



Model Tribal System

Designed By Tribes, For Tribes

General System Design

June 03, 2014

Version 1.20



**Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement**

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Government Agency Point of Contact for Original Software:

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1 Introduction

This document defines a proposed General Software Design for a Model Tribal System (MTS). This document was developed by the Office of Child Support Enforcement (OCSE) to serve as a baseline for further development, specifically for a MTS Detailed Design. This design is based on and controlled by the *Model Tribal Child Support Enforcement System Software Requirements Specification* dated February 6, 2006, hereafter referred to as the SRS.

Also subject to OCSE approval, any section of this document may be modified, in accordance with contactor's best practice and industry standards, to implement design improvements that will ensure successful cost-effective implementation and increase the efficiency and effectiveness of the final MTS system.

As stated in the *Tribal Child Support Enforcement (TCSE) Concept of Operations*:

The system shall provide for the efficient management of TCSE cases. For tribes that use this system, it shall be the primary automated system used by the tribe for child support enforcement. Each instance of the system software is intended to support only one tribal organization. The system shall contain all data needed to manage a case, including records of payments and collections made by tribal financial organizations. It shall accept applications for child support services and set up child support cases. It shall locate participants in the case. It shall support the establishment of paternity and the establishment of support orders. It shall support the enforcement of child support orders. It shall support the collection of payments and shall support the distribution and disbursement of payments. The system should support the production of all required federal and tribal reports. The system shall ensure the privacy of all data. If it handles funds, it shall ensure the secure handling of all funds.

In support of these requirements, this document will define software architecture to support the following Business Processes:

Case Intake and Update

Case Initiation and Update is the process of responding to a request for services. This includes opening and/or reopening a case and assessing and determining the next appropriate action on a case. It also includes entering data on a case, both at intake and over the life of the case

Locate

Locate is the process of gathering information concerning the physical location and verified mailing address of a Custodial Parent (CP) or Noncustodial Parent (NCP). It also includes information on the parties' employer(s), income, and/or assets. Locate information is used to support the efficient collection of child support.

Paternity Establishment

Paternity Establishment is the process of obtaining a voluntary acknowledgement of or a stipulation to paternity. It also includes the legal processes needed to obtain a finding of paternity by a court.

Order Establishment

Order Establishment is the process of obtaining a voluntary stipulation to child support by an NCP or conducting the legal processes needed to obtain a child support order from a court. It also includes the Review and Adjustment process.

Enforcement

Enforcement is any action that may be taken to ensure collection of a child support obligation. Enforcement methods include income withholding, license suspension, liens on property, and various other tribal, state, and federal remedies.

Case Management

Case Management includes numerous actions affecting the status or organization of an established case. It includes redirecting payments, consolidating a case, transferring a case, and closing a case. It also includes monitoring responses to actions on a case and determining the next action that should be taken on a case.

Financial Management

Financial Management includes all the processes involved in collecting and paying out child support monies. The system must conduct these functions in accordance with accepted accounting practices. The functions include:

- **Obligation Management**

Obligation Management is the process of managing owed amounts, primarily court ordered support (financial and non-financial) owed by the NCP, but also includes any judgments, fees, and other costs related to a child support case.

- **Collections**

Collections is the process of receiving funds from an NCP and other payors, and all functions related to recording and depositing monies paid by NCPs for child support obligations.

- **Distribution**

Distribution is the process of applying allocated collections to various debts and obligations.

- **Disbursement**

Disbursement is the process of handling outbound payments to the appropriate parties.

- **Deposit Reconciliation**

Deposit Reconciliation is the process of matching an Open Financial Exchange (OFX) file received from the bank with the deposit generated by the system.

System Security and Administration

System Security and Administration provide for maintaining the security and privacy of personal and financial data.

Security

The Security function will provide for restricting access to the MTS application and data to only authorized users only under controlled circumstances. It will provide for separation of functions to ensure proper handling of financial accounts.

Administration

The Administration process provides for configuration of the system to support a variety of TCSE programs, each with different needs and governing regulations. The system software will be extensively configurable both before and after installation. Configuring and reconfiguring the system should have a minimum impact on program operations.

Reporting

Reporting includes extracting and abstracting system data to produce reports that ensure the reliability of the system's financial processes and the business effectiveness of the child support program as a whole.

2 Architecture

As required by the *Model TCSE System Draft Concept of Operations*, the system architecture must support the following requirements:

- The system shall be scalable, with support for caseloads of up to 20,000 active and inactive cases.
- The system shall support a network topology that can be scaled up to support a main office and up to 25 local offices.
- The system shall provide operational capacity and throughput to support up to 100 concurrent users, including caseworkers, management, and legal staff.
- The system shall be capable of being scaled up to support additional cases, offices, and users without changes to the application software.
- The system shall provide a standardized record layout for a tribal child support system interface.
- The system shall support an interface with state child support systems.
- The system's full functionality shall be available 99% of its scheduled operating time.
- The system shall have an application transaction response time of 2 seconds or less 95% of the time (not including transmission times).
- The system shall provide the capability of extracting and archiving all program data to portable media within an 8 hour period.
- The system shall provide the capability of being installed on new hardware within a 24 hour period.
- The system shall have an expected operational life of at least 7 years.
- Tribes who use this system shall have personnel available, either tribal staff or via contractor services, with the capability to install, update, operate, back-up, and restore the system.

In support of these requirements, three architectures are suggested here. The first architecture is intended to support a single office program with a thousand cases or less. The second architecture is intended to support a single or multi-office program with up to 20,000 cases. The third architecture is intended to support multiple programs using multiple instances of the MTS software and multiple instances of the same database on shared hardware. This architecture is expected to support programs totaling up to 20,000 cases.

The suggested hardware and software is provided for guidance and can be modified by the implementation contractor with OCSE approval. OCSE encourages the implementation contractor to suggest alternative configurations that will provide efficient, effective, and low-cost performance of the MTS.

3 Software Processes

This section describes the software processes that implement the requirements of the SRS. The data tables referenced are from *Appendix 5.3 Data Model*. All processes can be presumed to reference the following data tables: Case, Custodial Parent, Noncustodial Parent, Child, and Participant.

A cross-reference between the Data Model and the SRS Data Dictionary is given in *Appendix 5.7 Data Dictionary Cross-Reference*.

The references shown to the SRS are to Section III unless otherwise noted.

3.1 Configuration Process

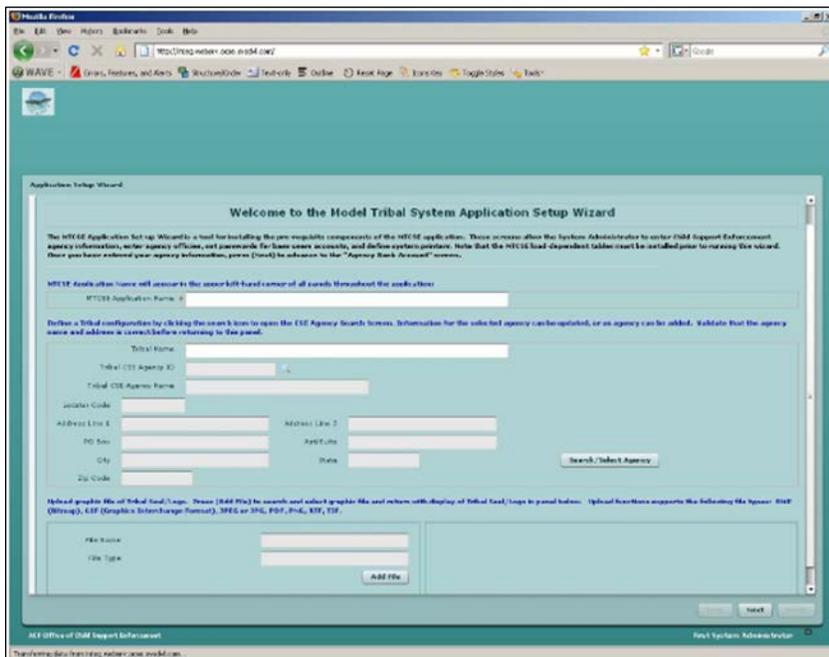
This process is run at system startup to provide the minimum data necessary for operation of the system.

3.1.1 Configuration Process Screens

The following screens allow entry of configuration data.

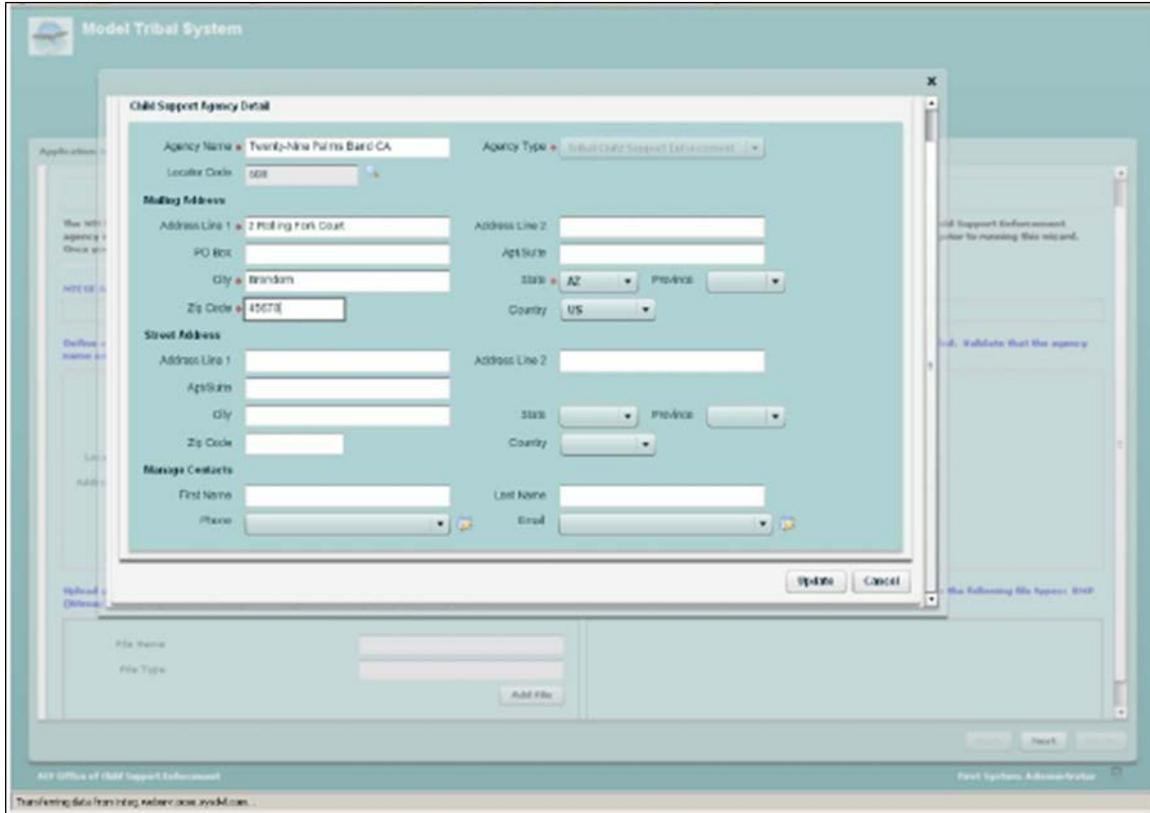
3.1.1.1 Agency Setup

This screen displays the required entries of the system name, the name of the tribe operating the program, the name and address of the agency operating the system, and the system logo.



3.1.1.2 Agency Popup

This popup allows entry of the name and address of the agency operating the system.



3.1.1.3 Bank and Referring Agencies

This screen requires entry of the name and address of the bank used by agency operating the system and of any referral agencies used by the agency.

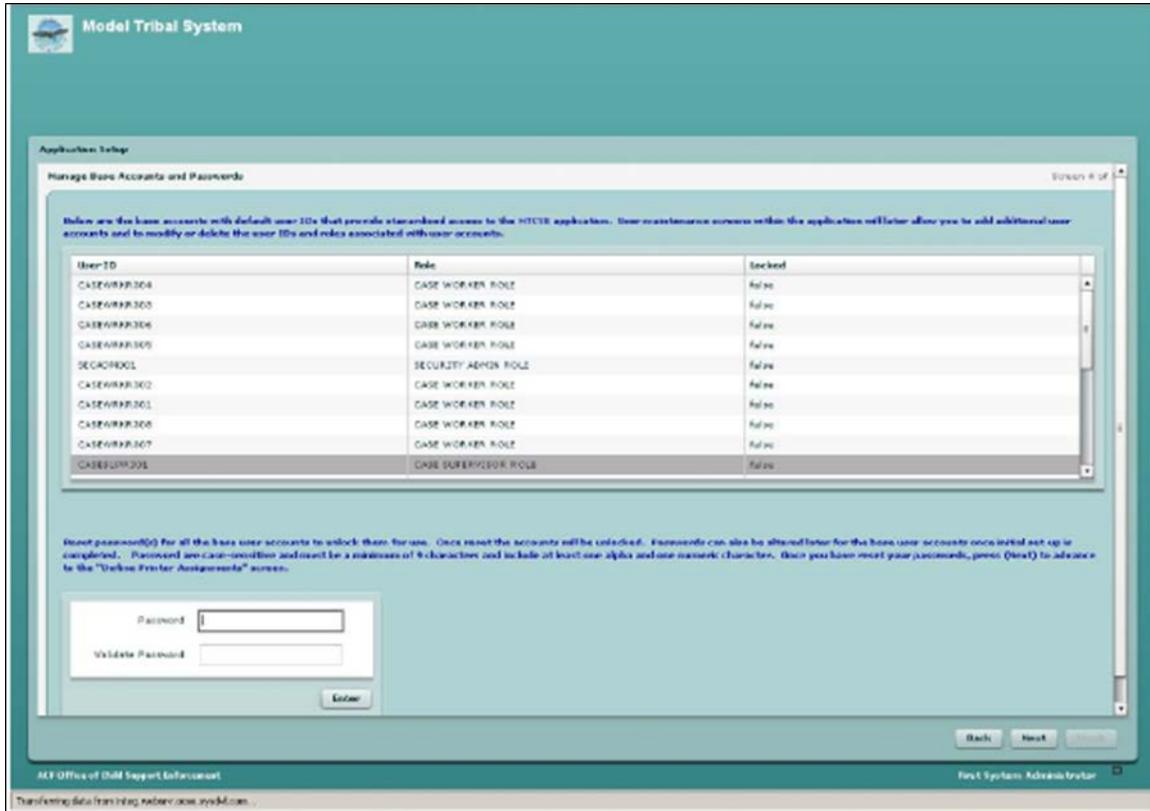
The screenshot shows the 'Application Setup' screen for the 'Model Tribal System'. It is divided into three main sections for data entry:

- Bank Information:** Fields include TCE Bank ID (001), TCE Bank Name (Tribal Bank), Bank Routing Number (97492746746), Bank Account Number (907557), Address Line 1 (2828 Waterside Drive), Address Line 2, PO Box, City (Hartford), State (FD), and Zip Code (08605). A 'Select Bank' button is present.
- IV-A Agency Information:** A section titled 'Define the IV-A Agency handling transactions by the system...' with a 'Select IV-A Agency' button. Fields include IV-A Agency ID, IV-A Agency Name, Address Line 1, Address Line 2, PO Box, City, State, and Zip Code.
- Foster Care Agency Information:** A section titled 'Define the Foster Care Agency handling transactions by the system...' with a 'Select Foster Care Agency' button. The field is Foster Care Agency ID.

