:	001
===== PF6=CFCBI PF7=PREV MONTH PF8=NEXT MONTH			
REFCASE / PER ID: C567888 002	MONTH: 07/2020	TYPE	HOUSEHOLD: F
ENTERED FGN: 000654321 003	CP SEQ: 001		
ASSOCIATED FGNS:00054321 002			
COMBINED CP BALANCES			
NEVER ASSIGNED			
IN STATE:	10305.90		
INTERSTATE:	.00		
TOTAL:	10305.90		
ASSIGNED CASH MEDICAL:	.00		
ASSIGNED			
PA	TA	CA	UP
UD	PA		
INTERSTATE			
IV-A : 91670.01	.00	.00	.00
IV-E : 500.00			.00
TOTAL : 91670.01	.00	.00	.00
URA BALANCES: TANF:	8944.30	IV-E:	8000.00
CX533M14 - ** PRESS ENTER FOR ASSOCIATED FGNS **			
NEXT: =			
WARNING-FPLS DATA-DO NOT DISCLOSE TO UNAUTHORIZED PERSONS			

Financial information will be retrieved for the matched FGN/CP and will be returned to the tribal programs on the corresponding custodial parent record. There will be a new program to calculate the private arrears, state assigned arrears and total interest for each of the obligations tied to the custodial parent on the FGN.

PRIVATE ARREARS –The private arrears are considered principle arrears consisting of the past due child support and judgement balances. This will include the following in-state balance types (P, PC, M, MC, B, BC, J, JC, XC. Also since OSIS will issue out interstate balances regardless of URA amount, the interstate balances will be included as private balances (A, AC, I, IC, H, HC).

STATE ASSIGNED ARREARS – The state arrears are considered principle arrears consisting of past due child support and judgment. This will be the total of the (lessor of in-state ANF Assigned Balances or URA) plus in-state IVE balances plus in-state Non-IVE balances plus Cost Recovery balances.

- State assigned balance types are C, CC, D, DC, and Z, ZC.
- IVE balance types are F, FC. NON-IVE balance types are E, EC.
- Cost Recovery Balance types are AO, GO, and CE.

- URA is the un-reimbursement assistance for a CP receiving TANF benefits.

TOTAL INTEREST - INTF for the matching FGN/CP

CY821S01 V11 F05				OKLAHOMA DEPT. OF HUMAN SERVICES				DATE: 03/17/21	
TRANID: INTF				OCSS FGN MONTH END INTEREST HISTORY				TIME: 11:55:36	
FGN: 0654321001				NCP NAME: OFTEN		W JUMPER		PAGE: 1	
===== PF5=INTQ PF7=PREVIOUS MONTH PF8=NEXT MONTH									
INTEREST				TOTAL		TOTAL		NET	
AS OF				ACCRUED		PAYMENTS		AMOUNT	
03/31/2021				FGN TOTALS:		120.09		.00	
						120.09			

Send the following information on any non-deleted child if the “to” date on any current support fields is in the future.

OBLI Current Support amounts

```

CE889S01 V19 F01 OKLAHOMA DEPARTMENT OF HUMAN SERVICES DATE: 07/30/20
TRANID: OBCI OBLIGATION INFORMATION PER CHILD TIME: 10:51:54
WORKER: U12345 WORKER, HAPPY OFFICE: NOR NORMAN
IV-D STATUS: 02 PRY: 2 STATUS DT: 04/27/11 CLOSURE REASON: PU: N MEO: N
FGN: 000654321001 AP DCN: 123456789 NAME: OFTEN W JUMPER JR TPL: Y
OBLIG: 001 ORDER: FD-9999-99 MOD: INTST REF: REF TYP:
===== PF4 FOR MEO LIST ===== PF6 OBLIG HISTORY ===
CHILD: 002 OFTEN W JUMPER BIRTH: 102606 AP LGL ST: A DATE: 013117

-----OBLIGATION INFORMATION----- ---POSTING INFORMATION---
      EFF DT AMOUNT INC PER FROM TO PAYMENT MONTHLY POST.DT TO-DATE
CHILD SUP 060117 M 060117 111434 160.75 160.75 080120
ADJUSTED .00 .00
SEASONAL .00 .00
FIXED MED .00 .00 .00
CASH MED 060117 M 060117 111434 .00 .00
OTHER .00 .00 .00

-----CHILD OBLIGATION UPDATE-----
USER: U61338 WORKER, HAPPY
UPDATED: 080120 TRAN ID: OBLU
CREATED: 081817
CE889M09 - LAST CHILD INQ SCREEN - PRESS 'ENTER' FOR 'OBLI'
NEXT:
*IMSTEST-FPLS DATA-DO NOT DISCLOSE TO UNAUTHORIZED PERSONS*

```

The monthly child support will include OBL page 2 Child Support Amount or Adjusted Child Support Amount whichever is in effect plus Fix Medical if included, Cash Medical, and Other Amounts if included. This monthly support will be the total of obligations that the child is on if the child is tied to the CP belonging to the obligation. The from date will be the earliest from date from all obligations that the child is on and the end date will be the latest end date from all the obligations the child is tied to, if the CP on the obligations has the child in his/her custody.

