

Federal Parent Locator Service

OCSE Software Change

Release 13-01 – Major

January 4, 2013

Release Schedule and Manifest

Version 1.0

September 4, 2012

Administration for Children and Families
Office of Child Support Enforcement
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Washington, DC 20447

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EXECUTIVE SUMMARY

The federal Office of Child Support Enforcement (OCSE) plans a major release for the Federal Parent Locator Service (FPLS) in 2013. This Release Schedule and Manifest describes the schedule for, and content of, Release 13-01.

Note: Some of the changes will be implemented at a time other than the January 4, 2013 release date. These dates are noted on each page that describes the change.

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, which will be held at key points during the release planning period, to assist you with preparation for the changes.

This Manifest is composed of individual sections that describe each of the changes, as well as sections describing the schedule and phases of the Release.

This release includes:

- one major item requiring changes to your system
- several minor impact enhancements that require a change only if you want to take advantage of the enhancement (optional)
- several no-impact enhancements that do not require any action on your part

Release 13-01 modifications will improve these applications:

- Debt Inquiry Service (DIS)
- Electronic Income Withholding Orders (e-IWO)
- Federal Case Registry (FCR)
- Federal Offset System (FOS)
- Insurance Match (IM)
- Intergovernmental Referral Guide (IRG)
- Query Interstate Cases for Kids (QUICK)

Release 13-01 implementation is composed of these enhancements and phases.

RELEASE 13-01 PHASES		
System	OCSE Ref. #	Title
2012 August		
IRG	4005	IRG Interface Redesigned for OCSE Website
2012 November		
DIS	4157	Success Stories are Viewable by All Users in the Same State
DIS	4281	Local Code is being Provided for Each DIS Match Sent to States
2013 January		
e-IWO	4100	New Suspense Disposition Code in e-IWO Acknowledgments
e-IWO	4269	States Can Search for Employers on NDNH
FO	4082	Daily Update Processing for Federal Offset
FO	4314	Corrected SSN Enhancement
IM	4201	Insurance Match File Can Be Downloaded via State Services Portal
QUICK	4126	State Services Portal (SSP) States Can View Other States' Data Without Providing QUICK Data
QUICK	4236	Display Specific Message When State System is Down for Scheduled Maintenance
QUICK	4238	Accessing QUICK via SSP Requires a QUICK Role be Present
QUICK	4273	New QUICK Role that Does Not Display FTI
2013 April		
FCR	4033	Non-Child Support Locates May Be Requested Without an SSN
FCR	4205	AWR Locates are Now a Separate IRS Locate Request

RELEASE 13-01 SCHEDULE	
Dates	Activities
September 4, 2012 (Tuesday)	Post the Release Manifest to the OCSE website.
<u>Non-FOS Release Manifest Conference Calls</u> <ul style="list-style-type: none"> • September 25, 2012 3:00 p.m. (Tuesday) • September 27, 2012 10:00 a.m. (Thursday) <u>FOS Release Manifest Conference Calls</u> <ul style="list-style-type: none"> • September 25, 2011 2:00 p.m. (Tuesday) • September 26, 2011 10:00 a.m. (Wednesday) 	<p>Multistate conference calls with states' technical staff regarding the Release Manifest. Please plan to attend one of the sessions.</p> <p>The objective of the calls is to address the following:</p> <ol style="list-style-type: none"> 1. What are your questions, comments or concerns? 2. Will you need to make changes to your system? 3. Do you have any issues concerning the release implementation dates?
October 4, 2012 (Friday)	Post the Release Specifications to the OCSE website.
<u>Non-FOS Specifications Conference Calls</u> <ul style="list-style-type: none"> • October 23, 2012 3:00 p.m. (Tuesday) • October 25, 2012 10:00 a.m. (Thursday) <u>FOS Release Specifications Conference Calls</u> <ul style="list-style-type: none"> • October 30, 2012 2:00 p.m. (Tuesday) • October 31, 2012 10:00 a.m. (Wednesday) 	<p>Multistate conference calls with states' technical staff regarding the Release Specifications. Please plan to attend one of the sessions.</p> <p>The objective of the calls is to review the specifications and conduct a Q&A session.</p>
TBD (to be determined during conference calls)	Test with states as necessary.
January 4, 2013 (Friday)	Formal implementation date for FPLS Release 13-01. Note: Some changes will be released on different dates. See the Release Manifest for additional details regarding the scheduled release dates.