At the bottom of the form are 'Back', 'Next', and 'Cancel' buttons. The footer contains 'ACE Office of OAM Support Enforcement', 'First Systems Administration', and a URL 'http://www.aceof.com'.

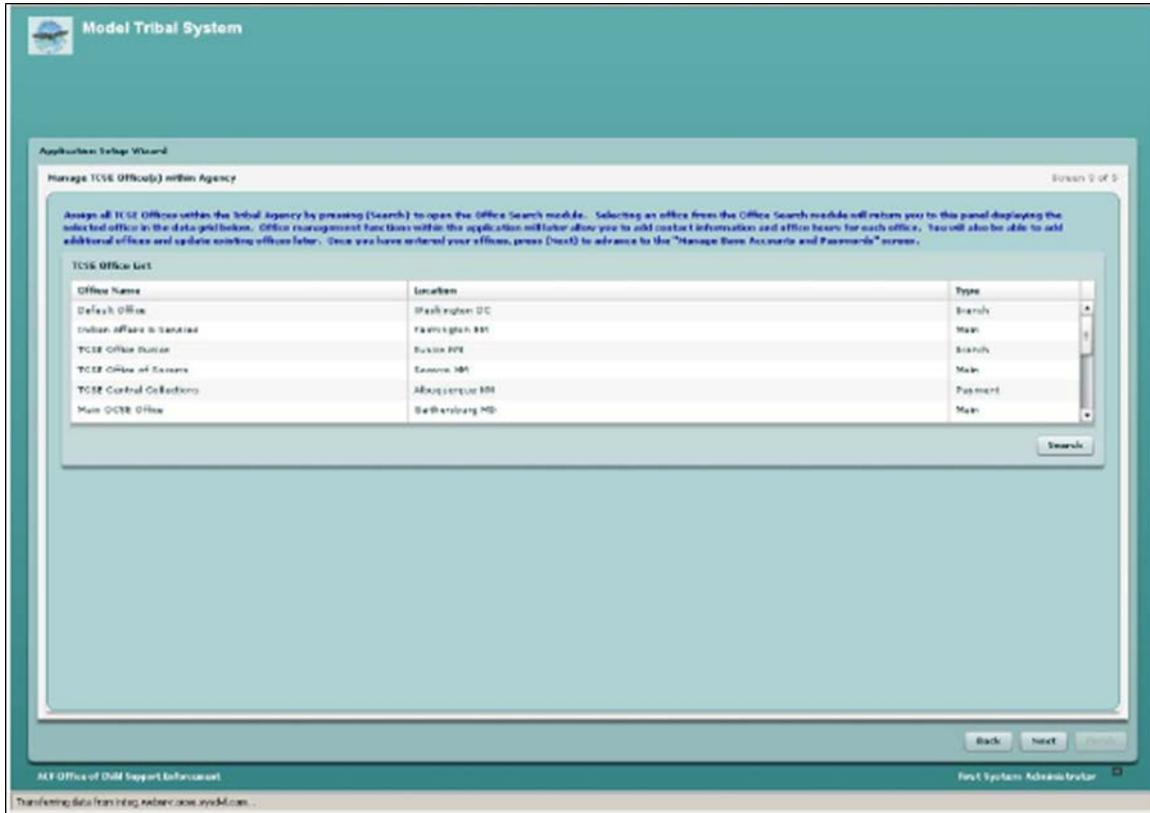
3.1.1.4 User Setup

This screen requires entry of a password for the default users of the system.



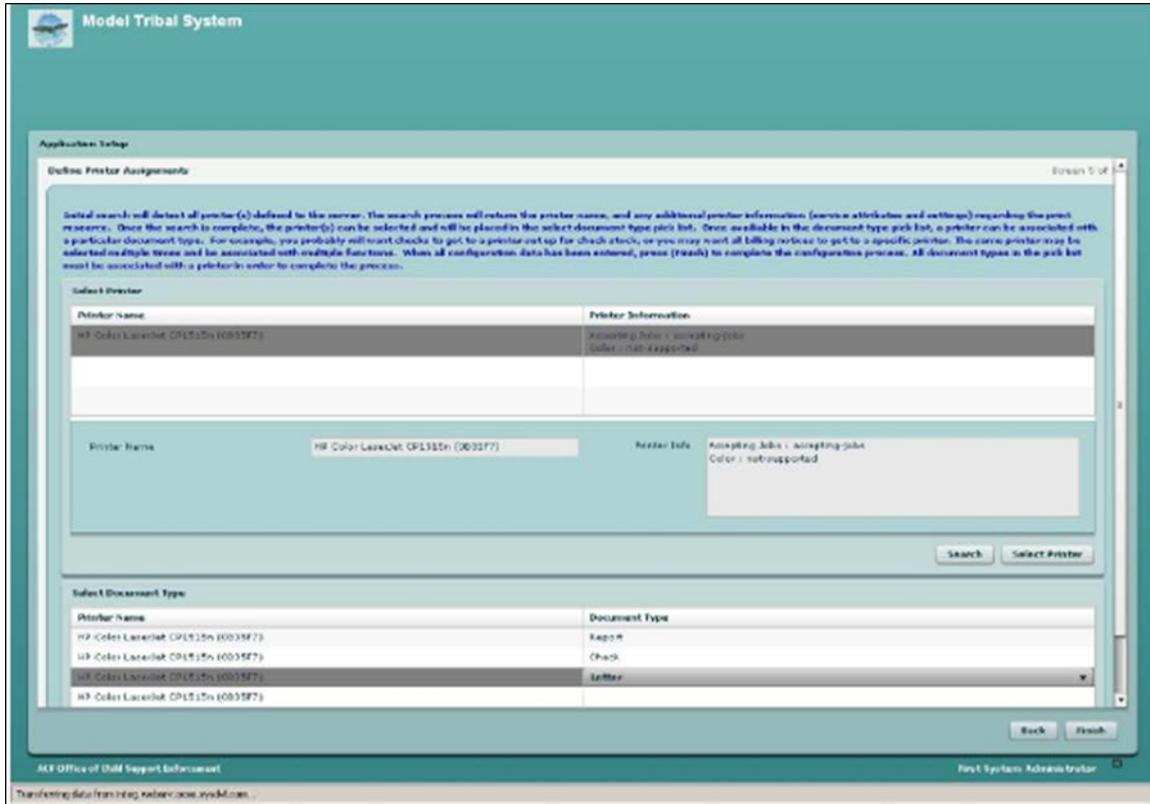
3.1.1.5 Office Setup

This screen requires entry of at least one or more offices of the agency operating the system.



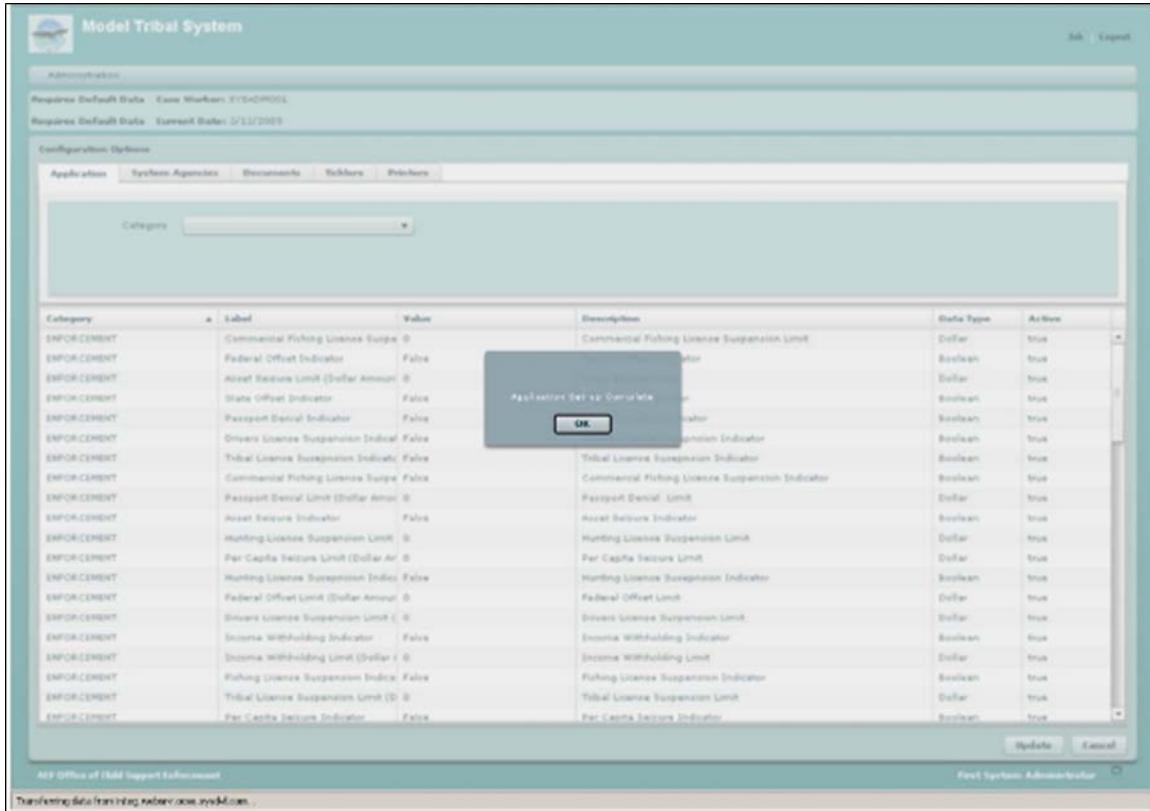
3.1.1.6 Printer Setup

This screen requires entry of the default printer or printers to be used by the system.



3.1.1.7 Confirmation Message

This screen shows a message that the system has been successfully initialized.



3.2 Background Processes

Background processes are processes that run independently of worker actions. The frequency at which these processes run can be configured at system installation. Some of these processes are interrelated, e.g. Pass-through runs immediately after distribution.

| Job Name | Group | Sequence | Schedule | Frequency | Notes |
|-------------------------|--------------------|----------|-----------------|-----------|--|
| PrintManagerJob | PRINTDEAMON_GROUP | None | Every minute | Daily | Prints notices |
| DisbursementJob | DISBURSEMENT_GROUP | 1 | Every 5 min | Daily | Processes all Disbursements |
| PassThrough | DISBURSEMENT_GROUP | 2 | Every 5 min | Daily | Pass through process |
| DistributionProducerJob | DISBURSEMENT_GROUP | 3 | Every 5 min | Daily | Performs Distribution on all receipts |
| InterestCharging | CHARGING_GROUP | 1 | 3:00 AM nightly | Daily | Applies interest to debts with an interest rate. Only runs once a month. |
| ObligationMonitorJob | CHARGING_GROUP | 2 | 3:00 AM nightly | Daily | Opens and Closes Debt Accounts based on Effective Date and End Date |
| AccountCharging | CHARGING_GROUP | 3 | 3:00 AM nightly | Daily | Charges Current Support and Ordered Arrears based on Charge Date |
| DelinquencyMonitor | CHARGING_GROUP | 4 | 3:00 AM nightly | Daily | Manages account delinquency based on CSUP balances |

| Job Name | Group | Sequence | Schedule | Frequency | Notes |
|--------------------------------|--------------------|----------|---------------------------------|-----------|---|
| BillingNoticeJob | CHARGING_ GROUP | 5 | 3:00 AM nightly | Daily | Generates billing statements |
| URAAccrualJob | MONTHLY_ GROUP | 1 | 6:00 AM Last Day of Month | Monthly | URA Accrual |
| AccountsHistoryJob | MONTHLY_ GROUP | 2 | 6:00 AM Last Day of Month | Monthly | Resets month end balances |
| CaseTypeAssignment | CASEMGMT_ GROUP | 1 | 2:00 AM nightly | Daily | Updates case type assignment |
| CaseFunctionMonitor | CASEMGMT_ GROUP | 2 | 2:00 AM nightly | Daily | Updates case function assignment |
| CaseClosureMonitor | CASEMGMT_ GROUP | 3 | 2:00 AM nightly | Daily | Monitor for case closure |
| IntakeDocumentMonitor | CASEMGMT_ GROUP | 4 | 2:00 AM nightly | Daily | Monitor documents dispositions and generates ticklers as appropriate |
| IntakeAlertMonitor | CASEMGMT_ GROUP | 5 | 2:00 AM nightly | Daily | Generates ticklers for birthdates |
| LocateLetterMonitor | CASEMGMT_ GROUP | 6 | 2:00 AM nightly | Daily | Monitor locate document dispositions |
| LocateTimeMonitor | CASEMGMT_ GROUP | 6 | 2:00 AM nightly | Daily | Address and Employers check for NCP and ticklers |
| PaternityLetterMonitor | CASEMGMT_ GROUP | 7 | 2:00 AM nightly | Daily | Paternity letter monitor and tickler generation |
| EstablishmentLetterMoni tor | CASEMGMT_ GROUP | 8 | 2:00 AM nightly | Daily | Establishment letter monitor and tickler generation |

| Job Name | Group | Sequence | Schedule | Frequency | Notes |
|-----------------------------|--------------------|----------|--------------------|-----------|---|
| ReviewMonitor | CASEMGMT_ GROUP | 9 | 2:00 AM nightly | Daily | Case review monitor and tickler generation |
| EnforcementAlertMonitor | CASEMGMT_ GROUP | 10 | 2:00 AM nightly | Daily | Document monitoring and tickler generation |
| EmancipationMonitor | CASEMGMT_ GROUP | 11 | 2:00 AM nightly | Daily | Monitors child emancipation date |
| CheckEscheatmentMonitor | CASEMGMT_ GROUP | 12 | 2:00 AM nightly | Daily | Monitors for escheated checks |
| TicklerGenerationMonitorJob | CASEMGMT_ GROUP | 13 | 2:00 AM nightly | Daily | Generates tickers when a user role expires |

3.2.1 Case Management Processes

The following processes are run in the background to facilitate case management.

| Related SRS Section | |
|---------------------|------------------------------|
| Number | Name |
| 1.11 | Intake Document Monitor |
| 1.12 | Intake Monitor |
| 2.4 | Locate Letter Monitor |
| 2.5 | Time-In-Locate Monitor |
| 3.5 | Paternity Letter Monitor |
| 3.6 | Paternity Status Monitor |
| 4.7 | Review Monitor |
| 4.8 | Establishment Letter Monitor |
| 4.9 | Order Status Monitor |
| 4.10 | Order Alert Monitor |
| 5.6 | Alert Monitor |
| 5.7 | Enforcement Monitor |
| 6.12 | Case Function Monitor |
| 6.13 | Service of Process Monitor |
| 6.14 | Case Closure Monitor |
| 6.15 | Emancipation Monitor |
| 6.16 | Management Alert Monitor |

| Features |
|------------------------------|
| Periodic Automatic Processes |

| Process Tables |
|-----------------|
| Tickler |
| Document |
| Mailing Address |
| Case |
| Review |

3.2.1.1 Case Type Assessment Monitor

This is a periodic process that changes the Case Type and Assistance Type based on Temporary Assistance for Needy Families (TANF) grant data.