CSML – Removed reason, AP legal status and case type with begin date

```

CE435S01 V34 F06          DEPARTMENT OF HUMAN SERVICES          DATE: 02/24/21
TRANID: CHI                OCSS CHILD INQUIRY                    TIME: 16:26:57
FGN: 0172156002 WRKER: U75439   MMMMM, HHHH                     OFFICE: TUE TULSA EAST
IV-D STATUS: 04   PRY: 5   STATUS DT: 03/06/18   CLOSURE REASON: UN   PU: Y MEO: N
AP DCN: 000113861   NAME: MISTER PARENT                AP CLO RSN:          TPL: N
===== PF4 FOR MEO LIST ===== PF5 CSKIDD ==
SEQ: 001   DCN: 016463860   ADDED: 100995   REMOVED: 000000   RSN:          OOW: Y
NAME(L/S/F/M): PARENT                MARY                U   SEX: F   RCE: B
BIRTH PL:                OK   DOB: 08 00 1000   GR: 00 00 00   VER:
SSN: 444444444   VER: M   TRIBE: (1) 000   (2) 000   CONCEPTION DT: 00 00 00
PTY(%): 00.00   ED:(ST) N   LVL: 0   AP LGL ST: A   DT: 08 03 95   209:
CP SEQ: 001   REL/CP: CH   DHS CUST:          BEGDT: 10 09 95   ENDDT: 99 99 99
CP SEQ:          REL/CP:          DHS CUST:          BEGDT:          ENDDT:
===== R E F E R E N C E   C A S E   ===== ===== C A S E   T Y P E   =====
REF CASE: C369131                PERS NO: 004   TYPE SI   CLSR   BEG DATE   END DATE
FC PLACED: 000000   FC REMOVED: 000000
CUST STAT: 00                CUST ST DT: 000000   C                06 02 09   99 99 99
BENEFIT: C   STAT: A   STAT DT: 060209   M                05 01 09   06 01 09
DEPRIVATION: 7   COUNTY: 00 DC: N                P                03 01 09   04 30 09
HCA CASE:                IND NO:          MED IND:          ===CHILD DELETE===
INDICATOR:                END DATE:                INDICATOR:          REASON:
CE435M21- REQUESTED CHILD DATA FOUND
NEXT:
*IMSTEST-FPLS DATA-DO NOT DISCLOSE TO UNAUTHORIZED PERSONS*

```

If the child was deleted in last 45 days, we will send then do not send after that unless child's status changes.

The relationship of the custodial parent to the child will be determined and sent on the CP records. The following are a few relationships of what the tribal program uses.

- 'M ' – mother, minor mother
biological mother
- 'F ' – father, minor father,
biological father
- 'GM' – grandmother
- 'GF' – grandfather
- 'A ' – aunt
- 'U ' – uncle
- 'B ' – brother
- 'S ' – sister
- 'CG' – current guardian
- 'C ' – cousin
- 'OT' – other (this is anything else)

Use the child's relationship to the custodial parent as follows:

CH (CHILD OF CUSTODIAL PARENT) will be translated to 'M' if the CP is female and will be 'F' if the CP is male

ST (STEP CHILD) will be translated to 'M' if the CP is female and will be 'F' if the CP is male

GC (GRANDCHILD) will be translated to 'GM' if the CP is female and will be 'GF' if the CP is male

NN (NIECE OR NEPHEW) will be translated to 'A' if the CP is female and will be 'U' if the CP is male

CO (COUSIN) will be 'C'

SB (SISTER OR BROTHER) will be translated to 'S' if the CP is female and will be 'B' if the CP is male

WD (WARD - CP IS GUARDIAN) will be translated to 'OT'

OT (OTHER) will be 'OT'

If there are no children in the custody of the custodial parent, the process will see if the children are in DHS custody by checking the DHS custody flag on CHI for the value 'D' and the custody period so the case type can be populated to 'F' on the outgoing response record.

For the NCP, 'M' if the NCP is female, and 'F' if the NCP is male.

ATL – Address information to use

CE100S01	V06	F03	OKLAHOMA DEPT. OF HUMAN SERVICES	DATE: 03/17/21
TRANID: ATL			OCSS ADDRESS TYPE SELECTION LIST	TIME: 12:41:56
WORKER: U55455				


```

=====
TYPE      DESCRIPTION      TYPE      DESCRIPTION      TYPE      DESCRIPTION
01 - AP MAILING           12 - CONF/HEAR LOCATION  31 - EMPLOYER INS (MED5)
02 - AP FINDING           15 - AP ATTORNEY         32 - AP PI INSURANCE CO.
03 - AP FATHER            17 - BP EMPLOYER         33 - AP PI CLAIMANT ATTY
04 - AP MOTHER            18 - BP ATTORNEY         40 - INTERSTATE CONTACT
05 - AP EMPLOYER          19 - BP MAILING          41 - INTERSTATE COLLECTION
06 - WRK COMP INS CO      20 - CP MAILING          42 - MILITARY BRANCH
07 - AP WC INS ATTORNEY   21 - CP FINDING          43 - CREDIT BUREAU
08 - AP WC EMPLOYER       22 - CP EMPLOYER         51 - INCOMPLETE AP MAILING
09 - AP WC ATTORNEY       23 - CP ATTORNEY         55 - INCOMPLETE AP EMPLOYER
10 - AP INSTITUTION       24 - BP FINDING          60 - INCOMPLETE AP INSITIUT
11 - LOCATE REQUESTOR     30 - EMPLOYER(EIN) (IWO) 99 - MISCELLANEOUS
SELECT TYPE AP/CASE/TAX ID/FIPS CP/SEQ PEND SEQ

CE100M06 - PLEASE KEY DATA AND PRESS ENTER.
NEXT:
*IMSTEST-FPLS DATA-DO NOT DISCLOSE TO UNAUTHORIZED PERSONS*

```

The finding addresses for the NCP and CP will be selected to send to the tribal programs. If there is not finding address, the regular address will be selected to send.

02 – AP Finding if available otherwise use 01 address type

21 – CP Finding if available otherwise use the 20 address type

Phone numbers to use - The home phone number will be sent as the home phone number and the and the "OTH" will be sent for the cell phone.

```
CE101S01 V35 F08      OKLAHOMA DEPT. OF HUMAN SERVICES      DATE: 04/29/21
TRANID: ADI            CSIED DETAIL ADDRESS DISPLAY          TIME: 13:37:33
WORKER: U55455

                        IV-D CASE : 000597138003              FVS:

ADDRESS SELECTION
20 - CP MAILING        CP/SEQ: 001  PEND:

                        AOR:
MAILING NAME  FIRST : KKKKKKK      STAT: C CURRENT
                MIDDLE: NNNNNNNN    DATE:
                LAST  : OOOOOOOO    TIME:

ADDRESS        ADDR 1: 5200 HALL DR APT
                ADDR 2: 224
                CITY  : OKLAHOMA CITY  STATE: OK  ZIP: 731125340
                FIPS  : 4010900        COUNTY: 55  SUP ZIP:

CN956M44- ADDRESS STANDARDIZED
TELEPHONE      HOME   : A/C 405 NBR 5888888 EXTN
                WORK   : A/C      NBR      EXTN
                OTH    : A/C 405 NBR 8889999 TYPE CELL
SOURCE: COA     ADDRESS VERIFY: V      VERIFY DATE: 04/01/11
                ADD DATE: 04/08/09     LAST CHANGED DATE: 04/18/12  U72876
CE101M04 PRESS PF8 TO PAGE FORWARD TO NEXT ADDRESS OR PF7 TO PAGE BACK
NEXT:
*IMSTEST-FPLS DATA-DO NOT DISCLOSE TO UNAUTHORIZED PERSONS*
```