System	DEBT INQUIRY SERVICE (DIS)
Title	Success Stories are Viewable by All Users in the Same State (OCSE Ref. #4157)
Proposed Changes	We are modifying DIS to allow you to view a success story entered by any user in your state.
Impact	You don't need to make changes to your system to take advantage of this change. Success stories entered by your fellow workers will be viewable when you click the <u>Success Story</u> link on the left navigation menu.
Business Requirements or Benefit	As a result of this change, you will be able to view all success stories entered by all users within your state.
Reason	OCSE developed this change to ensure that your workers are aware of all success stories reported to OCSE regarding Debt Inquiry collections for your state.
Point of Contact	Beatrice Locks 202-260-5606 beatrice.locks@acf.hhs.gov
Targeted Implementation Date	November 2012

System	DEBT INQUIRY SERVICE (DIS)	
Title	Local Code is Being Provided for Each DIS Match Sent to States (OCSE Ref. #4281)	
Proposed Changes	We are modifying DIS to include local code information, retrieved from the Federal Offset Debtor file, for each payout match for your state. A local code will be displayed on the downloaded spreadsheet.	
Impact	You don't need to make changes to your system to take advantage of this modification. An updated Payout Report record will be included in the release specifications.	
Business Requirements or Benefit	You will be able to distribute payout information more easily throughout your state by local codes. This will give you the advantage of submitting an income withholding order against the Debt Inquiry collection more quickly.	
Reason	OCSE developed this change to assist with expediting state internal transfer processes.	
Point of Contact	Beatrice Locks	202-260-5606 beatrice.locks@acf.hhs.gov
Targeted Implementation Date	November 2012	

System	ELECTRONIC INCOME WITHHOLDING ORDERS (e-IWO)
Title	New Suspense Disposition Code in e-IWO Acknowledgments (OCSE Ref. #4100)
Proposed Changes	We are modifying the e-IWO application to allow employers to inform you when a noncustodial parent (NCP) is temporarily suspended from employment. A new disposition status code of 'S' is being added.
Impact	You must modify your system to accept the new Suspense Disposition Status Code value from an Acknowledgement record sent by an employer if you want to take advantage of this change.
Business Requirements or Benefit	You will be able to: <ul style="list-style-type: none"> • have current information about an NCP's employment status • determine why payments have not been received from an employer
Reason	OCSE developed this change to: <ul style="list-style-type: none"> • enable employers to inform you when an NCP, who has an IWO in place, is temporarily suspended • keep you advised of an NCP's current employment status
Point of Contact	Bill Stuart 518-399-9241 william.stuart@acf.hhs.gov
Targeted Implementation Date	January 2013

System	ELECTRONIC INCOME WITHHOLDING ORDERS (e-IWO)
Title	States Can Search for Employers on NDNH (OCSE Ref. #4269)
Proposed Changes	We are modifying the e-Employer application to allow you to query the National Directory of New Hires (NDNH) to search for FEINs and employer addresses. Currently, the e-Employer application provides queries against employers using the e-IWO Batch application only. Employers use many addresses to report new hire and quarterly wage data. The e-Employer application will return all addresses available for a matched name or FEIN.
Impact	No changes are required if your state currently uses the e-Employer applications on the State Services Portal (SSP). If not, you must add a user role of ‘SC’. States not currently accessing the SSP must make the required proxy server modifications, specified in the FPLS State Services Portal Software Interface Specifications SIS).
Business Requirements or Benefit	This enhancement provides the following benefits: <ul style="list-style-type: none"> • Provides a central location to access employer addresses stored in the NDNH. • Enables you to find employer FEINs more quickly. • Helps you maintain an accurate employer database. • Helps you confirm employer information more quickly so you can send IWOs sooner. • Prevents the need to send a request for information (especially FEINs) to employers.
Reason	This change will: <ul style="list-style-type: none"> • Provide the capability to search the NDNH for an employer’s address to assist with state actions. • Inform you that the employer participates in the Debt Inquiry and e-IWO programs on the CSSP portal.
Point of Contact	Vinette Elam 800-258-2736 vinette.l.elam@lmco.com
Targeted Implementation Date	January 2013

System	FEDERAL CASE REGISTRY (FCR)
Title	Non-Child Support Locates May Be Requested Without an SSN (OCSE Ref. #4033)
Proposed Changes	We are making modifications to allow the portal Locate application to process non-CS Locate requests that do not contain an SSN.
Impact	<p>If you want to take advantage of this change:</p> <ul style="list-style-type: none"> • No changes are required if you currently use the Locate application on the State Services Portal (SSP). • If not, you must add a user role of 'SH'. • If you do not currently access the SSP, you must make the required proxy server modifications, specified in the FPLS State Services Portal Software Interface Specifications (SIS).
Business Requirements or Benefit	You will be able send non-CS Locate requests when a Social Security number (SSN) is not available.
Reason	<p>OCSE developed this change to:</p> <ul style="list-style-type: none"> • Mitigate future issues if you do not have the ability to send an SSP Locate request for non-CS cases through the batch process. • Ensure that the requirements for SSP and FPLS batch stay synchronized.
Point of Contact	Kerry Newcombe 540-209-3003 kerry.newcombe@ngc.com
Targeted Implementation Date	April 2013