If case status changes, it will record a Case History Event for **Case Type Change** as described in *SRS Appendix E – Case History Notes and Events*.

3.2.1.2 Case Function Monitor

This is a periodic process that changes the Case Function based on system data.

If case status changes, it will record a Case History Event for **Case Status Change** as described in *SRS Appendix E – Case History Notes and Events*.

3.2.1.3 Case Closure Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.4 Intake Alert Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.5 Locate Letter Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.6 Locate Time Monitor

This process monitors response times related to Locate.

3.2.1.7 Paternity Letter Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.8 Establishment Letter Monitor

This process monitors response times related to Establishment letters.

3.2.1.9 Review Monitor

This is an automatic monthly process that generates ticklers if an order review is required as indicated by configuration data review timeframes and the date of the last order review.

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.10 Enforcement Alert Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.11 Emancipation Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.12 Check Escheatment Monitor

Not Implemented

3.2.1.13 Tickler Generation Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.1.14 Case Function Monitor

This is an automatic process that changes the Case Function based on system data. It is run on demand by screen processes that change case data that may affect Case Function (paternity status, location, order establishment, etc.).

If case status changes, it will record a Case History Event for **Case Status Change** as described in *SRS Appendix E – Case History Notes and Events*.

3.2.2 Charging Processes

Daily processes perform charging, delinquency determination, and calculation of interest.

| Related SRS Section | |
|---------------------|--------------------|
| Number | Name |
| 7.10 | Financial Monitor |
| 7.10.1 | Delinquency |
| 7.10.1.1 | Delinquency Notice |
| 7.10.2 | Interest |
| 7.10.3 | Billing Notice |

| Features |
|------------------------------|
| Periodic Automatic Processes |

| Process Tables |
|-----------------|
| Account |
| Collection |
| Obligation |
| Mailing Address |
| Distribution |

| Process Tables |
|-----------------|
| Disbursement |
| Account |
| Financial Event |

3.2.2.1 Interest Charging

Interest Charging charges interest due on arrears based on the monthly interest rate for the obligation.

3.2.2.2 Obligation Monitor

This is a periodic process that updates the status of set and sent ticklers in the Worklists of all workers.

If responses have not been received to ticklers set by the system or by workers, and the ticklers trigger date has been reached, the process will mark the tickler for insertion on the appropriate worklist.

If the appropriate case action has taken place or the tickler action has been superseded as described in the clearing conditions for ticklers in *SRS Appendix D – Ticklers*, the tickler will be marked for deletion from the worklist.

3.2.2.3 Account Charging

Account Charging charges debt accounts when they come due, based on debts resulting from Order Entry, Account Setup, or Recoupment Debt Account Setup.

3.2.2.4 Delinquency Testing

This process will monitor account for delinquency, defined as being one-month's payment one month overdue.

3.2.2.5 Billing Notice

Not Automated

3.2.3 Disbursement Processes

These are scheduled background processes that update the financial information on user's accounts.

| Related SRS Section | |
|---------------------|--------------------------------|
| Number | Name |
| 7.1 | Current Support Distribution |
| 7.1.1 | Child Support Distribution |
| 7.1.2 | Spousal Support Distribution |
| 7.1.3 | Medical Support Distribution |
| 7.1.4 | Current Support Allocation |
| 7.2 | Arrears Distribution |
| 7.2.1 | Arrears Allocation |
| 7.2.1.1 | Arrears Allocation Calculation |
| 7.2.1.2 | Arrears Distribution |
| 7.3 | Judgment Distribution |
| 7.3.1 | Judgment Allocation |
| 7.4 | Fees and Futures |
| 7.4.1 | Fee Allocation |
| 7.5 | Disbursement |
| 7.5.1 | Current Support Disbursement |
| 7.5.2 | Arrears Disbursement |
| 7.5.3 | Judgment Disbursement |
| 7.5.4 | Fees Disbursement |
| 7.5.5 | Referred Case Disbursement |

| Features |
|------------------------------|
| Periodic Automatic Processes |

| Process Tables |
|-----------------|
| Account |
| Collection |
| Obligation |
| Mailing Address |
| Distribution |
| Disbursement |
| Account |
| Financial Event |

3.2.3.1 Distribution

This process distributes collections between the appropriate case, individual, and agency accounts. Payments are allocated between cases either automatically based on an allocation by debt percentage or manually by selection of a case at Collection Posting.

3.2.3.2 Disbursement

Disbursement creates disbursements checks or electronic funds transfer (EFT) payments from money disbursed to payee accounts.

3.2.3.3 Pass-through

The Pass-through process disburses tribal TANF money to the family.

3.2.4 Monthly Processes

These processes perform monthly financial tasks.

| Related SRS Section | |
|---------------------|-------------------|
| Number | Name |
| 7.10 | Financial Monitor |

| Features |
|------------------------------|
| Periodic Automatic Processes |

| Process Tables |
|-----------------|
| Account |
| Collection |
| Obligation |
| Mailing Address |
| Distribution |
| Disbursement |
| Account |
| Financial Event |

3.2.4.1 Unreimbursed Assistance

Calculate Unreimbursed Assistance (URA) based on TANF grants and payments received.

3.2.4.2 Account History

This process will record monthly account balances.

3.2.5 Print Manager

This process will monitor print jobs.

| Related SRS Section | |
|---------------------|------|
| Number | Name |
| | None |

| Features |
|------------------------------|
| Periodic Automatic Processes |

| Process Tables |
|----------------|
| Account |
| Collection |

| Process Tables |
|-----------------|
| Obligation |
| Mailing Address |
| Distribution |
| Disbursement |
| Account |
| Financial Event |

3.2.6 Security Monitor

This is a continuously running process that identifies user upon login and sets system privileges for the user base on user security profiles. It records logins, login attempts, and system usage. It logs off users who have been inactive for more than 30 minutes.

| Related SRS Section | |
|---------------------|-----------------|
| Number | Name |
| II-4.6 | System Security |
| 8.9 | System Monitor |

| Features |
|------------------------------|
| Automatic Continuous Process |

| Process Tables |
|----------------------|
| System Administrator |
| |

3.3 Screen Processes

These are processes that run in real time as users enter and modify data on interactive web pages. Each screen process includes the scripts, classes, objects, database calls, etc. needed to support the screen’s functionality.

3.3.1 General Screen Characteristics

1. All screens, except popups, will display the name of the logged in worker, the name, and mnemonic of the screen and the current date and time.
2. Screen navigation will be as described in *Appendix 5.1 Screen Navigation Diagrams*.
3. All screens except Access screens, Security screens, and Administration screens will have tabbed headers linked to the main screens for each major functional area.
4. The tabbed headers when clicked will open a high level screen as indicated by the following table.

Tabbed Screens

| Tab | Linked Screen |
|-------------|---------------------|
| Case | Case Summary |
| Participant | Participant |
| Locate | Locate |
| Paternity | Paternity Summary |
| Order | Order Data |
| Enforcement | Enforcement Summary |
| Financial | Account Summary |
| Worklist | Worklist |

5. All screens except Access screens, Security screens, and Administration screens will have links to each utility screen.
6. A popup is defined as a small special purpose window opened with one mouse click on top of an existing window.
7. Each screen will provide for navigation based on user role as defined in *Appendix 5.5 Security Roles and Data Access*.
8. Users will be able to select a case number by searching by a case number, case type, or assigned worker.

9. Users will be able to select a participant number by searching by full or partial participant number or by full or partial participant name. Name searching will use initial partial word matching and a Soundex algorithm. Users will be able to select a case number by selecting participant information.
10. If a participant or case has been selected, all subsequent screens selected will display data related to this case or participant number until it is changed by user action.
11. All screens will have an *Update* Button. Data entered on the screen will not be updated in the system database until the Update button is selected.

3.3.2 Access Screens

These screens manage password-controlled entry to the MTS.

| Related SRS Section | |
|---------------------|-----------------|
| Number | Name |
| II-4.6 | System Security |
| 8.5 | Login |
| 8.6 | Logout |

| Features | |
|--|-----------------------|
| Navigation from the Login Screen is automatic and dependent on user role as follows: | |
| User Role | Startup Screen |
| Caseworker | Worklist |
| Supervisor | Caseworker Assignment |
| System Administrator | Main Configuration |
| Security Administrator | User Profiles |
| Financial Worker | Account Summary |
| Financial Supervisor | Pending Transactions |

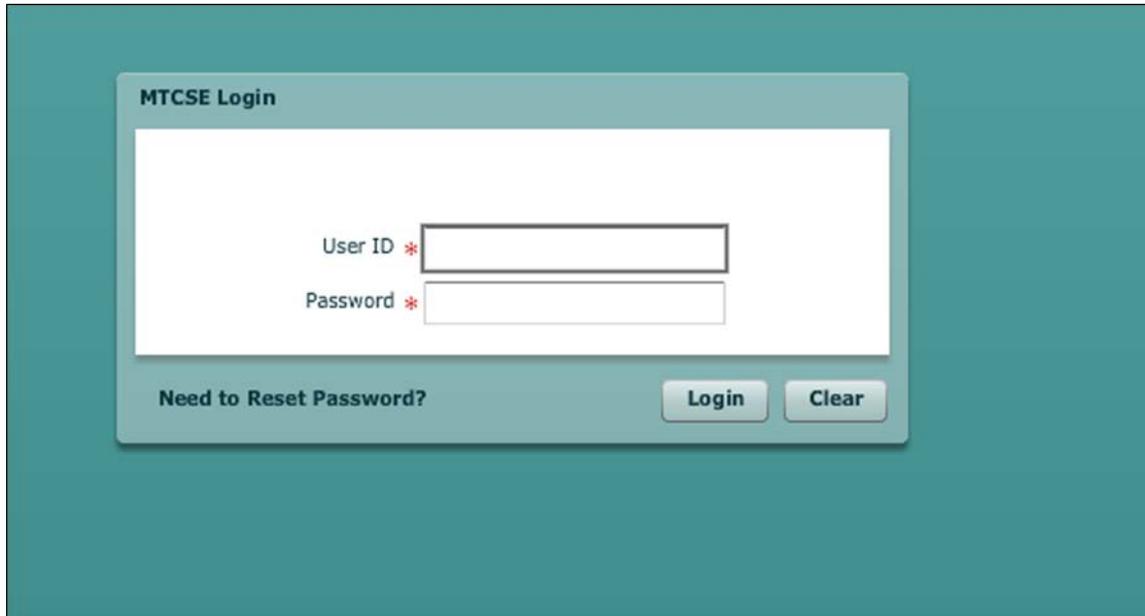
| Process Tables |
|----------------------|
| System Administrator |

3.3.2.1 Login Screen

This screen accepts entry of a user ID and password for an approved user. Upon recognition and verification of the user ID and password the system will open an initial screen based on the user's role.

The Login screen will display a message that the user has been logged off due to user request or due to user inactivity.

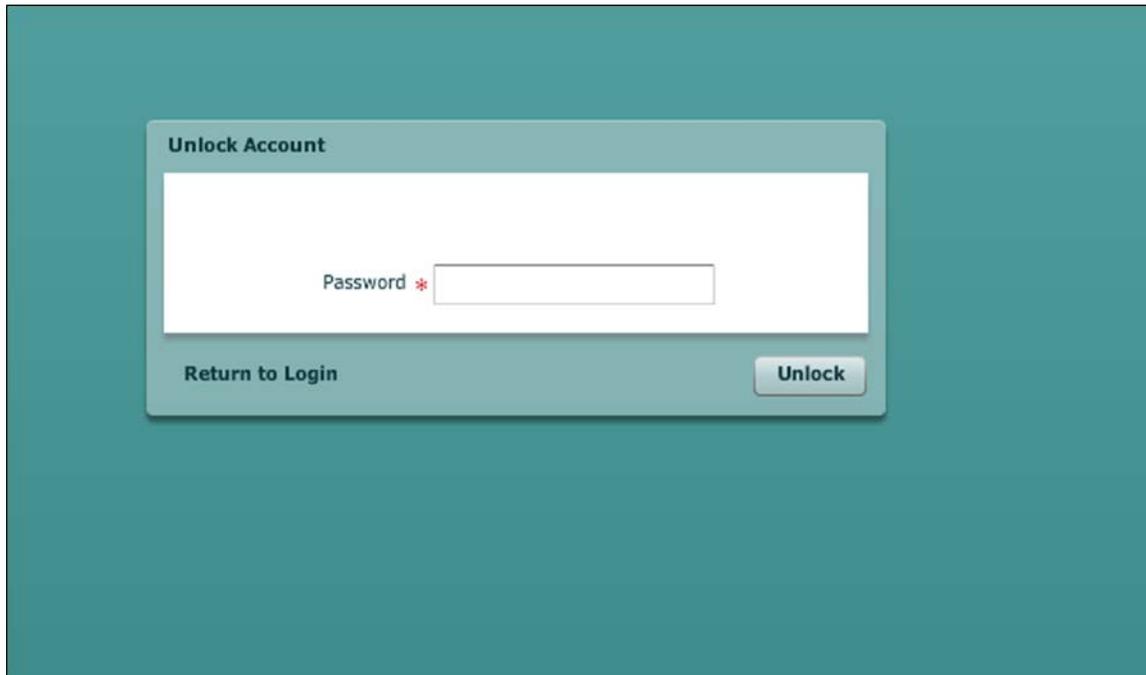
This screen will show no case or participant data.



The image shows a login window titled "MTCSE Login" with a white background and a light blue border. It contains two input fields: "User ID *" and "Password *", both with red asterisks indicating required fields. Below the fields are two buttons: "Login" and "Clear". At the bottom left, there is a link that says "Need to Reset Password?".

3.3.2.2 Lock Screen

This screen is displayed when the user screen has been locked out. This screen will show no case or participant data. It will permit access to the system upon entry of the password of the user who was logged in when the screen was locked.



3.3.2.3 Password Reset

This screen is displayed when the user wishes to reset a password. This screen will show no case or participant data. It will permit password change upon entry of the existing password.