Information sent back to the tribal programs for matched CP/NCP					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program	Required
Record type	21	1	A	Values: '1' – Custodial parent (Required) '2' – Non-custodial parent (Required) '3' – Child (Preferred) These matches will have one custodial parent record and one non-custodial parent record. Children records will be sent for each of the children in the CP's custody on the matched case.	Required
Case status	22	1	A	Optional status of the case and only needed on the CP record as shown on CSCU. Open is assumed. 'O' – Open 'C' – Closed We will only send active unless the case has closed in the last 45 days.	Required

SSN	23	9	N	Social Security Number from the DCN Preferred for searching the CSS case participants to return information.	If available
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified from the DCN 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name from the DCN Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name from the DCN Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender from the DCN 'F' – female 'M' – male	Required
Birthdate	88	8	A	Participant's birth date from the DCN Preferred for searching the CSS case participants to return information. CCYYMMDD	Optional
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case 'D' – deceased 'I' – inactive on tribal case If there is an inactive person on the case and we have never received the person previously, the person will be ignored. The exception is for an inactive CP for Indian Child Welfare cases.	Required
Family violence indicator	97	1	A	Participant family violence indicator. If there is family violence but the source is	Required

				<p>unknown, send it on every participant in the case.</p> <p>‘ ‘ – space is no family violence.</p> <p>‘Y’ – yes, there is family violence associated with this participant.</p> <p>All records will have ‘y’ if anyone on a tribal case has family violence. They only have it at the case level.</p>	
Case type for the entire case	98	15	A	<p>CP Records</p> <p>This will be space for the CP/NCP matched FGNS. Case type will be on the child records.</p> <p>On the matched IVA cases where the CP owes possible URA, this will be ‘C’ since there will be no children.</p> <p>‘C’ - TANF</p>	Optional
Current Support begin date	113	8	A	<p>This is the date a child’s current support began.</p> <p>Preferred on the child participants. It will be ignored for CPs and NCPs.</p> <p>CCYYMMDD</p>	Optional
Current Support end date	121	8	A	<p>This is the date a child’s current support is expected to end.</p> <p>Preferred on the child participants. It will be ignored for CPs and NCPs.</p> <p>CCYYMMDD</p>	Optional
Case type for the child	129	15	A	<p>If the participant is a child, one of the categories of case type will be returned.</p> <p>C - TANF - INSTATE</p> <p>A - TANF - INC INTERSTATE</p> <p>F - IVE FOSTER CARE - INSTATE</p> <p>H - IVE F CARE – INC INTERSTATE</p> <p>E - NON-IVE F CARE - INSTATE</p> <p>X - EX MEDICAL - INSTATE</p> <p>P - NON-PA - INSTATE</p> <p>N - NON-PA - INC INTERSTATE</p> <p>M - MEDICAL ONLY - INSTATE</p> <p>I - MED ONLY – INC INTERSTATE</p>	Optional

				B - BLIND-PA - INSTATE J - DISABLED-PA - INSTATE	
Child case type begin date	144	8	A	This is the date a child's current case type began. Preferred on the child participants. It will be ignored for CPs and NCPs. CCYYMMDD	Optional
Child's absent parent legal status	152	1	A	Child participant A - SUPPORT ORDER ESTABLISHED B - DIVORCED, NO CHILD SUPPORT ORDERED H - PATERNITY ESTABLISHED, NO SUPPORT ORDERED I - MARRIED/SEPARATED, NO SUPPORT ORDERED M - PATERNITY NOT ESTABLISHED N - PATERNITY DISPROVED BY CSED P - PATERNITY ACKNOWLEDGED (CS-209 SIGNED) MAY BE SPACES	Optional
Child removal reason	153	2	A	Child participant 01 - DEATH OF CHILD 02 - CHILD EMANCIPATED OR REACHED MAJORITY 03 - CHILD NOW RESIDES WITH ABSENT PARENT 04 - CHLD NOW RES. IN HOME NOT REC. CS SERV. 05 - AP JUDICIALLY DETERMINED NOT THE FATHER 06 - AP EXCLUDED BY GENENTIC TEST 07 - CHILD REMOVED FROM FAMILY BY ADOPTION	Optional
Child's current support	155	7	N	Child's current support amount	Optional
Address line 1	162	30	A	Address line 1 of the participant for CP or NCP. Children participants field is ignored.	Optional
Address line 2	192	30	A	Address line 2 of the participant for CP or NCP. Children participants field is not available.	Optional

Address City	222	25	A	Address city of the participant for CP or NCP. Children participant field is not available	Optional
Address State	247	2	A	Address state of the participant for CP or NCP. Children participant field is ignored.	Optional
Address Zip	249	9	A	Address zipcode of the participant for CP or NCP. Children participant field is ignored. At least first 5 preferred.	Optional
CP total private arrears	258	7	N	Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored. This field does not include interest.	Optional Rounded to the dollar
CP state assigned arrears	265	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored. This field does not include interest. .	Optional Rounded to the dollar
CP private interest arrears	272	7	N	Interest on the Private arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Zeros
CP assigned interest arrears	279	7	N	State assigned arrears amount for the CP. Preferred only on the CP record. Children and NCP participants field is ignored.	Zeros
Total interest for the case	286	7	N	Total interest for the case OSIS “typed” interest in the other interest fields may not total this field.	Optional Rounded to the dollar
OSIS FGN or TANF case	293	12	N	OSIS FGN will be populated on the CP record. Otherwise, PS2 case identifier will be used.	Optional – if supplied