System	FEDERAL CASE REGISTRY (FCR)	
Title	AWR Locates are Now a Separate IRS Locate Request (OCSE Ref. #4205)	
Proposed Changes	We are modifying the Federal Case Registry (FCR) so Annual Wage Reporting (AWR) Locate requests will be separated from State Verification and Exchange System (SVES) Locate requests. We are modifying the Portal Locate application with a separate Locate Source Type for AWR.	
Impact	<p>For Batch transactions, you must submit AWR Locate requests as a Locate source 'C03'. The FCR returns AWR responses as Locate source 'C03'.</p> <p>For Portal transactions, the Portal will provide a separate Locate request option for AWR.</p> <p>No changes are required by states that currently use the Locate application on the State Services Portal (SSP).</p> <p>If you do not currently use the application on the SSP, you must add a user role of 'SH'.</p> <p>If you do not currently access the SSP, you must make the required proxy server modifications, specified in the FPLS State Services Portal Software Interface Specifications (SIS).</p>	
Business Requirements or Benefit	FPLS must identify AWR data as IRS data.	
Reason	OCSE developed this change so you know this data follows appropriate IRS safeguarding procedures.	
Point of Contact	Linda Hudson	850-236-7488 linda.hudson@ngc.com
Targeted Implementation Date	April 2013	

System	FEDERAL OFFSET SYSTEM (FOS)
Title	Daily Update Processing for Federal Offset (OCSE Ref. #4082)
Proposed Changes	We are modifying the Federal Offset system (FOS) to change the FO Case Submission and Update process from weekly to daily. We will process state files transmitted to OCSE via Batch, and Federal Offset transactions submitted using the Portal, each business day. We will return Rejected Case Submission and Update records to you the next business day.
Impact	You don't need to make changes to your system to take advantage of this change. We will process your weekly file on the day it is received. You may need to make changes if you want to send a transmission file daily in order to take advantage of daily updates.
Business Requirements or Benefit	You will be able to submit adds and updates to the Debtor File on a daily basis. We will submit these updates to FMS on a daily basis to ensure that accurate arrearage amounts are available.
Reason	OCSE developed this change because a daily process will improve the accuracy of the arrearage amounts available for offset, and other enforcement and remedy programs.
Point of Contact	Rebecca Hamil 202-205-5612 rebecca.hamil@acf.hhs.gov
Targeted Implementation Date	January 2013

System	FEDERAL OFFSET SYSTEM (FOS)
Title	Corrected SSN Enhancement (OCSE Ref. #4314)
Proposed Changes	We are modifying the Federal Offset portal application to allow you to indicate that the Social Security number (SSN) submitted on the Add transaction should bypass the corrected SSN process.
Impact	You don't need to make changes to your system to take advantage of this change. This change will be available only by using the Portal.
Business Requirements or Benefit	You will be able to add an obligor and bypass SSN verification for an SSN that you know is correct, due to your own research. The obligor will be stored on the Debtor file with an unverified status.
Reason	OCSE developed this change because states requested it.
Point of Contact	Rebecca Hamil 202-205-5612 rebecca.hamilton@acf.hhs.gov
Targeted Implementation Date	January 2013

System	INSURANCE MATCH (IM)
Title	Insurance Match File Can Be Downloaded via State Services Portal (SSP) (OCSE Ref. #4201)
Proposed Changes	We are modifying the Insurance Match (IM) system to provide IM Response records via SSP. Instead of receiving matches via encrypted e-mails, CDs, or an FCR print report, you will now be able to download Response records from the IM SSP application.
Impact	You must send the new ‘SS’ role in your HTTP header to access this function. To use this function, you must inform the OCSE Help Desk you will use the IM download function.
Business Requirements or Benefit	You will be able to retrieve and process the IM Match files sooner. This change increases the security of the personally identifiable information (PII) data being exchanged.
Reason	OCSE developed this change to eliminate sending e-mails and CDs. We plan to discontinue the use of those two methods, so we are introducing this functionality now to allow time for you to move to either the Batch FCR exchange or the SSP download.
Point of Contact	Beatrice Locks 202-260-5606 beatrice.locks@acf.hhs.gov
Targeted Implementation Date	January 2013