The image shows a 'Reset Password' form with a teal background. The form has a title bar 'Reset Password' and contains four input fields, each with a red asterisk indicating a required field: 'User ID *', 'Old Password *', 'New Password *', and 'Confirm New Password: *'. At the bottom left of the form is a link 'Return to Login', and at the bottom right are two buttons: 'Reset' and 'Clear'.

3.3.3 Case Screens

These screens provide functionality related to the establishment, modification, documentation, closure, and other case history events of a case.

3.3.3.1 Case Details

This screen will display a summary of information on a selected case and its participants. This screen will serve as a starting point for recording responses to case actions.

This screen will allow users to scroll through the complete Case History of a case, including all Case History Events, Case Notes, Ticklers, and Documents generated.

This screen will allow the user to change the case type and the status of the case. These changes will create a **Case Status Change** Case History Event.

This screen will allow the user to set the Family Violence Indicator (FVI) and Address Suppression on a case. Setting the FVI will create a **Family Violence Indicator** Case History Event.

The screen allows updating of a Referring Agency through the Third Party popup.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help | Financial Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 452 Case Type: IV-D Case Function: Locate CP Part ID: 1216 CP Name: Jane Malone 3 Num. of Children: 1 Case Worker: JACKIEP
 Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1213 NCP Name: Tom Malone Current Date: 10/21/2010

Case Management

Case Details

Case ID: 452 Case Type: IV-D Case Creation Date: 09/21/2010
 Case Function: Locate Case Worker: JACKIEP - Jackie Pische
 Case Status: Open Family Violence Type: Good Cause Established
 Assistance Type: Never Assisted TANF Non Cooperation:
 Address Suppression: Application Fee Paid: 0.00 Paternity Not Needed:
 Suspended Date: Reason: Case Referral:
 Closure Date: Reason: Referral Agency:
 Closure Denied Date: Reason: Referral Case ID:
 Transfer Date: Reason: Conversion Case ID:

Participants | Case Events | Case Notes | Ticklers | Documents | Service of Process | Hearings

| ID | Name | Sex | Status | Relation to Case | Relation to Child(ren) | Emancipation Date | Paternity At Issue |
|------|---------------|--------|--------|------------------|------------------------|-------------------|--------------------|
| 1213 | Tom Malone | Male | Active | NCP | Father | | |
| 1216 | Jane Malone 3 | Female | Active | CP | Mother | | |
| 1217 | Baby Malone | Male | Active | Child | | 09/02/2028 | Yes |

View Create

Select Case Update Cancel

| Related SRS Section | |
|---------------------|-----------------------------|
| Number | Name |
| II – 1.2.1.a | Case Note |
| 6.0 | Case Management |
| 6.6 | Case Closure |
| 6.3 | Initiate SOP |
| 6.6.1 | Case Closure Request |
| 6.7 | Case Intake Response |
| 6.8 | Locate Response |
| 6.10 | Tribal Enforcement Response |
| 6.11 | State Enforcement Response |
| 6.13 | Service of Process Monitor |
| 1.9.2 | Family Violence |
| II-1.2 | Case History |

| Features |
|---|
| Family Violence Indicator Displayed |
| Allows update of Referring Agency through Third Party Popup |
| Allows link to Court and Court Calendar through Hearing Tab |

| Process Tables |
|---------------------|
| Case |
| Case Event Header |
| Custodial Parent |
| Noncustodial Parent |
| Child |
| Participant |

The Case Event Details popup shows detailed data for a selected Case History Event.

The Case Event Details popup window displays the following information:

- Case ID: 455
- Event Name: Disbursement
- Case Type: IV-D
- Case Status: Open
- Case Worker: SYSTEM
- Case Function: Locate
- Date Created: 2010-10-13T16:46:23.000Z

Participants

| Participant Name | Relation to Case | Status |
|------------------|------------------|--------|
| Baby Allocation | Child | Active |
| Joe Allocation | NCP | Active |
| Sue Allocation 3 | CP | Active |
| | | |
| | | |
| | | |
| | | |

Buttons: Detail, Return

3.3.3.1.3 Case Notes

The Case Notes tab lists all Case Notes on a case.

The Case Notes tab interface includes the following tabs: Participants, Case Events, Case Notes, Ticklers, Documents, Service of Process, and Hearings.

| Worker | Date | Notes |
|--------|------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

Buttons: View, Create

The Case Notes Details popup creates or shows detailed data for a selected Case Note. This screen allows for entry of a Case Note (free-form text message) linked to a selected case.

3.3.3.1.4 Ticklers Tab

The Case Ticklers tab lists all Case Ticklers on a case.

| Tickler ID | Name | Worker | Create Date | Send Date | Description |
|------------|----------------------|---------|-----------------------|-----------------------|-------------------------------------|
| 26917 | Pending Disbursement | JACKIEP | 11/08/2010 - 12:02 AM | 11/08/2010 - 12:00 AM | Funds distributed to Sue Allocation |
| 26785 | Pending Disbursement | JACKIEP | 11/07/2010 - 12:00 AM | 11/07/2010 - 12:00 AM | Funds distributed to Sue Allocation |
| 26654 | Pending Disbursement | JACKIEP | 11/06/2010 - 12:04 AM | 11/06/2010 - 12:00 AM | Funds distributed to Sue Allocation |
| 26522 | Pending Disbursement | JACKIEP | 11/05/2010 - 12:03 AM | 11/05/2010 - 12:00 AM | Funds distributed to Sue Allocation |
| 26390 | Pending Disbursement | JACKIEP | 11/03/2010 - 11:56 PM | 11/04/2010 - 12:00 AM | Funds distributed to Sue Allocation |
| 26257 | Pending Disbursement | JACKIEP | 11/02/2010 - 11:56 PM | 11/03/2010 - 12:00 AM | Funds distributed to Sue Allocation |
| 26125 | Pending Disbursement | JACKIEP | 11/01/2010 - 11:56 PM | 11/02/2010 - 12:00 AM | Funds distributed to Sue Allocation |

This screen will also allow for the creation of a self-tickler based on the text of the Case Note at the discretion of the user.

Create Tickler

Tickler Name: **Worker Generated**

Future Trigger Date:

Required Action:

Case ID:

Select Participants

| Select | Participant ID | Participant Name | Relation to Case |
|--------------------------|----------------|------------------|------------------|
| <input type="checkbox"/> | 1219 | Sue Allocation 1 | CP |
| <input type="checkbox"/> | 1218 | Joe Allocation | NCP |
| <input type="checkbox"/> | 1222 | Baby Allocation | Child |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |

3.3.3.1.5 Documents Tab

The Documents tab lists all Documents created on a case.

| Document ID | Date Generated | Worker | Document Name | Document Disposition |
|-------------|-----------------------|--------|----------------------|----------------------|
| 24620 | 09/23/2010 - 04:13 PM | | Welcome Letter - NCP | |
| 24621 | 09/23/2010 - 04:13 PM | | Welcome Letter - CP | |
| | | | | |
| | | | | |
| | | | | |

The Document Detail popup allows the user to set the disposition of a selected document.

The Preview function starts a PDF download of the associated document.

The Print function starts a print job of the associated document to the default system printer.

The screenshot shows a 'Document Detail' popup window. It contains several input fields: 'Case ID' with the value '453', 'Case Worker' (empty), 'Document Name' with the value 'Welcome Letter - NCP', and 'Date Generated' with the value '2010-09-23T16:13:37.000Z'. There is a 'Disposition' dropdown menu. At the bottom right, there are 'Update' and 'Cancel' buttons.

3.3.3.1.6 Service of Process Tab

The Service of Process (SOP) Details tab will allow the entry of information related to Service of Process.

The screenshot shows the 'Service of Process' tab in a software application. It features a table with the following columns: 'Date Initiated', 'Actual Service Date', 'Final Publication Date', 'Process Agent', 'Attempts', 'Method', and 'Document(s) Served'. The table is currently empty. At the bottom right, there are 'View Request' and 'Create Request' buttons.

| Date Initiated | Actual Service Date | Final Publication Date | Process Agent | Attempts | Method | Document(s) Served |
|----------------|---------------------|------------------------|---------------|----------|--------|--------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Service Of Process Details

Case ID

SOP Reason
Service Method

Service Means

Hearing Details

Court Name
Date/Time

Number of Attempts Last Date for SOP

1st Publication Date Final Publication Date

Successful Date Time

Unsuccessful Date

Description SOP Location

3.3.3.1.7 Hearings Tab

The Hearings tab will allow the entry of information related to a court hearing.

The tab links to Court through a Third Party popup and to the court calendar through the Court Calendar popup.

| Hearing Date/Time | Docket Number | Hearing Type | Location | Missed | Result |
|-------------------|---------------|--------------|----------|--------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Hearing Detail

Case ID Case Worker

Hearing Type *

Location *  

Docket Number

Hearing Date *  Time

Worker Calendar 

3.3.3.2 Case Setup

This screen will allow creation of a case and the addition of participants to a case including the following functions:

1. For creation of a case, the screen will require entrance of a case type and, at a minimum, the addition of a CP and Child to the case. It will require entrance of a minimum data set on each participant (Name, SSN, DOB, Status, relationship, and role) added. Additional participant data will be added via the Participant screens. Creation of a new case will create a **New Case** History Event.
2. For refereed cases it will allow for the linking of the case to an existing referring agency and the entrance of a referring agency case number.
3. For existing cases, in conjunction with the search popup, the screen will allow the adding of additional participant to a case and the modification of the status and role of a participant on the case.
4. This screen will also allow the user to change the case type and the status of a case. These changes will create a **Case Status Change** Case History Event.

This screen will allow the user to set the Family Violence Indicator (FVI) and Address Suppression on a Case. Setting the FVI will create a **Family Violence Indicator** Case History Event.

| Related SRS Section | |
|---------------------|----------------------------|
| Number | Name |
| II -1.2 | Case History |
| 1.1 | Case Type Assessment |
| 1.2 | Quick Locate |
| 1.3 | Case Setup |
| 1.4 | Member Match |
| 1.5 | Information Request |
| 1.6 | Case Creation |
| 1.7 | Jurisdiction Determination |
| 1.8 | Referral Processing |
| 1.9 | Referral Agency |
| 1.9.6 | Referral Agency |
| 1.9.6.1 | Referral Agency Search |

| Features |
|--------------------------------------|
| Family Violence Indicator |
| Links to Third Party Referral Agency |
| Links to Participant Data |

| Process Tables |
|-----------------------|
| Case |
| Custodial Parent |
| Noncustodial Parent |
| Child |
| Participant |
| SSN |
| Referral |
| Third Party |

3.3.3.2.1 Case Type Assessment

This screen allows for selection of a case type and case status.

This screen allows the user to enter data related to a referring agency. This screen, in conjunction with the Third Party screen, allows for selection of an existing Referring Agency from the Third Party Database or the entry of a new Referring Agency into the Third Party Database.

The screenshot displays the 'Tribal Child Support Database' interface. At the top, there is a navigation menu with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, Caseworker Help, and Financial Help. Below this is a secondary menu with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header area includes 'Requires Default Data', 'Case Worker: TMAHONY', and 'Requires Default Data Current Date: 10/21/2010'. The central content area is titled 'Case Intake Wizard' and 'Case Type Assessment', with a 'Screen 1 of 2' indicator in the top right. The form contains the following fields: 'Foreign Case?' with radio buttons for 'No' (selected) and 'Yes'; 'Referring Agency Name' with a text input field and a search icon; 'Referring Agency Case ID' with a text input field; 'Case Type' with a dropdown menu; and 'Case Status' with a dropdown menu showing 'Open'. At the bottom right, there are 'Next', 'Cancel', and 'Back' buttons.

3.3.3.2.2 Setup Screen 2

This screen allows for selection of participants on a case.

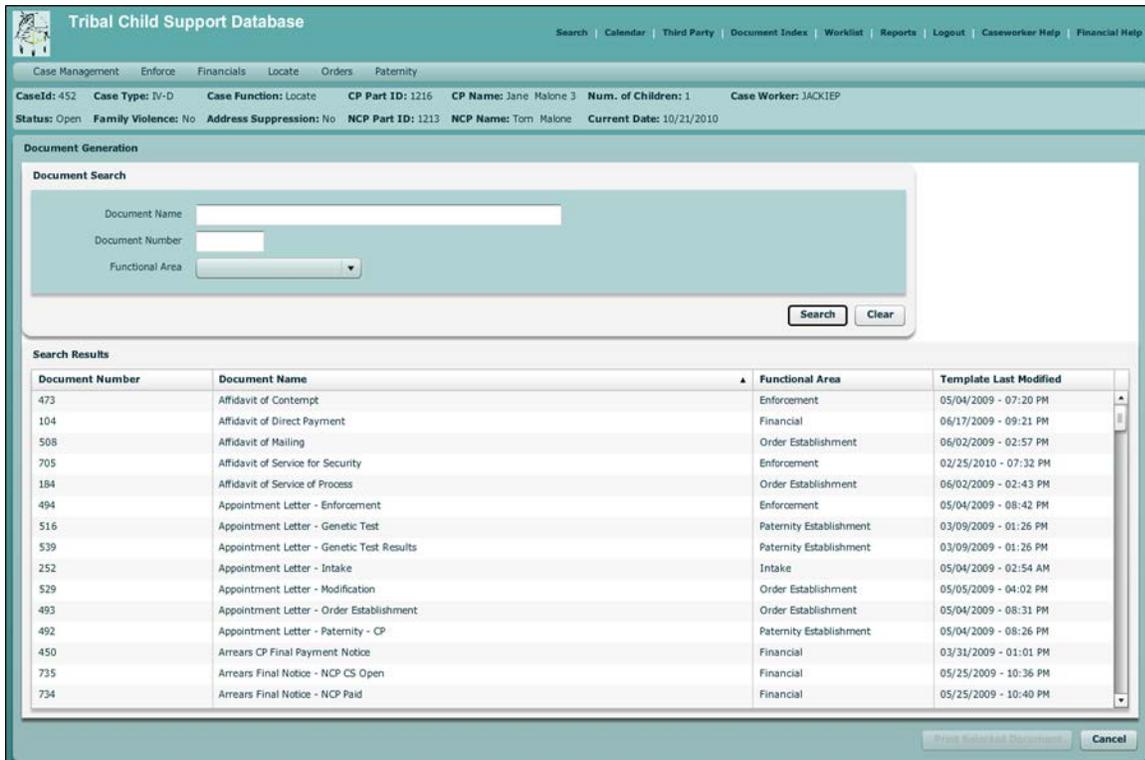
This screen links to Participant Data to allow entry and selection of participants.