identifier if FGN not available					will have leading zeros
Relationship	305	2	A	Relationship of the person to the child. This will be on the CP and NCP records. ‘M ’ – mother, minor mother biological mother ‘F ’ – father, minor father, biological father ‘GM’ – grandmother ‘GF’ – grandfather ‘A ’ – aunt ‘U ’ – uncle ‘B ’ – brother ‘S ’ – sister ‘CG’ – current guardian ‘C ’ – cousin ‘OT’ – other (this is anything not covered above)	Optional
Intergovernmental indicator	307	1	A	CP participant record ‘I’ – incoming ‘O’ - outgoing	Optional
Intergovernmental 2 byte State code abbrev	308	2	A	CP participant record	Optional
Cell Phone number	310	10	A	Cell Phone number Include on the CP and/or NCP type records	Optional
Home Phone number	320	10	A	Home Phone number Include on the CP and/or NCP type records	Optional
Interstate FIPS	330	7	A	If there is an active interstate referral, this is the associated FIPS	Optional
Filler	337	114	A	Spaces	

CP with no matching active OSIS FGN on a matched CP/Child combination and there are active PS2 benefits being paid. These CPs will be sent to the tribal program and reported separately in CMOD.

URAC –TANF URA (when there is no FGN) when payee is the tribal custodial parent. Person 002 is female payee or 001 as male on active ps2 case,

Do not send if URA balances are zero

CN616S01 V34 F02		OKLAHOMA DEPT. OF HUMAN SERVICES		DATE:	03/01/21
TRANID: URAC		CALENDAR MONTH URA ACTIVITY		TIME:	16:25:40
WORKER: U55455				PAGE:	01
===== PF6=XRH PF7=PREV MONTH PF8=NEXT MONTH					
	REFCASE	PER ID	CALENDAR MONTH		BALANCE
	C123457	002	03/2021		
			TANF BEGINNING BALANCE		8,718.00
SELECT	CASE	PERSON/CP	DATE	TIME TRAN AMOUNT TRAN TYPE	
			* NO ACTIVITY FOUND *		
			TANF ENDING BALANCE		8,718.00
			IV-E BEGINNING BALANCE		.00
SELECT	CASE	PERSON/CP	DATE	TIME TRAN AMOUNT TRAN TYPE	
			* NO ACTIVITY FOUND *		
			IV-E ENDING BALANCE		.00
			CURRENT URA BALANCE		8,718.00
CN616M07 - ALL TOTALS					
DISPLAYED					
NEXT:					
*WARNING-FPLS DATA-DO NOT DISCLOSE TO UNAUTHORIZED					
PERSONS*					

Information sent back to the tribal programs for matched CP/children					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program	Required
Record type	21	1	A	'1' – Custodial parent (Required)	Required
Case status	22	1	A	Optional status of the case and only needed on the CP record. Open is assumed if nothing sent. 'O' – Open	Required
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	If available
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional

Gender	87	1	A	Participant's gender 'F' – female 'M' – male	Required
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Optional
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case	Required
Family violence indicator	97	1	A	Not available	Required
Case type for the entire case	98	15	A	CP Records C - TANF	Optional
Current Support begin date	113	8	A	Not available	Optional
Current Support end date	121	8	A	Not available	Optional
Case type for the child	129	15	A	Not available	Optional
Child case type begin date	144	8	A	Not available	Optional
Child's absent parent legal status	152	1	A	Not available	Optional
Child removal reason	153	2	A	Not available	Optional
Child's current support	155	7	N	Not available	Optional
Address line 1	162	30	A	Not available	Optional
Address line 2	192	30	A	Not available	Optional
Address City	222	25	A	Not available	Optional
Address State	247	2	A	Not available	Optional
Address Zip	249	9	A	Not available	Optional
CP total private arrears	258	7	N	Not available	Optional
CP state assigned arrears	265	7	N	State assigned arrears amount for the CP.	Optional

					Rounded to the dollar
CP private interest arrears	272	7	N	Not available	Zeros
CP assigned interest arrears	279	7	N	Not available	Zeros
Total interest for the case	286	7	N	Not available	Optional Rounded to the dollar
OSIS FGN or TANF case identifier if FGN not available	293	12	N	TANF case identifier will be used.	Optional – if supplied will have leading zeros
Relationship	305	2	A	Not available	Optional
Intergovernmental indicator	307	1	A	Not available	Optional
Intergovernmental 2 byte State code abbrev	308	2	A	Not available	Optional
Cell Phone number	310	10	A	Not available	Optional
Home Phone number	320	10	A	Not available	Optional
Interstate FIPS	330	7	A	Not available	Optional
Filler	337	121	A	Spaces	

Matched tribal children in PS2 foster care. There will be no financial information on these. These children will be sent to the tribal program and reported separately in CMOD.

Following is criteria to determine if a tribal child is in foster care

- 1) **PS2 case is 'O' for open** (shown in PSCD6 (of CCSCASE))
As shown on EF for the child
Continue
- 2) **PS2 child's birthdate is less than 18 years ago** (PSBLF15)
As indicate on the DCN or the EF display
And the pay relationship on the case is 'C' for child only case.

EF Display

CASE NUMBER J123456		OKLAHOMA DHS CASE INQUIRY		PAGE 1	EF
CASE NAME OLOLOL		PPPPPPPP		DATE 03/05/2021	TIME 10:12:51
STATUS O	DLF 00/00/00	CO 00	OFF C	SUPER 67	WKR 02
SECTION F: P/N 002		M/N	OLOLOL	PPPPPP	A
F12 P/S IND				F222 REL/SP	
F15 BIRTHDATE	01/00/0000			F35 EDUC LEV	N00
F18 SEX		F		F36 LITERACY IND	
F21 MARITAL STAT		SN		F37 LITERACY DATE	00/00/0000
F22 WTW REF DATE	00/00/0000			F39 IMMUNIZ IND	
F23 WTW ACCEPT				F41 SOC SEC ACCT NUM	000000000
----- MULTIPLE RACE CODES -----				F42 VERIF SSN	S
F210 HISPANIC N	F211 ASIAN	N		F45 SOC SEC CLAIM NUM	
F212 BLACK	N	F213 WHITE	N	F48 DEPRIVATION	1
F214 HAWAIIAN/PACIFIC ISLANDER	N			F50 MIGRANT FARM WKR	
F215 AMER INDIAN/ALASKA NATIVE	Y			F51 LIVING ARR	FH
F31 TRIBE1	041	F32 TRIBE2	000	F52 CO SERV	00
F33 CITIZEN STAT		C		F55 DATE PLACED	00/00/00
F219 CIT VERIF		NA		F56 DATE REMOVED	00/00/00
F220 CIT VERIF DATE	00/00/0000			F61 ALIEN REG NUM	
F221 IDENTITY				F62 MILITARY SERVICE	0
CA454M18 - PRESS ENTER TO SEE MORE DATA					
NEXT					

The pay relationship is determined by checking for any child marked as 'C'. There will be only one occurrence per PS2 case of a child marked as 'C'. The other children will be marked as to how they are related on the PS2 case.

