

OCSE Federal Parent Locator Service

# **OCSE Software Change**

## **Release 14-02 – Minor**

December 19, 2014

## **Release Schedule and Manifest**

Version 1.0

August 19, 2014

Administration for Children and Families  
Office of Child Support Enforcement  
370 L'Enfant Promenade S.W.  
Washington, DC 20447

This document was prepared for the United States Department of Health and Human Services, Office of Child Support Enforcement under Contract Number HHS-N26-3999-900033I by Lockheed Martin, Information Systems & Global Solutions, Incorporated (LM IS&GS). The work was authorized in compliance with the following specific prime task order:

Delivery Order Number:	HHS-P23-3201-175055W
Delivery Order Title:	OCSE Software Change
Document Date:	August 19, 2014
Document Number:	H2-T142.20.01

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## EXECUTIVE SUMMARY

The federal Office of Child Support Enforcement (OCSE) plans a minor release for the Federal Parent Locator Service (FPLS) in December 2014. This Release schedule and manifest describes the schedule for and content of Release 14-02.

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**Note:** The official implementation date of Release 14-02 is December 19, 2014. However, OCSE will implement some changes at other times. These dates are noted on each page that describes the change.

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The Release Schedule focuses on three main events:

1. Notification of the release contents via the posting of this manifest on the OCSE website
2. Release of the detailed specifications on the OCSE website
3. Implementation of the software changes

The schedule also includes the state conference calls held at key points during the release planning period to help you prepare for the changes.

The manifest sections describe each of the changes, the schedule, and phases of the release.

This release includes:

- Several minor impact enhancements that require a change, only if you want to take advantage of the enhancement
- Several no-impact enhancements that do not require any action on your part

Release 14-02 changes will improve the following applications:

- Federal Case Registry (FCR)
- Federal Collections and Enforcement (FCE)
- Insurance Match Program (IM)
- Query Interstate Cases for Kids (QUICK)
- State Services Portal (SSP)

The Release 14-02 implementation comprises the enhancements listed in the following chart.

<b>STATE MINOR RELEASE 14-02</b>			
System	CR	Title	Proposed Implementation
FCR	4609	NDNH Locate PDFs for Quarterly Wages and New Hire	February 2015
FCR	4930	Locates for child welfare users	February 2015
FCR	5008	Response E-mails for Locate and DoD entitlements	February 2015
FCE	5019	Emergency passport releases through the portal	January 2015
FCE	5103	Daily federal offset collections	February 2015
IM	4957	Unique lien address for ISO companies	June 2014
IM	5131	New claim types to Insurance Match responses	December 2014
QUICK	5006	QUICK 2014 enhancements	December 2014
Portal	5161	Debt Inquiry Service Electronic Income Withholding Order (e-IWO) interface	November 2014

<b>RELEASE 14-02 SCHEDULE</b>	
Dates	Activities
August 19, 2014 (Tuesday)	Post the <i>Release Manifest</i> to the OCSE website.
<u>FCR, IM, QUICK, and SSP Release Manifest Conference Calls</u> <ul style="list-style-type: none"> <li>• August 26, 2014 11:00 am ET (Tuesday)</li> <li>• August 28, 2014 2:00 pm ET (Thursday)</li> </ul> <u>FCE Release Manifest Conference Calls</u> <ul style="list-style-type: none"> <li>• August 19, 2014 2:00 pm ET (Tuesday)</li> <li>• August 20, 2014 10:00 am ET (Wednesday)</li> </ul>	<p>Please plan to attend one of the conference calls with your state’s technical staff regarding the <i>Release Manifest</i>.</p> <p>The objective of the calls is to discuss the following:</p> <ol style="list-style-type: none"> <li>1. What are your questions, comments, or concerns?</li> <li>2. Will you need to make changes to your system?</li> <li>3. Do you have any issues concerning the release implementation dates?</li> </ol>
September 19, 2014 (Friday)	Post the <i>Release Specifications</i> to the OCSE website.
<u>FCR, IM, QUICK, and SSP Specifications Conference Calls</u> <ul style="list-style-type: none"> <li>• September 30, 2014 10:00 am ET (Tuesday)</li> <li>• October 02, 2014 2:00 pm ET (Thursday)</li> </ul> <u>FCE Specifications Conference Calls</u> <ul style="list-style-type: none"> <li>• October 28, 2014 2:00 pm ET (Tuesday)</li> <li>• October 29, 2014 10:00 am ET (Wednesday)</li> </ul>	<p>Please plan to attend one of the conference calls with your state’s technical staff regarding the <i>Release Specifications</i>.</p> <p>The objective of the calls is to review the specifications and conduct a Q&amp;A session.</p>
TBD (To be determined during conference calls)	Test with states as necessary.
December 19, 2014 (Friday)	<p>This is the formal implementation date for FPLS Release 14-02, with some changes scheduled for different dates.</p> <p>For additional details about the release date, see the targeted release date section of each change.</p>