System	INTERGOVERNMENTAL REFERRAL GUIDE (IRG)
Title	IRG Interface Redesigned for OCSE Website (OCSE Ref. #4005)
Proposed Changes	The IRG web interface is being modified to support the OCSE website redesign. The new IRG system will consolidate all contact information and program information available on the OCSE website into a single repository.
Impact	There is no impact to state systems. Existing IRG users can use their respective credentials to access the updated systems.
Business Requirements or Benefit	States, tribes, and OCSE will have a more effective and efficient way to view and update profile, location code and contact information. In addition, public users will have access to additional state contact information.
Reason	OCSE developed this change to consolidate data previously available only through numerous discrete sources into a centralized, automated repository that can be accessed directly using the OCSE website.
Point of Contact	Angela Kasey-Henry 703-367-1659 angela.kasey-henry@acf.hhs.gov
Targeted Implementation Date	August 2012

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	State Services Portal (SSP) States Can View Other States' Data without Providing QUICK Data (OCSE Ref. #4126)
Proposed Changes	We are modifying the QUICK application so you can view other states' case information, without the need to provide your own state's case information. Currently, you can only view other states' case information via QUICK if you have implemented web services to provide your data to other states.
Impact	This change will not impact existing QUICK states.
Business Requirements or Benefit	Allowing states to request data while they are working on the functionality to respond to requests will reduce effort for both the requesting and responding states by reducing phone, e-mail, and mail inquiries.
Reason	SSP states requested access to QUICK while they work to implement the ability to respond to requests from other states.
Point of Contact	Vinette Elam 800-258-2736 vinette.l.elam@lmco.com
Targeted Implementation Date	January 2013

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	Display Specific Message When State System is Down for Scheduled Maintenance (OCSE Ref. #4236)
Proposed Changes	We are modifying the QUICK application so you can provide a standard message to the requestors, stating that your system is not able to provide data due to scheduled maintenance.
Impact	<p>Responding states that want to notify requestors that their system is not able to provide data due to scheduled maintenance must make changes to their application to provide the message.</p> <p>There is no impact to the HTML-requesting states because you will use the OCSE-developed web pages.</p> <p>This change will probably not affect XML-requesting states, but OCSE encourages you to verify this.</p>
Business Requirements or Benefit	This change will allow users to be notified immediately if your state system is unavailable. Additionally, this change will reduce the number of calls from caseworkers to OCSE reporting errors in cases when your system is unavailable due to scheduled maintenance.
Reason	You suggested we develop a specific message you can use to notify requesting states' caseworkers that your system is unavailable due to scheduled maintenance.
Point of Contact	Vinette Elam 800-258-2736 vinette.l.elam@lmco.com
Targeted Implementation Date	January 2013

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	Accessing QUICK via SSP Requires a QUICK Role be Present (OCSE Ref. #4238)
Proposed Changes	<p>We are modifying QUICK to provide access to the QUICK application for requests with user roles present in the HTTP header, only if a valid QUICK user role is present as defined in the FPLS State Services Portal Software Interface Specifications (SIS).</p> <p>Currently, you can access QUICK either via SSP, or directly by using the QUICK application URL.</p>
Impact	<p>There will be no impact to QUICK states that do not pass user roles in the HTTP header.</p> <p>This change will not affect XML states.</p>
Business Requirements or Benefit	This change will provide you with more control to restrict access to authorized users.
Reason	You requested that we provide increased control over access to QUICK.
Point of Contact	Vinette Elam 800-258-2736 vinette.l.elam@lmco.com
Targeted Implementation Date	January 2013

System	QUERY INTERSTATE CASES FOR KIDS (QUICK)
Title	New QUICK Role that Does Not Display FTI (OCSE Ref. #4273)
Proposed Changes	We are modifying the QUICK application to add the new user role ('SY') which will allow you to restrict certain users from viewing Federal Tax Information (FTI) on the NCP Payment Detail screen. Currently, all state users accessing QUICK via SSP can view FTI information on that screen.
Impact	States that access QUICK via SSP must pass this new user role in the HTTP header to restrict certain users from viewing FTI. If you use XML for QUICK, and want to take advantage of this functionality, you must code for this change.
Business Requirements or Benefit	The ability to determine which users can view FTI will allow you to increase your number of users.
Reason	States requested this change to restrict certain users from viewing federal tax information.
Point of Contact	Vinette Elam 800-258-2736 vinette.l.elam@lmco.com
Targeted Implementation Date	January 2013