PSBLF9

ENTER APPROPRIATE CODE TO SHOW STATUS OF RELATIONSHIP TO PAYEE.

C = CHILD ONLY - NO ADULTS IN CASE (BENEFIT TYPE "K", "U", "M" OR "Z" ONLY)
 G = APPLICANT OR RECIPIENT WHO HAS A GUARDIAN, CONSERVATOR OR SUBSTITUTE PAYEE
 P = APPLICANT, RECIPIENT PAYEE OR HEAD OF HOUSEHOLD
 R = FORMER PAYEE (MUST BE ENTERED WHEN PAYEE CHANGES AND FORMER PAYEE'S NEEDS ARE REMOVED).
 S = SPOUSE OF APPLICANT OR RECIPIENT, OR SPOUSE OF HEAD OF

- HOUSEHOLD
- 1 = SON OR DAUGHTER
 - 2 = GRANDCHILD OR GREAT-GRANDCHILD
 - 3 = NIECE OR NEPHEW
 - 4 = BROTHER, SISTER, HALF-BROTHER OR HALF-SISTER
 - 5 = STEP-CHILD
 - 6 = STEP-BROTHER OR STEP-SISTER
 - 7 = OTHER ADULT RESIDING IN HOUSHOLD
 - 8 = OTHER CHILD RESIDING IN HOUSEHOLD
 - 9 = COUSIN

CASE NUMBER J123456		OKLAHOMA DHS CASE INQUIRY		PAGE 4 EF	
CASE NAME OLOLOL		PPPPPPP Q		DATE 04/29/2021 TIME 12:05:38	
STATUS O		DLF 00/00/00 CO 00 OFF C		SUPER 63 WKR 04 CA454S01 V10 F15	
SECTION F: P/N 001		M/N OLOLOL		PPPPPPP Q F9 PAY REL C	
AUX CAT REL		ACCOUNTING GRP			
TYPE	STATUS	REASON	DATE	CAT-REL.	CASE
(F24)	(F25)	(F26)	(F27)	(F190)	STAT
C	F	00	12/18/18	CNC	F
M	A	00	12/18/18	CNC	V
--PROGRAM VIOLATIONS--					
F182 SCHOOL ATTEND			F185 IMMUNIZATION		
F183 CHILD SUPPORT			F186 SOC SECURITY		
F184 FRAUD					
CA454M24 - PRESS ENTER TO INQUIRE ON PERSON 003					
NEXT					

The PSBLF25 benefit type is 'F' for Foster care only for the children.

PSBLF25 ELEMENT STATUS PAGE 001

ENTER THE APPROPRIATE CODE FROM THE FOLLOWING LIST TO INDICATE THE STATUS OF THE CORRESPONDING CATEGORY IN BLOCK F24 FOR THIS INDIVIDUAL.

WHEN A SECTION CHANGES TO DENIED OR CLOSED STATUS, THE COMPUTER WILL AUTOMATICALLY UPDATE AN INDIVIDUAL TO "R" (REMOVED).

EXCEPTION: WHEN A PERSON IS CODED "0" AND REASON IS 14 (DISQUALIFIED), THE "0" WILL NOT BE UPDATED.

Yes and relation

A VALUE OF	INDICATES
A	ADDED TO BENEFIT SECTION
E	EXTENDED MEDICAL COVERAGE
F	CFH FOSTER CARE ONLY
H	RECEIVES FOOD STAMPS IN PA COMP. CASE
M	SPECIAL MEDICAL
N	NOT INCLUDED--INC. AND RES. DO NOT COUNT
O	NOT INCLUDED--INC. AND RES. COUNT
R	REMOVED FROM BENEFIT SECTION
W	NO WRONG DOOR

The PSBLF59 benefit status is 'F' for Foster care only for the children. It is labelled as the "CASE STAT" on the PS2 EF display.

PSCD59 ELEMENT DETAIL SECTION STATUS
PAGE 001

A VALUE OF	INDICATES
A	APPLICATION
C	CLOSED
D	DENIED
V	VENDOR
S	SUSPENDED
U	UNFINISHED
I	ISSUING
F	FOSTER HOME
M	SPECIAL MEDICAL
O	OPEN (SECTION E ONLY)

***** END OF DATA *****

3) Determine if the child is currently in one of the foster care placements (check PSBLF130 and PSBLF131)

Use the F130 and F131 date and if it isn't foster care then check to see if the F51, F55 and the F56 indicate foster care.