The screenshot shows the 'Tribal Child Support Database' interface. At the top, there is a navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, Caseworker Help, and Financial Help. Below this is a breadcrumb trail: Case Management > Enforce > Financials > Locate > Orders > Paternity. The main content area is titled 'Case Intake Wizard' and 'Add Participants' (Screen 2 of 2). It contains a form for 'Referring Agency Name' and 'Case #'. Below the form is a table with the following columns: Part ID, Participant Name, SSN, Date of Birth, Relation to Case, Relation to Child(ren), Sex, Status, and Paternity At Issue. The table is currently empty. At the bottom right of the table area, there are buttons for 'View', 'Add', and 'Remove'. At the very bottom of the screen, there are buttons for 'Back', 'Finish', and 'Cancel'.

3.3.3.3 Case Document Index

This screen will allow creation of documents associated with a case and with the response to a quick locate request from another jurisdiction.

It will allow selection of a document or documents to be generated. It will allow selection of a case, one or more participants, and/or an agency to be used to populate the document or documents selected.



| Related SRS Section | |
|---------------------|----------------------------|
| Number | Name |
| 1.1 | Case Type Assessment |
| 1.2 | Quick Locate |
| 1.3 | Case Setup |
| 1.4 | Member Match |
| 1.5 | Information Request |
| 1.6 | Case Creation |
| 1.7 | Jurisdiction Determination |

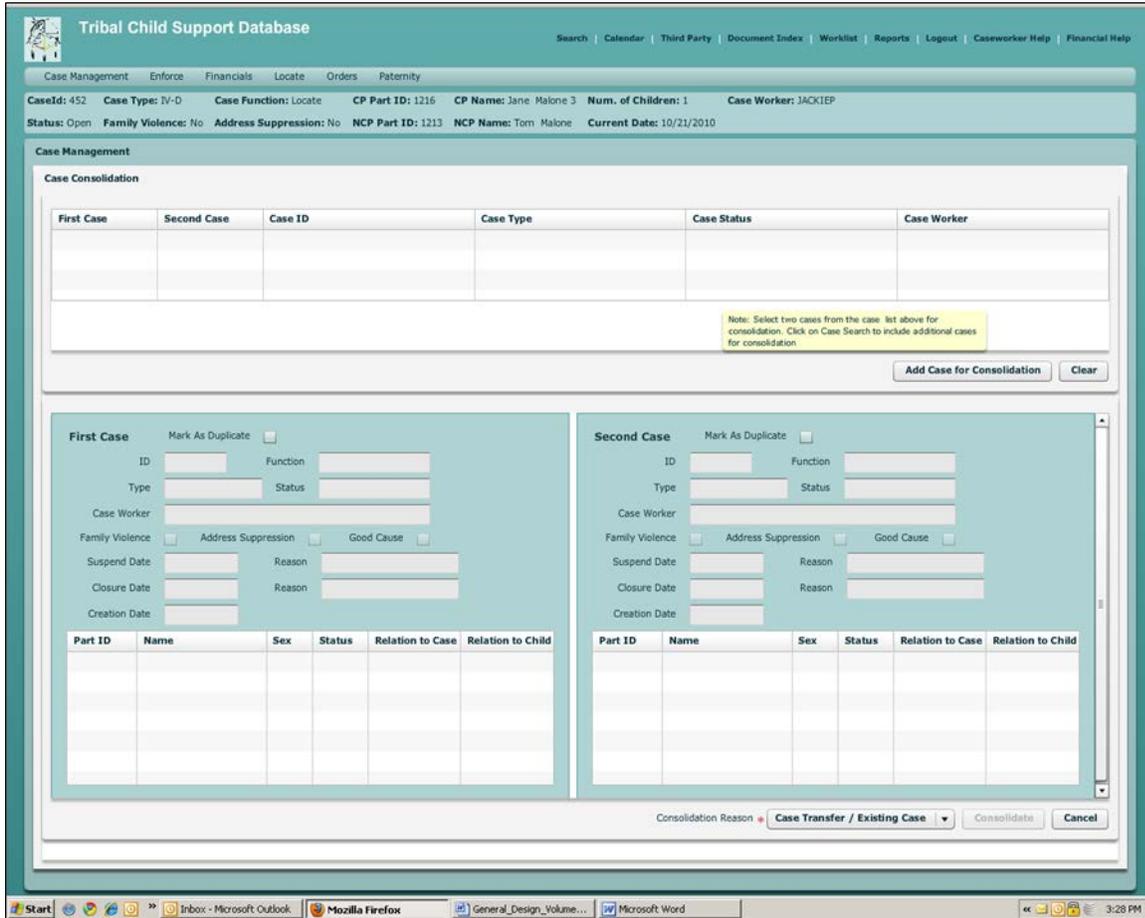
| Related SRS Section | |
|---------------------|-------------------------|
| Number | Name |
| 1.8 | Referral Processing |
| 1.9 | Referral Agency |
| 1.11 | Intake Document Monitor |
| 1.13 | Miscellaneous Documents |

| Features |
|--------------------------------|
| Selection of document template |

| Process Tables |
|---------------------|
| Case |
| Custodial Parent |
| Noncustodial Parent |
| Child |
| Participant |
| Referral |
| Document |
| Third Party |
| Address |
| Email Address |
| Phone number |
| Mailing Address |

3.3.3.4 Case Consolidation (Not Implemented)

This screen will allow for consolidation of a case. It will support the creation of documents for the notice/motion for consolidation and the order for consolidation. It will allow the closing of an existing duplicate or redundant case and will create a Case Consolidated Event for each case, linking the closed case to the remaining open case and the open case to the closed case.



| Related SRS Section | |
|---------------------|--------------------|
| Number | Name |
| 6.1 | Case Redirect |
| 6.2 | Case Consolidate |
| 6.4 | Case Transfer – In |

| Features |
|-----------------|
|-----------------|

| |
|--|
| Allows update of Referring Agency TPDB |
|--|

| Process Tables |
|-----------------------|
|-----------------------|

| |
|------|
| Case |
|------|

| |
|----------|
| Referral |
|----------|

| |
|-------------|
| Third Party |
|-------------|

| |
|-------|
| Court |
|-------|

| |
|-------|
| Judge |
|-------|

| |
|---------|
| Contact |
|---------|

| |
|----------|
| Document |
|----------|

| |
|-----------------|
| Mailing Address |
|-----------------|

3.3.4 Participant Screens

3.3.4.1 Participant Demographics Screen 1

This screen will allow adding a participant and allow the display, entry, and modification of participant personal information.

| Related SRS Section | |
|---------------------|--------------|
| Number | Name |
| 1.9 | Case Update |
| 1.9.1 | Demographics |

| Features |
|---|
| Link to Third Party School |
| Link to Third Party Correctional Facility |
| Link to Third Party Parole Officer |
| Link to Third Party Probation Officer |

| Features |
|---------------------------------|
| Link to Third Party TANF Agency |
| Link to Third Party Attorney |

| Process Tables |
|-----------------------|
| Case |
| Custodial Parent |
| Noncustodial Parent |
| Child |
| Participant |
| Affiliated Tribe |
| Name |
| SSN |
| Birth |
| Parent |
| School Enrollment |
| Third Party |
| Email |
| Phone Number |

3.3.4.1.1 Social Security Numbers Popup

This popup allows the entry of multiple Social Security numbers.

The screenshot shows a software interface for managing Social Security Numbers. It is divided into two main sections: a table and a details form.

Social Security Numbers Table:

| Type ▲ | Social Security Number | Verified | Verified Date | Created By | Created Date | Updated By | Updated Date |
|--------|------------------------|----------|---------------|------------|--------------|------------|--------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Buttons: **Create** **Remove**

SSN Details Form:

Social Security Number Numbers Only

SSN Type

Verified

Verified Date

Buttons: **Update** **Cancel**

3.3.4.1.2 Phone Numbers Popup

This popup allows the entry of multiple telephone numbers.

The screenshot shows a software interface for managing Phone Numbers. It is divided into two main sections: a table and a details form.

Phone Numbers Table:

| Phone Number | Extension | Type | Updated | Created |
|--------------|-----------|------|---------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Buttons: **Create** **Remove**

Phone Number Details Form:

US Phone Number

Phone Number (Numbers Only)

Extension

Type

Buttons: **Update** **Cancel**

3.3.4.1.3 Email Addresses Popup

This popup allows the entry of multiple email addresses.

The screenshot shows a popup window titled "Email Addresses". It contains a table with three columns: "Email Address", "Updated", and "Created". The table has five empty rows. Below the table are "Create" and "Remove" buttons. Below the table is a section titled "Email Address Details" with a text input field labeled "Email Address". At the bottom right of the popup are "Update" and "Cancel" buttons.

3.3.4.1.4 Aliases Tab

This tab allows entry and update of information about aliases used by the participant.

The screenshot shows a tabbed interface with "Aliases" selected. The "Aliases" tab contains a table with five columns: "Alias Type", "First Name", "Middle Name", "Last Name", and "Suffix". Below the table are input fields for "First Name", "Middle Name", "Last Name", and "Suffix", and a dropdown menu for "Alias Type". At the bottom right are "Update", "Create", "Delete", and "Clear" buttons.

3.3.4.1.5 Appearance Tab

This tab allows entry and update of information about the appearance of the participant.

Aliases Appearance Parents Marital Birth School Military License Incarceration Representation Grant

Hair Color Eye Color

Height Feet Height Inches

Weight Lbs

Distinguishing Marks

3.3.4.1.6 Parents Tab

This tab allows entry and update of information about the parents of the participant.

Aliases Appearance Parents Marital Birth School Military License Incarceration Representation Grant

Father's First Name Father's Middle Name Father's Last Name

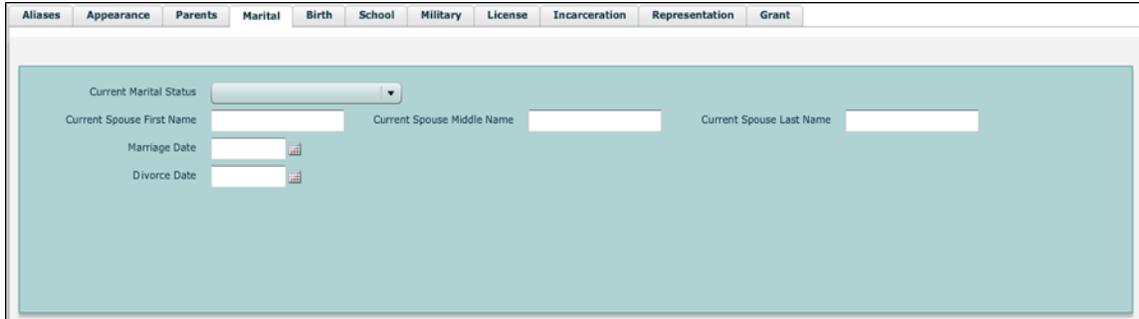
Father Deceased Father's Date Death

Mother's First Name Mother's Middle Name Mother's Last Name

Mother Deceased Mother's Date Death

3.3.4.1.7 Marital Tab

This tab allows entry and update of information about the marital status of the participant.



Aliases Appearance Parents **Marital** Birth School Military License Incarceration Representation Grant

Current Marital Status

Current Spouse First Name Current Spouse Middle Name Current Spouse Last Name

Marriage Date

Divorce Date

3.3.4.1.8 Birth Tab

This tab allows entry and update of information about the birth of the participant.



Aliases Appearance Parents Marital **Birth** School Military License Incarceration Representation Grant

City State County

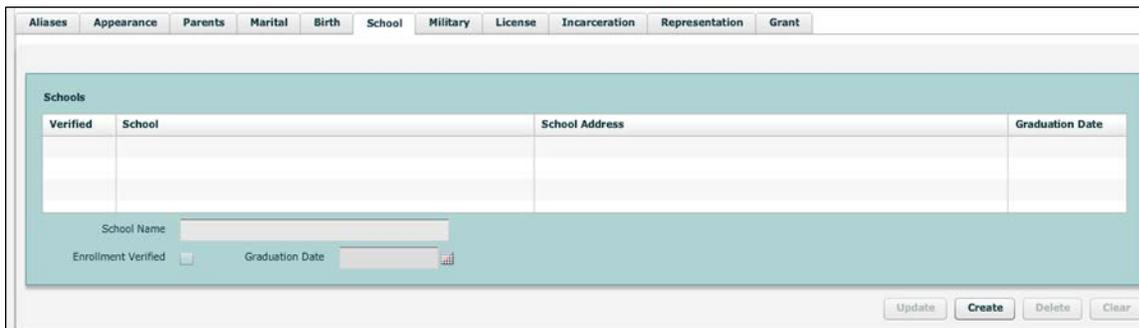
Province Country

Reservation

Birth Weight Lbs Birth Weight Ozs Father Named on Birth Certificate

3.3.4.1.9 School Tab

This tab allows entry and update of information about the school the participant attends or has attended.



Aliases Appearance Parents Marital Birth **School** Military License Incarceration Representation Grant

| Verified | School | School Address | Graduation Date |
|----------|--------|----------------|-----------------|
| | | | |
| | | | |

School Name

Enrollment Verified Graduation Date

Update Create Delete Clear

3.3.4.1.10 Military Tab

This tab allows entry and update of information about the military history of the participant.

| Status | Branch | Serial Number | Start Date | End Date |
|--------|--------|---------------|------------|----------|
| | | | | |

Status: Branch of Service: Serial Number:
Start Date: End Date:

Update Create Delete Clear

3.3.4.1.11 License Tab

This tab allows entry and update of information about licenses held by the participant.

| Type | Number | Status | State |
|------|--------|--------|-------|
| | | | |

License Type: License Tribe:
License Number: License Jurisdiction:
License Status: License State: Expiration Date:

Update Create Delete Clear

3.3.4.1.12 Incarceration Tab - General

This tab allows entry and update of information about the incarceration of the participant.

The screenshot shows a web application interface with a top navigation bar containing tabs: Aliases, Appearance, Parents, Marital, Birth, School, Military, License, Incarceration (selected), Representation, and Grant. Below this is a sub-navigation bar with tabs: General (selected), Probation Officer, Parole Officer, and Arrests. The main content area is a light blue form with the following fields:

- Incarcerated:
- On Work Release:
- Inmate Number:
- Work Release Date:
- Incarceration Date:
- Parole Eligibility Date:
- Expected Release Date:
- Actual Release Date:
- Transfer Date:
- Probation Start Date:
- Probation End Date:
- Parole Start Date:
- Parole End Date:
- Correctional Facility Name:

3.3.4.1.13 Incarceration Tab - Probation

This tab allows entry and update of information about the probation officer of the participant.

The screenshot shows the same web application interface as above, but with the 'Probation Officer' sub-tab selected. The main content area is a light blue form with the following fields:

- Probation Officer:
- Address:

3.3.4.1.14 Incarceration Tab - Parole

This tab allows entry and update of information about the parole officer of the participant.