System	<b>FEDERAL CASE REGISTRY (FCR)</b>		
Title	<b>NDNH Locate PDFs for Quarterly Wages and New Hire (OCSE Ref. # 4609)</b>		
Proposed Changes	We are enhancing the Federal Case Registry SSP Locate application to merge addresses from the National Directory of New Hires (NDNH) for Quarterly Wages (QW) and New Hires (NH) into a single document for all locate responses viewed on the portal. Currently the Locate application shows each of those records in a separate PDF for responses available the next business day. We are changing the application to merge the records into one PDF response on the portal. The QW and NH responses received in real time already follow this enhancement. The batch process will continue to return separate records for each address when the states elect to receive the responses through their batch system.		
Impact	States do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement enables you to view in one PDF response: <ul style="list-style-type: none"> <li>• Up to two addresses returned from QW</li> <li>• Up to three addresses returned from NH</li> </ul>		
Reason	To enable you to view multiple addresses for an SSN from NDNH QW or NH in one response.		
Point of Contact	Susan Clapp	334-365-9255	<a href="mailto:susan.clapp@ngc.com">susan.clapp@ngc.com</a>
Targeted Release Date	February 2015		

System	<b>FEDERAL CASE REGISTRY (FCR)</b>		
Title	<b>Locates for Child Welfare Users (OCSE Ref. # 4930)</b>		
Proposed Changes	We are enhancing the Federal Case Registry SSP Locate application for the child welfare staff to include a participant type for 'Youth in Transition,' and changing participant type 'Unknown' to 'Other/Relative.' Some child welfare offices will continue to ask their child support agencies to send locate requests on their behalf; therefore, we will also make the proposed changes available to child support staff for locate Request Type 'AD'.		
Impact	States and child welfare staff do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement enables you to submit a locate request for a youth in transition, and changes the participant type from 'Unknown' to the more descriptive 'Other/Relative.'		
Reason	Child welfare users asked us to add a new participant type, "YIT" for youth in transition. Child welfare staff must make attempts to locate youth in transition, who are young adults who have aged out of the foster care system. Child welfare agencies must track them separately from searches for parents or relatives of children in foster care. The new code will differentiate this group of adults. The participant type of 'Unknown' is being changed to provide a clear definition of the person being located.		
Point of Contact	Susan Clapp	334-365-9255	<a href="mailto:susan.clapp@ngc.com">susan.clapp@ngc.com</a>
Targeted Release Date	February 2015		



System	<b>FEDERAL CASE REGISTRY (FCR)</b>		
Title	<b>Response E-mails for Locate and DoD Entitlements (OCSE Ref. # 5008)</b>		
Proposed Changes	<p>We are enhancing the Federal Case Registry SSP to add additional information to the e-mail state users receive when they receive a Locate or DoD Entitlement response for the requests they sent via the portal.</p> <p>We will add the following fields to the Response Notification e-mail:</p> <ul style="list-style-type: none"> <li>• Case ID (IV-D request only) (Case ID will not display if it contains a valid SSN.)</li> <li>• Request date</li> <li>• Locate source</li> <li>• Transaction ID</li> <li>• Last response notification</li> </ul> <p>You currently receive one e-mail each day, per system, letting you know we received a response for a Locate or DoD Entitlement request you sent via the portal. You will still receive this e-mail, but it will include the detailed information above.</p> <p>This change will also apply to the child welfare users using the Locate application.</p>		
Impact	States do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement enables you to view more details about a response we received for a Locate or DoD Entitlement request you sent via the portal.		
Reason	States requested a way to help them determine which request went with which response e-mail, and for us to include additional information with the e-mail.		
Point of Contact	Susan Clapp	334-365-9255	<a href="mailto:susan.clapp@ngc.com">susan.clapp@ngc.com</a>
Targeted Release Date	February 2015		

System	<b>FEDERAL COLLECTION AND ENFORCEMENT (FCE)</b>		
Title	<b>Emergency Passport Releases Through the Portal (OCSE Ref. # 5019)</b>		
Proposed Changes	We are enhancing the Federal Collection and Enforcement SSP application to enable states to send the Emergency Notice of Withdrawal of Passport Denial form through SSP.		
Impact	States do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement enables you to upload your Emergency Notice of Withdrawal of Passport Denial form through SSP, instead of faxing it to Collection and Enforcement. A new, paperless, prefilled form will be a more secure communication method and will help to streamline the process, reduce errors, and eliminate the manual effort to send emergency passport denial withdrawals.		
Reason	To automate and expedite sending the Emergency Notice of Withdrawal of Passport Denial form and eliminate paper use between the state and OCSE.		
Point of Contact	Rebecca Hamil	202-205-5612	<a href="mailto:Rebecca.Hamil@acf.hhs.gov">Rebecca.Hamil@acf.hhs.gov</a>
Targeted Release Date	January 2015		