If the PSBLF130 status is 05, 06, 12, 13, or 15 and the F131 is a date > zeros and less than 9's

01 = VOLUNTARY CONSENT FOR FOSTER CARE
 02 = GUARDIANSHIP, CONSERVATOR (NOT ASSIGNED TO DHS)
 03 = SUBSTITUTE PAYEE (NOT ASSIGNED TO DHS)
 04 = SUBSTITUTE PAYEE
 05 = TEMPORARY LEGAL CUSTODY, CHILD WELFARE
 06 = PERMANENT LEGAL CUSTODY, CHILD WELFARE
 07 = TEMPORARY LEGAL CUSTODY, CRCS
 08 = PERMANENT LEGAL CUSTODY, CRCS
 09 = ADULT EMERGENCY GUARDIANSHIP ASSIGNED TO DHS (72 HOURS)
 10 = ADULT GUARDIANSHIP ASSIGNED TO DHS (10 DAYS)
 11 = ADULT GUARDIANSHIP ASSIGNED TO DHS (6 MONTHS)
 12 = TEMPORARY CUSTODY - TRIBAL
 13 = PERMANENT CUSTODY - TRIBAL
 14 = DESIGNATED IV-E FOSTER CARE
 15 = VOLUNTARY PLACEMENT - CHILD WELFARE
 16 = VOLUNTARY PLACEMENT - CRCS
 17 = VOLUNTARY PLACEMENT - TRIBAL
 44 = NON IV-E FOSTER CARE
 99 = STATE OFFICE USE ONLY

CASE NUMBER J123456	OKLAHOMA DHS CASE INQUIRY	PAGE 3	EF
CASE NAME OLOLOL	PPPPPP	DATE 03/05/2021	TIME 10:25:50
STATUS O	DLF 00/00/00	CO 00	OFF C
SECTION F:	P/N 002	M/N	OLOLOL
JOBS	IND	DATE	STATUS
			PPPPPP
			F9 PAY REL C

F130 CUSTODY STATUS	12	F165 INS IND	F196 MGD IND
F131 STATUS DATE	01/11/21	F168 ENHANCE MED IND	P
F132 COUNTY	09	F170 FS WORK REG	
F139 REFUGEE ENTRY DATE	00/00/00	F171 FS WORK REG DATE	00/00/00
F144 EPSDT PHYS REQ		F173 CLASS DATE	00/00/00 F174 CLASS
F145 EPSDT PHYS DATE	00/00/00	F172 ABAWD	F175 ABAWD DATE 00/00/0000
F146 PHYS RESULT		F176 REASON EXEMPT	
F147 PHYS RESULT DATE	00/00/00	F179 RESULT	
F148 EPSDT DENT REQ		F180 RESULT DATE	00/00/00
F149 EPSDT DENT DATE	00/00/00	F190 CAT RELATIONSHIP	CNC
F151 FAM PLAN REQ DATE	00/00/00	F193 DHS BUYIN	
F154 TANF WORK STATUS		F199 T19 WAIV	F200 DATE 00/00/0000
F155 TANF ASSESSMT DT	00/00/00	F203 PRIMDX	F204 SECDX
F156 TANF NEED/SKILLS		F205 LIEN IND	F206 LIEN DT 00/00/00
F162 MED IND		F207 ESTATE RECX	F208 EST DT 00/00/00
F163 EXP DEL DATE	00000000	F209 NURSING HOME DATE	00/00/00
CA454M20 - PRESS ENTER TO SEE PROGRAM DATA			
NEXT			

If not, continue on the check F51, F55 and F56 for foster care.

If the PSBLF51 status for the child is foster home, group home, relatives home, state school for the mentally retarded or other, and the F55 is a date greater zeros and the date removed is zeros.

CASE NUMBER J123456		OKLAHOMA DHS CASE INQUIRY		PAGE 1	EF
CASE NAME OLOLOL		PPPPPPP	DATE 03/05/2021	TIME 10:12:51	
STATUS O	DLF 00/00/00	CO 00	OFF C	SUPER 67	WKR 02 CA454S01 V10 F15
SECTION F:	P/N 002	M/N	OLOLOL	PPPPPPP	A F9 PAY REL C
F12 P/S IND		F222 REL/SP			
F15 BIRTHDATE	01/08/2021	F35 EDUC LEV		N00	
F18 SEX	F	F36 LITERACY IND			
F21 MARITAL STAT	SN	F37 LITERACY DATE		00/00/0000	
F22 WTW REF DATE	00/00/0000	F39 IMMUNIZ IND			
F23 WTW ACCEPT		F41 SOC SEC ACCT NUM		000000000	
----- MULTIPLE RACE CODES -----		F42 VERIF SSN		S	
F210 HISPANIC N	F211 ASIAN N	F45 SOC SEC CLAIM NUM			
F212 BLACK N	F213 WHITE N	F48 DEPRIVATION		7	
F214 HAWAIIAN/PACIFIC ISLANDER	N	F50 MIGRANT FARM WKR			
F215 AMER INDIAN/ALASKA NATIVE	Y	F51 LIVING ARR		FH	
F31 TRIBE1 041	F32 TRIBE2 000	F52 CO SERV		00	
F33 CITIZEN STAT	C	F55 DATE PLACED		01/01/21	
F219 CIT VERIF	NA	F56 DATE REMOVED		00/00/00	
F220 CIT VERIF DATE	00/00/0000	F61 ALIEN REG NUM			
F221 IDENTITY		F62 MILITARY SERVICE		0	
CA454M18 - PRESS ENTER TO SEE MORE DATA					
NEXT					

PSBLF51 ELEMENT LIVING ARRANGEMENT
PAGE 001

AL = ASSISTED LIVING
CD = DEPARTMENT OF CORRECTIONS CUSTODY (HOSPITALIZATION)
FH = FOSTER HOME
GH = GROUP HOME
MH = STATE MENTAL HOSPITAL FOR PERSON 65 YEARS OLD AND OLDER
(M BENEFIT TYPE ONLY)
JA = OKLAHOMA JUVENILE AUTHORITY CUSTODY (HOSPITALIZATION)

NC = NURSING CARE FACILITY
OR = OWN RESIDENCE
RB = ROOM AND BOARD (DO NOT USE IF CLIENT IS IN AN ALCOHOLIC
TREATMENT CENTER)
RH = RELATIVE'S HOME
SS = STATE SCHOOL FOR THE MENTALLY RETARDED
ENID (NORCE) OR PAULS VALLEY (SORC)
XX = OTHER