The screenshot shows a web application interface with a top navigation bar containing tabs: Aliases, Appearance, Parents, Marital, Birth, School, Military, License, Incarceration, Representation, and Grant. Below this is a sub-navigation bar with tabs: General, Probation Officer, Parole Officer, and Arrests. The 'Parole Officer' tab is selected. The main content area is a light blue form with two input fields: 'Parole Officer' and 'Address'. The 'Parole Officer' field is a single-line text box, and the 'Address' field is a larger multi-line text box.

3.3.4.1.15 Incarceration Tab - Arrests

This tab allows entry and update of information about the arrest history of the participant.

The screenshot shows the same web application interface as above, but with the 'Arrests' tab selected. The main content area features a table with four columns: 'Arrest Date', 'Arrest Cause', 'Conviction Date', and 'Location'. The table has five rows, with the first row highlighted in light blue. Below the table is a form for adding or editing an arrest record. It includes input fields for 'Arrest Date' and 'Conviction Date' (each with a calendar icon), a text field for 'Arrest Cause', and dropdown menus for 'City', 'State', 'County', 'Province', and 'Country' (which is currently set to 'US'). At the bottom right of the form are four buttons: 'Update', 'Create', 'Delete', and 'Clear'.

3.3.4.1.16 Representation Tab

This tab allows entry and update of information about the legal representative of the participant.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Aliases, Appearance, Parents, Marital, Birth, School, Military, License, Incarceration, Representation (selected), and Grant. Below the navigation bar is a large light blue area with two input fields. The first field is labeled 'Private Attorney Name' and the second is labeled 'Private Attorney Address'. Both fields are currently empty.

3.3.4.1.17 Grant Tab

This tab allows entry and update of information about TANF grants paid to the participant.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Aliases, Appearance, Parents, Marital, Birth, School, Military, License, Incarceration, Representation (selected), and Grant. Below the navigation bar is a table titled 'TANF Grant Data'. The table has six columns: Status, Effective Date, End Date, Case Number, Amount, and Agency. There are two rows of data. At the bottom right of the table area, there are two buttons: 'View' and 'Create'.

| Status | Effective Date | End Date | Case Number | Amount | Agency |
|---------|----------------|------------|-------------|---------|-------------------|
| Current | 04/01/2011 | 05/04/2011 | 66666666 | \$99.00 | Tribal IVA Agency |
| Current | 05/04/2011 | | | \$55.00 | Tribal IVA Agency |
| | | | | | |
| | | | | | |
| | | | | | |

3.3.4.1.18 TANF Grant Detail Popup

This popup allows entry and update of detailed information about TANF grants paid to the participant.

The screenshot shows a 'TANF Grant Detail' popup window with the following fields and values:

| Field | Value |
|----------------------------|--------------------------|
| Recipient Type * | Current |
| Agency * | Tribal IVA Agency |
| Foreign CSE Agency * | |
| Case Number | 66666666 |
| Effective Date | 04/01/2011 |
| Cooperation Date | |
| Non-Coop Effective Date | |
| Previous Benefits Received | |
| URA | 0.00 |
| Grant Amount | 99.00 |
| End Date | 05/04/2011 |
| Non-Coop Proposed Date | |
| Non-Coop Reason | |
| Recipient Complied | <input type="checkbox"/> |

Additional features include a 'Use Default Agency' checkbox (checked) and 'Update' and 'Cancel' buttons at the bottom right.

3.3.4.2 Participant Supplemental Data

This screen will allow adding a participant and allow the display, entry, and modification of participant personal information related to address, income, assets, and insurance.

The screenshot shows the 'Tribal Child Support Database' interface. At the top, there is a navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, and Caseworker Help. Below this is a menu with options: Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main content area displays case information: Part ID: 1218, Name: Joe Allocation, Case Worker: TMAHONY, Sex: Male, DOB: 09/23/1980, and Current Date: 11/8/2010. A 'Case Update' section is visible, containing a 'Participant Supplemental Data' form. This form has tabs for Address Information, Income, Assets, and Health Insurance Information. The 'Address Information' tab is active, showing a table with columns: Address Type, Location, Verified, Date Verified, and Status. The table is currently empty. At the bottom right of the form, there are 'View' and 'Create' buttons, and a 'Return' button is located at the bottom right of the entire interface.

| Related SRS Section | |
|---------------------|-----------------------|
| Number | Name |
| 1.9 | Case Update |
| 1.9.1 | Demographics |
| 1.9.3 | Participant Address |
| 2.2 | Address Verification |
| 1.9.5 | Income and Assets |
| 1.9.4 | NCP Employer |
| 1.9.4.1 | Employer Search/Match |
| 1.9.5 | Income and Assets |

| Features |
|--|
| Link to Third Party Employer |
| Link to Third Party Agency |
| Link to Third Party Financial Institution |
| Link to Third Party Health Care Providers |
| Link to Third Party Health Insurance Providers |

| Process Tables |
|-------------------------|
| Residence Address |
| Mailing Address |
| Bank Account |
| Vehicle |
| Earned Income |
| Unearned Income |
| Employer |
| Third Party |
| Health Insurance Policy |
| Health Insurance |

3.3.4.2.1 Address Information List

This screen displays multiple participant addresses.

The screenshot shows the 'Tribal Child Support Database' interface. At the top, there are navigation links: Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, and Caseworker Help. Below this is a menu bar with options: Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header displays case details: Part ID: 1218, Name: Joe Allocation, Case Worker: TMAHONY, Sex: Male, DOB: 09/23/1980, and Current Date: 11/8/2010. A 'Case Update' section is visible. Below it is a 'Participant Supplemental Data' section with fields for Participant ID (1218), Participant Name (Joe Allocation), and Participant Role. A tabbed interface shows 'Address Information' selected, with other tabs for Income, Assets, and Health Insurance Information. A table lists address information with columns: Address Type, Location, Verified, Date Verified, and Status. The table is currently empty. At the bottom right of the table area are 'View' and 'Create' buttons. A 'Return' button is located at the bottom right of the entire screen.

3.3.4.2.2 Participant Addresses Maintenance Popup

This screen allows the entry and modification of participant addresses.

The screenshot shows the 'Participant Address Maintenance' popup. It features a 'List of Addresses' table with columns: ID, Type, Address, Verified, and Date Verified. The table is empty. Below the table is a 'New Address' button. The main form area contains the following fields: Address Type (dropdown), Active (checkbox), Verified (checkbox), Date Verified (calendar icon), Verification Code (dropdown), Address Line 1 (text input), Address Line 2 (text input), PO Box (text input), Apt/Suite (text input), City (text input), State (dropdown), Province (dropdown), Zip Code (text input), Country (dropdown, currently set to U.S.), Reservation (text input), and Description (text input). At the bottom right of the form are 'Update' and 'Cancel' buttons.

3.3.4.2.3 Participant Income List

This screen will allow the display of participant income information, both earned and unearned.

The screenshot shows the 'Tribal Child Support Database' interface. At the top, there are navigation links: Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, and Caseworker Help. Below this is a menu bar with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header area displays: Part ID: 1218, Name: Joe Allocation, Case Worker: THAHONY, Sex: Male, DOB: 09/23/1980, and Current Date: 11/8/2010. The 'Case Update' section is active, showing 'Participant Supplemental Data' for Participant ID 1218, Name Joe Allocation, and Role Participant. There are tabs for Address Information, Income, Assets, and Health Insurance Information. The 'Income' tab is selected, showing two tables: 'Earned Income' and 'Unearned Income'. Both tables are currently empty. The 'Earned Income' table has columns: Type, Name, EIN, Indian Owned, Amount, Frequency, Status, Hours per Week, Verified Date, and End Date. The 'Unearned Income' table has columns: Type, Claim #, Frequency, Amount, Source Claim Pending Date, and End Date. 'View' and 'Create' buttons are present for both tables. A 'Return' button is at the bottom right.

3.3.4.2.4 Participant Earned Income Popup

This screen allows the entry and modification of participant Earned Income. It will link to Third Party employers.

The screenshot shows the 'Participant Earned Income' popup form. It contains the following fields: 'Income Type' (dropdown), 'Employer Details' (text field with a search icon), 'Employment Status' (dropdown), 'Employment Verified Date' (calendar), 'Payroll Number' (text field), 'Employment Ended?' (checkbox), 'End Date' (calendar), 'Hourly Pay Amount' (text field), 'Hours Per Week' (text field), 'Income Frequency' (dropdown), 'Income Amount' (text field), and 'First Pay Date' (calendar). There are also 'Income Description' and 'Notes' (text areas), and checkboxes for 'Withholding In Place' and 'Voluntary Withholding'. 'Update' and 'Cancel' buttons are at the bottom right.

3.3.4.2.5 Participant Unearned Income Popup

This screen allows the entry and modification of participant Unearned Income. It will link to Third Party agencies.

Participant Unearned Income

Income Details

Income Type *

Begin Date End Date

Income Frequency * Income Amount *

Income Description

Claim Number Claim Pending Date

Notes

Garnishment Details

Amount Garnishment Date

Request Date Release Date

3.3.4.2.6 Participant Assets List

This screen will allow the display, entry, and modification of participant asset information. Assets include accounts at financial institutions and motor vehicles.

The screenshot displays the 'Tribal Child Support Database' interface. At the top, there is a navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, and Caseworker Help. Below this, a menu bar includes Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main content area shows case details for Part ID: 1218, Name: Joe Allocation, and Case Worker: TMAHONY. It also lists Sex: Male, DOB: 09/23/1980, and Current Date: 11/8/2010. Under the 'Case Update' section, there is a 'Participant Supplemental Data' area with fields for Participant ID (1218), Participant Name (Joe Allocation), and Participant Role. Below this are tabs for Address Information, Income, Assets, and Health Insurance Information. The 'Assets' tab is active, showing two tables: 'Financial Institution Account Details' and 'Vehicle Details'. The 'Financial Institution Account Details' table has columns for ID, Type, Account Number, and Balance. The 'Vehicle Details' table has columns for VIN, Year, Make, Model, Color, State Issued, State License, Tribal License, and Value. Both tables are currently empty. There are 'View' and 'Create' buttons for each table, and a 'Return' button at the bottom right.

3.3.4.2.7 Financial Institution Popup

This screen will allow the entry and modification of participant financial account information. It will link to Third Party Financial Institutions.

The screenshot shows a 'Financial Institution' popup form. It contains the following fields: 'Account Type' (a dropdown menu), 'Financial Institution' (a large text input field), 'Account Number' (a text input field), and 'Account Balance \$' (a text input field). At the bottom right of the form, there are three buttons: 'Update', 'Delete', and 'Cancel'.

3.3.4.2.8 Participant Vehicle Details Popup

This screen will allow the entry and modification of participant vehicle information.

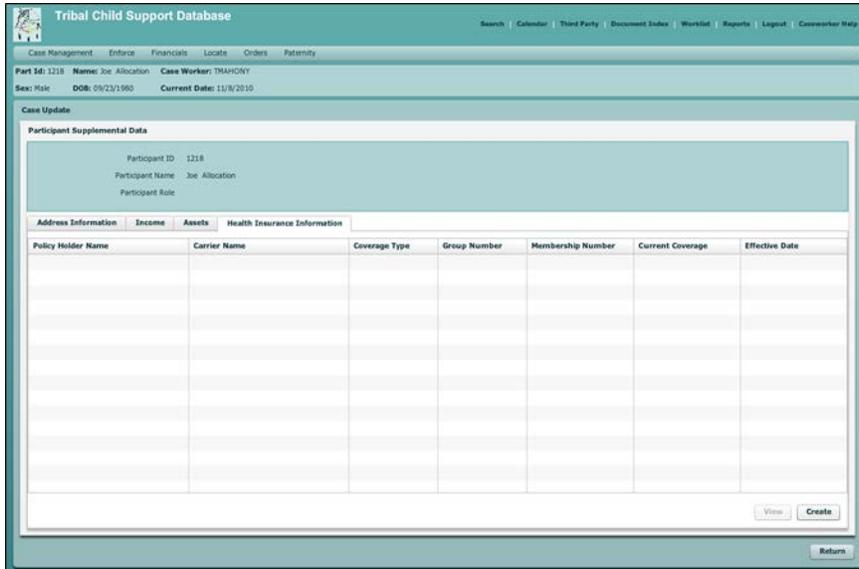
The screenshot shows a 'Participant Vehicle Details' popup window. The form contains the following fields and controls:

- VIN Number: Text input field
- Vehicle Make: Text input field
- Vehicle Model: Text input field
- Vehicle Year: Text input field
- Color: Dropdown menu
- Value \$: Text input field
- Description: Text input field
- State Issued: Dropdown menu
- State License Number: Text input field
- Tribal License Number: Text input field

At the bottom right of the form are three buttons: 'Update', 'Delete', and 'Cancel'. Below the form, a table header is visible with columns: VIN, YEAR, MAKE, MODEL, COLOR, STATE ISSUED, STATE LICENSE.

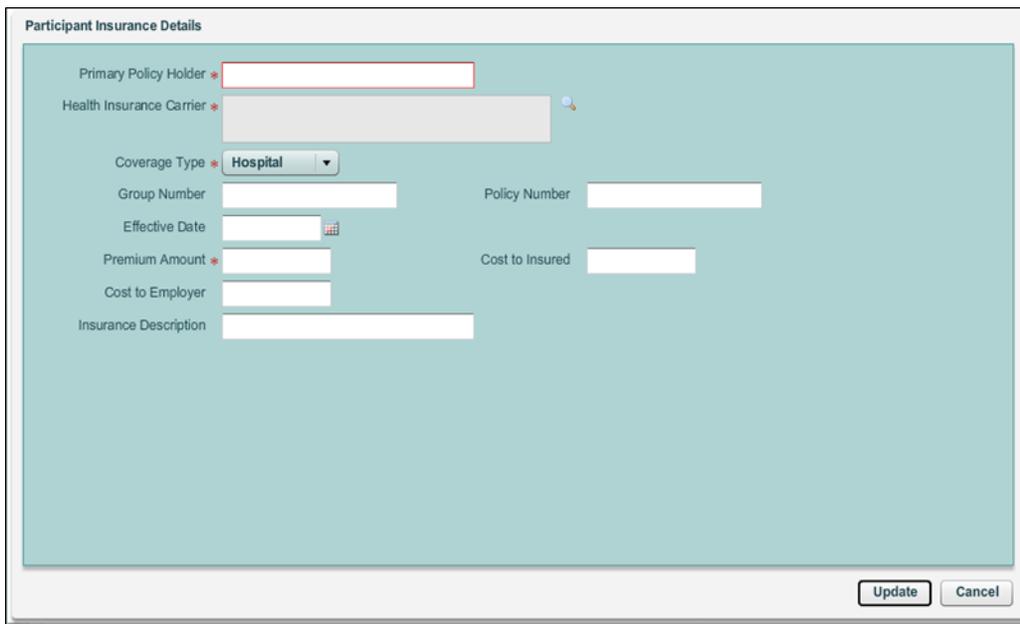
3.3.4.2.9 Health Insurance Information List

This screen will allow the display of health insurance information.