System	<b>FEDERAL COLLECTION AND ENFORCEMENT (FCE)</b>		
Title	<b>Daily Federal Offset Collections (OCSE Ref. # 5103)</b>		
Proposed Changes	We are enhancing the Federal Collection and Enforcement application to post collections on a daily basis to the Case Details web page on the SSP.		
Impact	States do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement enables you to preview collections via the Case Details on the SSP reported in your weekly collection and adjustment file.		
Reason	To give states early notice of collections contained in their weekly file.		
Point of Contact	Rebecca Hamil	202-205-5612	<a href="mailto:Rebecca.Hamil@acf.hhs.gov">Rebecca.Hamil@acf.hhs.gov</a>
Targeted Release Date	February 2015		

System	<b>INSURANCE MATCH (IM)</b>		
Title	<b>Unique Lien Address for ISO Companies (OCSE Ref. # 4957)</b>		
Proposed Changes	We enhanced the Insurance Match application to replace the lien address ISO reports with an address the insurance company provides.		
Impact	States did not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement ensures you have the correct mailing address to send liens to the insurance company.		
Reason	To eliminate the need for you to track and handle lien addresses separately.		
Point of Contact	Kathy Miller	703-367-3076	<a href="mailto:Kathy.miller@acf.hhs.gov">Kathy.miller@acf.hhs.gov</a>
Targeted Release Date	June 2014		

System	<b>INSURANCE MATCH (IM)</b>		
Title	<b>New Claim Types to Insurance Match Responses (OCSE Ref. # 5131)</b>		
Proposed Changes	We are enhancing the Insurance Match application to add new claim type code values to the Insurance Match response record.		
Impact	If a state wants to take advantage of this enhancement, it must code to recognize the new code values.		
Business Requirements or Benefit	This enhancement enables you to distinguish between the various claim types, such as annuity, disability, and property damage claims.		
Reason	To accommodate future new claim types for the Insurance Match program.		
Point of Contact	Kathy Miller	703-367-3076	<a href="mailto:Kathy.miller@acf.hhs.gov">Kathy.miller@acf.hhs.gov</a>
Targeted Release Date	December 2014		

System	<b>QUERY INTERSTATE CASES FOR KIDS (QUICK)</b>		
Title	<b>QUICK 2014 Enhancements (OCSE Ref. # 5006)</b>		
Proposed Changes	<p>We are enhancing the Query Interstate Cases for Kids system web pages to:</p> <ul style="list-style-type: none"> <li>• Integrate the QUICK system with the Electronic Document Exchange (EDE) to request documents and upload unsolicited documents via QUICK.</li> <li>• Offer additional information on state Case ID format for states.</li> <li>• Enable users to return to QUICK screens after opening another application on the portal.</li> <li>• Make the FCR query functionality in the QUICK consistent with the functionality in the EDE and FCR Query applications.</li> </ul>		
Impact	States do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	<p>These enhancements give you:</p> <ul style="list-style-type: none"> <li>• The ability to make a request for documents and upload unsolicited documents via the QUICK system to improve workflow for users.</li> <li>• Easy access to more information about Case ID format for states.</li> <li>• More flexibility in navigating from the State Status page to other QUICK pages.</li> <li>• More consistency and standardization of FCR functionality across SSP applications.</li> </ul>		
Reason	To incorporate recommendations received from QUICK system users and to improve the information available.		
Point of Contact	Vinette Elam	800-258-2736	<a href="mailto:vinette.l.elam@lmco.com">vinette.l.elam@lmco.com</a>
Targeted Release Date	December 2014		

System	<b>STATE SERVICES PORTAL (SSP)</b>		
Title	<b>Debt Inquiry Service Electronic Income Withholding Order (e-IWO) Interface (OCSE Ref. # 5161)</b>		
Proposed Changes	We are enhancing the SSP to give e-IWO states the option to receive lump sum notifications through the Debt Inquiry Service, e-IWO or both. This enhancement will bundle lump sum notifications submitted by employers using e-IWO or Debt Inquiry Service.		
Impact	States do not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement enables you to download lump sum notifications that employers report through the Debt Inquiry Service, e-IWO, or both.		
Reason	To simplify receiving lump sum notifications for states.		
Point of Contact	Michael Liebert	443-436-6466	<a href="mailto:Michael.Liebert@ssa.gov">Michael.Liebert@ssa.gov</a>
Targeted Release Date	November 2014		