Information sent back to the tribal programs for matched tribal children in Foster care					
FIELD NAME	POS in file	Length	Alpha /Numeric	COMMENTS	
Submitting State OCSE Code	1	2	A	'90' – Tribal program	Required
Local Code	3	3	A	905 CHEROKEE NATION 908 MUSCOGEE (Creek) 927 MODOC NATION 807 DELAWARE Tribe This controls the information exchange.	Required
Case ID	6	15	A	Unique identifier within Tribal IV-D program	Required
Record type	21	1	A	'3' – Child	Required
Case status	22	1	A	'O' – Open	Required
SSN	23	9	N	Social Security Number Preferred for searching the CSS case participants to return information.	If available
SSN Verified Indicator	32	1	A	Indicates if the SSN has been verified 'V' indicates verified Blank or anything else is not.	Optional
First name	33	20	A	Participant's first name Required	Required
Middle Initial	53	1	A	Participant's middle initial Optional	Optional
Last name	54	30	A	Participant's last name Required	Required
Name suffix	84	3	A	Participant's name suffix	Optional
Gender	87	1	A	Participant's gender 'F' – female	Required

				'M' - male	
Birthdate	88	8	A	Participant's birth date Preferred for searching the CSS case participants to return information. CCYYMMDD	Optional
Status of participant	96	1	A	Status of the person ' ' or 'A' – active on the case	Required
Family violence indicator	97	1	A	Not available	Required
Case type for the entire case	98	15	A	Not available	Optional
Current Support begin date	113	8	A	Not available	Optional
Current Support end date	121	8	A	Not available	Optional
Case type for the child	129	15	A	F - FOSTER CARE	Optional
Child case type begin date	144	8	A	Not available	Optional
Child's absent parent legal status	152	1	A	Not available	Optional
Child removal reason	153	2	A	Not available	Optional
Child's current support	155	7	N	Not available	Optional
Address line 1	162	30	A	Not available	Optional
Address line 2	192	30	A	Not available	Optional
Address City	222	25	A	Not available	Optional
Address State	247	2	A	Not available	Optional
Address Zip	249	9	A	Not available	Optional
CP total private arrears	258	7	N	Not available	Optional Rounded to the dollar
CP state assigned arrears	265	7	N	Not available	Optional
CP private interest arrears	272	7	N	Not available	Zeros

CP assigned interest arrears	279	7	N	Not available	Zeros
Total interest for the case	286	7	N	Not available	Optional
OSIS FGN or PS2 case identifier if FGN not available	293	12	N	PS2 case identifier will be used.	Optional – if supplied will have leading zeros
Relationship	305	2	A	Not available	Optional
Intergovernmental indicator	307	1	A	Not available	Optional
Intergovernmental 2 byte State code abbrev	308	2	A	Not available	Optional
Cell Phone number	310	10	A	Not available	Optional
Home Phone number	320	10	A	Not available	Optional
Interstate FIPS	330	7	A	Not available	Optional
Filler	330	121	A	Spaces	

5. Create a design guide for the Tribal Nations to use for case information to communicate with Oklahoma Child Support Services.
See Appendix A for the Tribal User's Guide.
6. Create a standard file format and process for technical testing with each Tribal nation. See Appendix A for the Tribal User's Guide and the previous section on the file information being returned to the tribal programs.

New Screens

TRFIND – search display for Tribal IV-D case CP or NCP

TRCASE – display of a Tribal IV-D case

Modified Screens - None***New Analyzers***

Cs364 – Matching analyzer

CS505 – financial retrieval process

Modified Analyzers - None

New CS362R01 – Tribal cases accepted

CS362R01,TRIBAL,REPORT,OF,ACCEPTED,CASES,DATE/TIME 03/17/2021/17:00:52

```
AEFIP,CASEID,RT,STS,SSN,VER,FNAME,M1,LNAME,SUF,GNDR,DOB,PRS,FVI,CASETYPE,BEGDT,ENDDT,CHCASETYPE,CASTPBEG,LGLS,RMRSN,CHCSAMT,ADR1,ADR2,
CITY,STATE,ZIP,PRVAR,ASSGN,PRVINT,ASSGNINT,INTTOT,OSISFGN,REL,INTERGOV,ST,CELL,HOME,
90807,123456789012345,1,O,123456890,X,FFFFFFFFFFFFFFFF,M,LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL,SSS,F,CCYYMMDD,X,X,XXXXXXXXXXXXXXXXXX,CCYYMMD
D,CCYYMMDD,XXXXXXXXXXXXXXXXXX,CCYYMMDD,X,XX,9999999,11111111111111111111111111111111,22222222222222222222222222222222,CCCCCCCCCCCCCCCCCCCC
CC,SS,ZIP5X,ZIP4,9999999,9999999,9999999,9999999,9999999,XXXXXXXXXXXX,RR,I,SS,9999999999,9999999999,
90807,0062068,2,,44444444,V,JJJJJJ,,BBB,CPA,M,,I,Y,,
,OK,73072,1234,,1234 CHALK STREET,,5809991234,4053619999,,MOORE
90807,0092081,1,O,555555555,,TTTT,,HHHHHHHTON,,F,19860402,,JUDGMENT ONLY,
,9999 CHAMBERLYNE WAY,,NORMAN
,OK,73123,,0000300,0000400,0000199,0000200,0000300,000123456001,GM,O,OK,5801239999,4053619999,
90807,0092081,2,,CCCCCCCC,,LLLL,,M,19850903,,
,5000 MAIN STREET,,APT #122,,OKLAHOMA CITY
,OK,73013,,3,,GGGGG,,BBBBBBBB,,M,20060510,,
90807,0092081,3,,11111111,,GGGGG,,BBBBBBBB,,M,20060510,,
,20111001,20310101,JUDGMENT ONLY,20151001,,0000100,,
CS362,END,OF,ACCEPTED,REPORT
```

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
AEFIP	Submitting State OCSE Code/Local code	5	A
CASEID	Case ID	15	A
RT	Record type	1	A
STS	Case status	1	A
SSN	SSN	9	N
VER	SSN Verified Indicator	1	A
FNAME	First name	20	A
MI	Middle Initial	1	A

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
LNAME	Last name	30	A
SUF	Name suffix	3	A
GNDR	Gender	1	A
DOB	Birthdate	8	A
PRS	Status of participant	1	A
FVI	Family violence indicator	1	A
CASETYPE	Case type for the entire case	15	A
BEGDT	Current Support begin date	8	A
ENDDT	Current Support end date	8	A
CHCASETYPE	Case type for the child	15	A
CASTPBEG	Child case type begin date	8	A
LGLS	Child's absent parent legal status	1	A
RMRSN	Child removal reason	2	A
CHCSAMT	Child's current support	7	N
ADR1	Address line 1	30	A