3.3.4.2.10 Participant Insurance Details Popup

This screen will allow the entry and modification of health insurance information. It will allow the user to search for and select Third Party Health Insurance Providers.

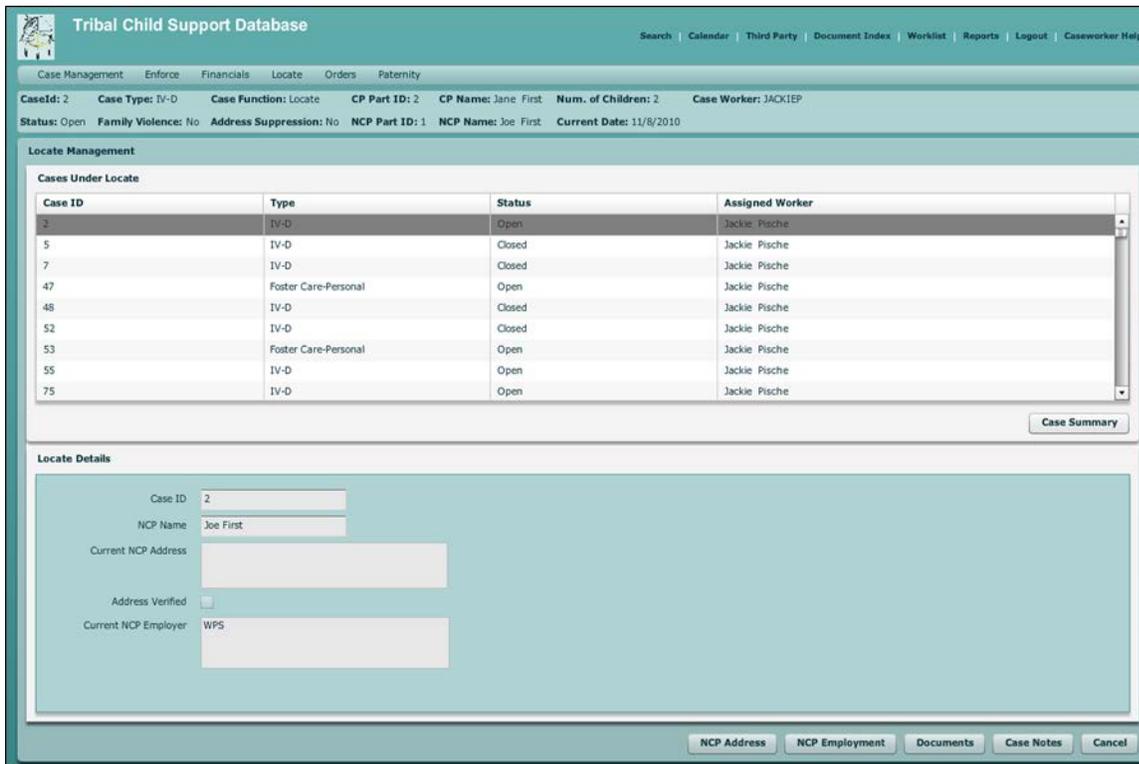


3.3.5 Locate Management Screens

3.3.5.1 Cases Under Locate Screen

This screen will support the following functions for locating participants:

1. Allow the display, entry, and modification of participant address verification information.
2. Allow the display, entry, and modification of employment verification information.
3. Support the entry of Case Notes and locate status data.



| Related SRS Section | |
|---------------------|----------------------------------|
| Number | Name |
| 1.9.3.1 | Participant Address Verification |
| 2.0 | Locate |
| 2.1 | Participant Address |
| 2.2 | Address Verification |
| 2.3 | Employer Address |

| Related SRS Section | |
|---------------------|-------------------------|
| Number | Name |
| 2.3.1 | Employment Verification |
| 6.8 | Locate Response |

| Features |
|--------------------------------|
| Link to Participant Employment |
| Link to Participant Address |
| Link to Notes |

| Process Tables |
|----------------|
| Third Party |
| Employer |
| Address |
| Phone |
| Email |

3.3.6 Paternity Screens

3.3.6.1 Paternity Data

This screen will allow the user to display, enter, and modify paternity information. It will display of the status of all paternity actions.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 2 Case Type: IV-D Case Function: Locate CP Part ID: 2 CP Name: Jane First Num. of Children: 2 Case Worker: JACKIEP
 Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1 NCP Name: Joe First Current Date: 11/9/2010

Paternity Data

Children on Case

| ID | First Name | Middle Name | Last Name | Suffix | Date of Birth | SSN | Pat Estab |
|------|------------|-------------|-----------|--------|---------------|-----|-----------|
| 1151 | Half | | Saur | | 07/05/2010 | | Yes |
| 3 | Baby | | First | | 03/09/2009 | | Yes |

View Select Case

Putative Father(s) and Mother

| Putative Father Name | Relationship to Child | Status on Case | Father on BC | Mother's Name | Relationship to Child | Case ID | Status on Case | Birth Parents |
|----------------------|-----------------------|----------------|--------------|---------------|-----------------------|---------|----------------|---------------|
| Joe First | Father | Active | No | Jane First | Mother | 2 | Active | Yes |

Cancel

| Related SRS Section | |
|---------------------|----------------------|
| Number | Name |
| 3.1 | Paternity Data Entry |

| Features |
|---|
| Displays all potential parents for each child |

| Process Tables |
|------------------|
| Paternity Status |
| Legal Action |

| |
|-----------------------|
| Process Tables |
| Genetic Test |
| GT Laboratory |

3.3.6.2 Paternity Details

This screen will allow the user to record information from a paternity interview and the generation of documents related to the scheduling of interviews and other appointments.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 2 | Case Type: IV-D | Case Function: Locate | CP Part ID: 2 | CP Name: Jane First | Num. of Children: 2 | Case Worker: JACKIEP

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 1 | NCP Name: Joe First | Current Date: 11/8/2010

Paternity Details

Putative Father(s) for Half Sour

| Putative Father Name | Relationship to Child | Status on Case | Father on BC | Mother's Name | Relationship to Child | Case ID | Status on Case | Birth Parents |
|----------------------|-----------------------|----------------|--------------|---------------|-----------------------|---------|----------------|---------------|
| Joe First | Father | Active | No | Jane First | Mother | 2 | Active | Yes |

Paternity Data | Genetic Test Data

Child: Half Sour | Status: Active

Paternity Establishment

Mother: Jane First | Father: Joe First

Established: | Date Established: 07/05/2010 | Method: Tribal Court Order | County: Dirt | City: Reston | State: VA

Conceptive Range: [] [] | Born Premature: | Due Date: []

Legal Relationship

Status at Birth: [] | Father on Birth Certificate: | Marital status of mother at the time of conception: []

Sexual Relationship Data

Begin Date: [] | End Date: [] | Begin County: [] | End County: [] | Begin City: [] | End City: [] | Begin State: [] | End State: []

Paternity Affidavit Signature Place

Address Line 1: [] | Address Line 2: [] | County: [] | City: [] | State: [] | Reservation: []

Update | Cancel

| | |
|----------------------------|---------------------|
| Related SRS Section | |
| Number | Name |
| 3.1.1 | Paternity Interview |
| 3.2 | Facilitation |

| |
|---|
| Features |
| Displays paternity details for each child |

| Process Tables |
|---------------------|
| CP Relationship |
| NCP Relationship |
| Sexual Relationship |
| Legal Relationship |
| Spouse |
| Mailing Address |

3.3.6.3 Genetic Test Data

This screen will allow the user to generate documents in support of establishing of paternity through a court process.

The screenshot displays the Tribal Child Support Database interface. At the top, there is a navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, and Caseworker Help. Below this is a menu bar with options like Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main content area shows case details for Case ID: 2, Case Type: IV-D, Case Function: Locate, CP Part ID: 2, CP Name: Jane First, Num. of Children: 2, and Case Worker: JACKIEP. Status is Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1, NCP Name: Joe First, and Current Date: 11/8/2010.

The interface is divided into two main sections: Paternity Details and Genetic Test Data.

Paternity Details: This section includes a table for Putative Father(s) for Half Sours. The table has columns for Putative Father Name, Relationship to Child, Status on Case, Father on BC, Mother's Name, Relationship to Child, Case ID, Status on Case, and Birth Parents. One entry is visible for Joe First, with a relationship of Father, status of Active, and birth parents of Yes.

| Putative Father Name | Relationship to Child | Status on Case | Father on BC | Mother's Name | Relationship to Child | Case ID | Status on Case | Birth Parents |
|----------------------|-----------------------|----------------|--------------|---------------|-----------------------|---------|----------------|---------------|
| Joe First | Father | Active | No | Jane First | Mother | 2 | Active | Yes |

Genetic Test Data: This section includes a table for genetic test data. The table has columns for Test Date/Time, Participants, Type, Docket #, Ordered D, Location, Result, and Disposition. The table is currently empty.

| Test Date/Time | Participants | Type | Docket # | Ordered D | Location | Result | Disposition |
|----------------|--------------|------|----------|-----------|----------|--------|-------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

At the bottom right of the interface, there are buttons for Create, View, Update, and Cancel.

| Related SRS Section | |
|---------------------|---------------------------|
| Number | Name |
| 3.3.1 | Stipulation with Test |
| 3.4 | Paternity Proceedings |
| 3.4.1 | Paternity Documents |
| 3.7 | Schedule Genetic Tests |
| 3.8 | Genetic Test Results |
| 3.9 | Genetic Test Schedule |
| 6.5 | Hearing Process |
| 4.5 | Establishment Proceedings |

| Features |
|--------------------------------|
| Selection of genetic test labs |

| Process Tables |
|-----------------|
| Third Party |
| Address |
| Email Address |
| Phone number |
| Court |
| Judge |
| Contact |
| Mailing Address |
| Genetic Test |
| GT Laboratory |
| Third Party |
| Appointment |

| |
|-----------------------|
| Process Tables |
| Mailing Address |

3.3.7 Order Establishment Screens

3.3.7.1 Support Orders

This screen will display data associated with court orders related to the selected case.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

CaseId: 2 | Case Type: IV-D | Case Function: Locate | CP Part ID: 2 | CP Name: Jane First | Num. of Children: 2 | Case Worker: JACKIEP
 Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 1 | NCP Name: Joe First | Current Date: 11/8/2010

Order Establishment

Support Orders

| Order Date | Type | Docket Number | Status | Effective Date | End Date | Change Reason |
|------------|------|---------------|--------|----------------|----------|---------------|
| | | | | | | |
| | | | | | | |

Create Order | Select Case

Order Details

Order Type: | Order Status:

Order Disposition:

Case Worker: | Docket Number:

Income Withholding: | Includes Health Insurance:

Order Date: | Filing Date:

Effective Date: | End Date:

Filing Jurisdiction:

Last Review Date: | Next Review Date:

Conditions:

Filing Court:

Per Child Order:

Show Order | View Obligation | Cancel

| Related SRS Section | |
|---------------------|------------------------|
| Number | Name |
| 4.1 | Order Data |
| 4.1.1 | Order Information |
| 4.1.3 | Pending Court Actions |
| 4.2 | Order Evaluation |
| 6.5.2 | Hearing Results |
| 7.8 | Guidelines Calculation |
| 4.1.2 | Obligation Data |

| Features |
|----------------------------|
| Link to Third Party Court |
| Link to Participant |
| Link to Third Party Agency |

| Process Tables |
|-----------------------|
| Support Order |
| Court |
| Address |
| Judge |
| Contact |
| Document |
| Mailing Address |
| Obligation |
| Guideline Calculation |

3.3.7.2 Create/Mange Support Order

This screen will allow the entrance of data associated with court orders related to the selected case or participant.

In conjunction with the *Third Party Data* screen, this screen will allow the selection of court information and the association of this information with an order.

The screenshot displays the 'Tribal Child Support Database' interface. At the top, there is a navigation menu with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, Caseworker Help, and Financial Help. Below this is a sub-menu with Case Management, Enforce, Financials, Locate, Orders, and Paternity. A case information bar shows: CaseId: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, Case Worker: JACKIEP, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, Current Date: 11/8/2010.

The main section is titled 'Support Order' and contains a 'Create/Manage Support Order' form. The form includes the following fields and controls:

- Order Type: **Child Support Order** (dropdown)
- Order Status: **Final** (dropdown)
- Order Disposition: (dropdown)
- Docket Number: 897897897
- Income Withholding:
- Includes Health Insurance:
- Order Date: 09/01/2010 (calendar icon)
- Filing Date: 09/01/2010 (calendar icon)
- Effective Date: 09/01/2010 (calendar icon)
- End Date: (calendar icon)
- Filing Jurisdiction: (text input)
- Last Review Date: 09/01/2010 (calendar icon)
- Next Review Date: 12/01/2101 (calendar icon)
- Conditions: (text area)
- Filing Court: (text input)
- Per Child Order:

At the bottom of the form area, there are three buttons: View Obligations, Create Obligations, and Guideline Details. Below the entire form area are three buttons: Update, Clear, and Cancel.

3.3.7.4 Obligation Details

This screen allows the entry of data related to ordered obligations (includes current support, arrears, spousal support, costs, judgments, guideline calculations, approved payment methods).

This screen links to Participant and Third Party payees.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

CaseId: 456 | Case Type: IV-A | Case Function: Locate | CP Part ID: 1219 | CP Name: Sue Allocation 1 | Num. of Children: 1 | Case Worker: JACKIEP

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 101.2 | NCP Name: Joe Foreign TANF | Current Date: 11/8/2010

Order Establishment

Create/Manage Obligation

Obligation Details

Debt Type * [dropdown] | Obligation Type * [dropdown]

Frequency * [dropdown] | Amount * [text]

Enter Total Balance? | Total Balance [text]

Charge Interest? | Interest Rate (%) [text]

Effective Date * [calendar] | Bypass Age of Majority

Due Date * [calendar] | In-Kind | NCP Direct Pay

End Date * [calendar]

Payee Type * [dropdown] | Payee [text]

Child [dropdown]

Description [text]

Update Cancel

3.3.7.5 Guideline Details

This screen allows the entry of data related to guideline calculations.

Guideline Details

NCP Details

Average Monthly Income *

Number of Dependents

Other CS Obligation Amt

CP Details

Average Monthly Income

Number of Dependents

Guideline Worksheet Calculation

Worksheet Type Guideline Status

Completed Completed Date

Deviation Reason

Recommended Amount * Actual Amount

| Related SRS Section | |
|---------------------|-----------------------------|
| Number | Name |
| 5.2.1 | NCP Contempt |
| 5.2.2 | Employer Contempt |
| 5.2.3 | Contempt Documents |
| 5.3 | License Suspension |
| 5.4 | Seizure |
| 5.5 | Other Methods |
| 6.10 | Tribal Enforcement Response |
| 6.11 | State Enforcement Response |
| 6.5 | Hearing Process |

| Features |
|---|
| Selection of Third Party Court and Employer |
| Selection of NCP License |

| Process Tables |
|-------------------|
| Eligible |
| Enforcement Order |
| Support Order |
| Obligation |
| Court |
| Address |
| Phone number |
| Judge |
| Contact |
| Document |

| |
|-----------------------|
| Process Tables |
| Mailing Address |
| License |

3.3.8.2 Enforcement Action Detail

This screen will allow the entry and update of Enforcement status information.