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
ADR2	Address line 2	30	A
CITY	Address City	25	A
STATE	Address State	2	A
ZIP	Address Zip	9	A
PRVARR	CP total private arrears	7	N
ASSGN	CP state assigned arrears	7	N
PRIVINT	CP private interest arrears	7	N
ASSGNINT	CP assigned interest arrears	7	N
INTTOT	Total interest for the case	7	N
OSIS	OSIS FGN or PS2 case identifier if FGN not available	12	N
REL	Relationship	2	A
INTERGOV	Intergovernmental indicator	1	A
ST	Intergovernmental 2 byte State code abbrev	2	A

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
CELL	Cell Phone number	10	A
HOME	Home Phone number	10	A
	Filler	121	A

There will be three other reports in the above format:

CS369M01 – Tribal children in foster care

CS369M02 – Tribal custodial parents receiving state benefits

CS369M03 – Matched tribal NCP/CP to FGNS

New CS362R02 – Tribal cases rejected

CS362R02,TRIBAL,REPORT,OF,REJECTED,CASES,DATE/TIME 03/17/2021/17:00:52

```
AEFIP,CASEID,RT,STS,SSN,VER,FNAME,MI,LNAME,SUF,GNDR,DOB,PRS,FVI,CASETYPE,BEGDT,ENDDT,CHCASETYPE,CASTPBEG,LGLS,RMRSN,CHCSAMT,ADR1,ADR2,
CITY,STATE,ZIP,PRVAR,ASSGN,PRVINT,ASSGNINT,INTTOT,OSISFGN,REL,INTERGOV,ST,CELL,HOME,REJECT REASON
90807,123456789012345,1,O,123456890,X,FFFFFFFFFFFFFFFFFFFF,M,LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL,SSS,F,CCYYMMDD,X,X,XXXXXXXXXXXXXXXXXX,CCYYMMD
D,CCYYMDDD,XXXXXXXXXXXXXXXXXX,CCYYMDDD,X,XX,99999999,11111111111111111111111111111111,22222222222222222222222222222222,CCCCCCCCCCCCCCCCCCCC
CC,SS,ZIP5X,ZIP4,99999999,99999999,99999999,99999999,99999999,XXXXXXXXXXXXX,RR,I,SS,9999999999,9999999999,XXXXXXXXXXXXXXXXXXXXX
90807,0062068,2,,444444444,V,JJJJJ,,BBB,CPA,M,,I,Y,,
,1234 CHALK STREET,,5809991234,4053619999,INACTIVE NCP,MOORE
,OK,73072,1234,,9999 CHAMBERLYN WAY,,NORMAN
90807,0092081,1,O,555555555,,TTTT,,HHHHHHHHHH,,F,19860402,,JUDGMENT ONLY,
,0000300,0000400,0000199,0000200,0000300,000123456001,GM,O,OK,5801239999,4053619999,BOTH CP AND NCP NOT FOUND
90807,0092081,2,,CCCCCCCC,,LLLL,,M,19850903,,
,5000 MAIN STREET,,APT #122,,OKLAHOMA CITY
,OK,73013,,5000 MAIN STREET,,APT #122,,INACTIVE CHILD
90807,0092081,3,111111111,,GGGGG,,BBBBBBB,,M,20060510,,
,20111001,20310101,JUDGMENT ONLY,20151001,,0000100,,
,CS362,END,OF,ACCEPTED,REPORT
```

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
AEFIP	Submitting State OCSE Code/Local code	5	A
CASEID	Case ID	15	A
RT	Record type	1	A
STS	Case status	1	A
SSN	SSN	9	N
VER	SSN Verified Indicator	1	A
FNAME	First name	20	A
MI	Middle Initial	1	A
LNAME	Last name	30	A

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
SUF	Name suffix	3	A
GNDR	Gender	1	A
DOB	Birthdate	8	A
PRS	Status of participant	1	A
FVI	Family violence indicator	1	A
CASETYPE	Case type for the entire case	15	A
BEGDT	Current Support begin date	8	A
ENDDT	Current Support end date	8	A
CHCASETYPE	Case type for the child	15	A
CASTPBEG	Child case type begin date	8	A
LGLS	Child's absent parent legal status	1	A
RMRSN	Child removal reason	2	A
CHCSAMT	Child's current support	7	N
ADR1	Address line 1	30	A
ADR2	Address line 2	30	A

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
CITY	Address City	25	A
STATE	Address State	2	A
ZIP	Address Zip	9	A
PRVARR	CP total private arrears	7	N
ASSGN	CP state assigned arrears	7	N
PRIVINT	CP private interest arrears	7	N
ASSGNINT	CP assigned interest arrears	7	N
INTTOT	Total interest for the case	7	N
OSIS	OSIS FGN or PS2 case identifier if FGN not available	12	N
REL	Relationship	2	A
INTERGOV	Intergovernmental indicator	1	A
ST	Intergovernmental 2 byte State code abbrev	2	A
CELL	Cell Phone number	10	A

REPORT NAME	FIELD NAME	Length	Alpha /Numeric
HOME	Home Phone number	10	A
REJECT REASON	Why records/case was rejected	20	A

Modified Reports - None

New Batch Process – Incoming and outgoing processes

CS362 – Update the tribal data base

CS364 – Matching tribal to OSIS cases

Modified Batch Process – None

New Documents – there will be 5 new comma delimited reports

CS362R01 – Accepted tribal records

CS362R02 – Rejected tribal records

CS369M01 – Matched tribal children in foster care

CS369M02 – Matched Custodial parents receiving TANF benefits

CS369M03 – Matched tribal cases to OSIS cases

Modified Notice - None

Conversion/Migration – None

Implementation

Traceability Matrix

This design is documented by requirement, beginning on page 14. Each requirement is listed followed by the design functionality to support the requirement.

The Requirements for this project will be met through the implementation of this Design as documented below.

Requirement	Requirement Fulfilled in Design
1.	

QCT Scenarios Worksheet

Design Approval

CSS/CBECS Technical Lead	Date
PIT Lead	Date
QCT Team Lead	Date
QCT/QC Manager	Date