Tribal Child Support Database

Case Management | Enforce | Financials | Locate | Orders | Paternity

CaseId: 455 Case Type: IV-D Case Function: Locate CP Part ID: 1221 CP Name: Sue Allocation 3 Num. of Children: 1 Case Worker: JACKIEP
 Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1218 NCP Name: Joe Allocation Current Date: 11/9/2010

Enforcement

Enforcement Action Detail

Type: [Dropdown] Docket Number: [Text]
 Order Date: [Text] Filing Date: [Text] Effective Date: [Text]
 Action Init Date: [Text] Action Completed Date: [Text]
 Release Init Date: [Text] Release Completed Date: [Text]
 Review Date: [Text]
 Disposition: [Dropdown] Reason: [Dropdown]
 Considerations: [Text]

IncomeWithholding | Contempt | License Suspension | Seizure | Other

Foreign Income Withholding
 Voluntary Income Withholding
 Immediate Income Withholding
 Garnishment

Court: [Text]

| EIN | Type | Name | Indian Owned | Status | Verified Date | End Date |
|-----|------|------|--------------|--------|---------------|----------|
| | | | | | | |
| | | | | | | |

Schedule Hearing | Initiate SOP | Update | Cancel

3.3.8.3 Income Withholding Tab

This screen will display the status of income withholding and will allow the user to generate income withholding documents.

The screenshot shows a web application interface for the 'IncomeWithholding' tab. At the top, there are five tabs: 'IncomeWithholding', 'Contempt', 'License Suspension', 'Seizure', and 'Other'. The 'IncomeWithholding' tab is selected. Below the tabs, there are four radio button options: 'Foreign Income Withholding', 'Voluntary Income Withholding', 'Immediate Income Withholding', and 'Garnishment'. A 'Court' text input field is located below these options. The main area contains a table with the following columns: 'EIN', 'Type', 'Name', 'Indian Owned', 'Status', 'Verified Date', and 'End Date'. The table is currently empty. At the bottom right of the interface, there are four buttons: 'Schedule Hearing', 'Initiate SOP', 'Update', and 'Cancel'.

3.3.8.4 Contempt Tab

This screen will display the status of contempt orders and will allow the user to generate contempt documents.

The screenshot shows a web application interface for the 'Contempt' tab. At the top, there are five tabs: 'IncomeWithholding', 'Contempt', 'License Suspension', 'Seizure', and 'Other'. The 'Contempt' tab is selected. Below the tabs, there are three radio button options: 'Pursue Contempt', 'Non Custodial Parent Contempt', and 'Employer Contempt'. A 'Court' text input field is located below these options. The main area contains a table with the following columns: 'EIN', 'Type', 'Name', 'Indian Owned', 'Status', 'Verified Date', and 'End Date'. The table is currently empty. At the bottom right of the interface, there are four buttons: 'Schedule Hearing', 'Initiate SOP', 'Update', and 'Cancel'.

3.3.8.5 License Suspension Tab

This screen will display the status of license suspension and will allow the user to generate license suspension documents.

The screenshot shows a software interface with a top navigation bar containing tabs: "IncomeWithholding", "Contempt", "License Suspension" (selected), "Seizure", and "Other". Below the navigation bar is a table with four columns: "Type", "Number", "Status", and "State". The table is currently empty. Below the table are two input fields: "Foreign CSE Agency" and "Court", each with a search icon. At the bottom right, there are four buttons: "Schedule Hearing", "Initiate SOP", "Update", and "Cancel".

3.3.8.6 Seizure Tab

This screen will display the status of seizures and other enforcement remedies and will allow the user to generate documents for license suspension and any tribal-specific remedies.

The screenshot shows a software interface with a top navigation bar containing tabs: "IncomeWithholding", "Contempt", "License Suspension", "Seizure" (selected), and "Other". Below the navigation bar, there are two sections. The first section is titled "Financial Institution Account Details" and contains a table with four columns: "ID", "Type", "Account Number", and "Balance". The second section is titled "Vehicle Details" and contains a table with nine columns: "VIN", "Year", "Make", "Model", "Color", "State Issued", "State License", "Tribal License", and "Value". Below these sections is a "Court" input field with a search icon. At the bottom right, there are four buttons: "Schedule Hearing", "Initiate SOP", "Update", and "Cancel".

3.3.8.7 Other Tab



3.3.9 Financial Screens

These screens allow the processing of financial information.

| Related SRS Section | |
|---------------------|------------------------|
| Number | Name |
| 7.0 | Financial Process |
| 7.9 | Account Setup |
| 6.1 | Case Redirect |
| 7.6 | Transaction Adjustment |
| 7.7 | Payment Posting |
| 7.11 | Deposit Reconciliation |
| II-2.4 | Supervisory Control |

| Features |
|------------------------------|
| Maintain CP and NCP accounts |

| Process Tables |
|----------------|
| Account |
| Obligation |

| Process Tables |
|-----------------------|
| Collection |
| Document |
| System Account |
| Futures Account |
| Batch |
| Financial Event |
| Batch Item |
| Collection |
| Payor |
| Deposit |

3.3.9.1 Financial Summary

This screen will allow users to display all accounts associated with a case and all financial transactions on that case.

This screen will display the payment history of collections, distribution, and disbursement for a specific account or for all accounts for a participant or a case.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help | Financial Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

CaseId: 455 Case Type: IV-D Case Function: Locate CP Part ID: 1221 CP Name: Sue Allocation 3 Num. of Children: 1 Case Worker: JACKIEP

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1218 NCP Name: Joe Allocation Current Date: 11/8/2010

Financial Summary

Transaction Type: All NCP Transactions All CP Transactions From Date: 10/09/2010 To Date: 11/08/2010 Apply Clear

Monthly Balance: \$300.00 Total Balance: \$4,714.11 NCP Acct Balance: -\$0.04 CP Acct Balance: \$0.00 Expand All Page 1 of 1

| Transaction | Transaction Detail | Applied Amount | CSUP Pmt: \$300.00 Int: N/A Bal: \$300.00 Tbal:\$0.00 | CSAR Pmt: \$0.00 Int: N/A Bal: \$4,714.11 Tbal:\$4,714.11 | FUT Pmt: N/A Int: N/A Bal: \$0.00 Tbal:N/A | Notes |
|--------------------------------|-----------------------------|----------------|---|---|--|-------|
| ▼ SOM #7143 | | | | | | |
| 10/31/2010 | SOM | \$0.00 | \$0.00 | \$0.00 | | |
| ▼ Account Charged #6598 | | | | | | |
| 11/01/2010 | Account Charged | \$300.00 | \$300.00 | | | |
| ▼ Unpaid Support Applied #6597 | | | | | | |
| 11/01/2010 | Unpaid Support Applied | \$300.00 | | \$300.00 | | |
| ▼ Receipt(Batch/Item: 63/77) | | | | | | |
| 10/1/3/2010 | Disbursement | \$0.03 | | | | |
| 10/1/3/2010 | Disbursement | \$0.07 | | | | |
| 10/1/3/2010 | Disbursement | \$0.13 | | | | |
| 10/1/3/2010 | Disbursement | \$0.30 | | | | |
| 10/1/3/2010 | Disbursement | \$0.66 | | | | |
| 10/1/3/2010 | Disbursement | \$1.45 | | | | |
| 10/1/3/2010 | Disbursement | \$3.16 | | | | |
| 10/1/3/2010 | Disbursement | \$6.92 | | | | |
| 10/1/3/2010 | Disbursement | \$15.21 | | | | |
| 10/1/3/2010 | Disbursement | \$33.62 | | | | |
| 09/29/2010 | Receipt(Batch/Item: 63/77) | \$77.00 | | | | |
| ▼ Receipt(Batch/Item: 90/110) | | | | | | |
| 10/1/3/2010 | Disbursement | \$6.60 | | | | |
| 09/29/2010 | Receipt(Batch/Item: 90/110) | \$11.00 | | | | |
| ▼ Receipt(Batch/Item: 90/109) | | | | | | |
| 10/1/3/2010 | Disbursement | \$6.60 | | | | |
| 09/29/2010 | Receipt(Batch/Item: 90/109) | \$11.00 | | | | |
| ▼ Receipt(Batch/Item: 90/108) | | | | | | |

Select Case Cancel Print Close

3.3.9.2 Financial Accounts Setup

This screen shows the CP, NCP, and Case Account associated with the selected case. It will also allow the user to place a hold on a CP or NCP account.

Account Setup will create a **Case Redirected** Case History Event when a payee changes.

Tribal Child Support Database

[Search](#) | [Calendar](#) | [Third Party](#) | [Document Index](#) | [Worklist](#) | [Reports](#) | [Logout](#) | [Caseworker Help](#) | [Financial Help](#)

Case Management
Enforce
Financials
Locate
Orders
Paternity

Case ID: 455
Case Type: IV-D
Case Function: Locate
CP Part ID: 1221
CP Name: Sue Allocation 3
Num. of Children: 1
Case Worker: JACKIEP

Status: Open
Family Violence: No
Address Suppression: No
NCP Part ID: 1218
NCP Name: Joe Allocation
Current Date: 11/8/2010

Financial Accounts

List of Accounts

| Account Type | Account ID | Status | Hold | Hold Reason | Balance |
|--------------|------------|--------|------|-------------|---------|
| CP | 1221 | Open | | | \$0.00 |
| NCP | 1218 | Open | | | -\$0.04 |
| Case | 455 | Open | | | \$0.00 |
| | | | | | |
| | | | | | |

Select Case
Select Participant

Account Details

Account Details

Account Type

Account ID

Status

Balance

Account on Hold Hold Date

Hold Release Date

Hold Reason

Notes

Manage Debt Accounts
Update
Cancel

3.3.9.2.2 Account Details

This screen will allow users to create an account for fees not based on a support order.

The screenshot displays a software interface for managing financial debt accounts. At the top, there are navigation tabs: Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below the tabs, a header bar contains case information: CaseId: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, and Case Worker: JACKIEP. A secondary header bar shows Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, and Current Date: 11/8/2010.

The main section is titled "Financial Debt Accounts" and contains an "Account Details" form. The form is organized into two columns of fields:

- Left Column:**
 - Debt Category: Child Support (dropdown)
 - Frequency: Monthly (dropdown)
 - Enter Total Balance?:
 - Charge Interest?:
 - Effective Date: 09/01/2010 (calendar icon)
 - End Date: (empty field with calendar icon)
 - Payee Type: CP (dropdown)
- Right Column:**
 - Debt Type: Current Support (dropdown)
 - Amount: \$300.00 (text input)
 - Total Balance: \$0.00 (text input)
 - Interest Rate: 0.0 (text input)
 - Due Date: 12/01/2010 (calendar icon)
 - Payee: Sue Allocation (text input)

At the bottom right of the form area, there are two buttons: "Update" and "Cancel".

3.3.9.3 Transaction Adjustments

The adjustment screens will allow users to make adjustments to one or more accounts. It will save a complete record of each adjustment in a Financial History Record. It will allow supervisors to approve adjustments to an account.

3.3.9.3.1 Search Adjustment Request

This screen will display all adjustment requests completed or pending. This screen will allow Financial Supervisors to approve transactions made by a financial caseworker. It will display all transactions that have not yet been approved.

Tribal Child Support Database

Case Management | Enforce | Financials | Locate | Orders | Paternity

CaseId: 455 | Case Type: IV-D | Case Function: Locate | CP Part ID: 1221 | CP Name: Sue Allocation 3 | Num. of Children: 1 | Case Worker: TMAHONY

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 1218 | NCP Name: Joe Allocation | Current Date: 11/8/2010

Transaction Adjustments

Search Adjustment Request

Type: Status:

All Cases: Worker:

From Date: To Date:

Adjustment Request Search Results

| Id | Type | Date | Status | Case | Amount | Worker | Notes |
|----|--------------|------------|----------|------|--------|-------------|--|
| 1 | Cancel Check | 04/22/2010 | Declined | 327 | \$0.00 | RDIGREGORIO | Sample text inserted |
| 2 | Cancel Check | 04/22/2010 | Declined | 327 | \$0.00 | JACKIEP | cancel check test jsp |
| 3 | Cancel Check | 04/22/2010 | Declined | 327 | \$0.00 | RDIGREGORIO | dcd Test #3 |
| 4 | Cancel Check | 04/22/2010 | Declined | 327 | \$0.00 | JACKIEP | fldvmfsl fdk vflvfv fd |
| 5 | Cancel Check | 04/22/2010 | Pending | 327 | \$0.00 | RDIGREGORIO | dkjas de x ads xcs cx ds xjsd cx djcx dj cjd s sdj jc sdj cjd s cj djc dsj csjds |
| 6 | Cancel Check | 04/22/2010 | Pending | 327 | \$0.00 | RDIGREGORIO | dkjas de x ads xcs cx ds xjsd cx djcx dj cjd s sdj jc sdj cjd s cj djc dsj csjds |
| 7 | Cancel Check | 04/22/2010 | Pending | 327 | \$0.00 | RDIGREGORIO | dkjas de x ads xcs cx ds xjsd cx djcx dj cjd s sdj jc sdj cjd s cj djc dsj csjds |
| 8 | Cancel Check | 04/22/2010 | Declined | 340 | \$0.00 | RDIGREGORIO | Notes Round 1 |
| 9 | Cancel Check | 04/22/2010 | Pending | 340 | \$0.00 | JACKIEP | Round 2 Test |
| 10 | Cancel Check | 04/22/2010 | Pending | 340 | \$0.00 | JACKIEP | Round 2 Test |
| 11 | Cancel Check | 04/22/2010 | Pending | 340 | \$0.00 | JACKIEP | Round 2 Test |
| 12 | Cancel Check | 04/22/2010 | Pending | 340 | \$0.00 | JACKIEP | Round 2 Test |
| 13 | Cancel Check | 04/22/2010 | Pending | 340 | \$0.00 | JACKIEP | Round 2 Test |
| 14 | Cancel Check | 04/22/2010 | Pending | 340 | \$0.00 | JACKIEP | Replacement Test |

3.3.9.3.2 Create Adjustments

This screen will allow the worker to select the type adjustment requested during the creation of an adjustment request.

The screenshot shows a web application interface for creating adjustments. At the top, there is a navigation menu with tabs: Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below the menu, a header bar displays case information: CaseId: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, and Case Worker: TMAHONY. A secondary header bar shows Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, and Current Date: 11/8/2010. The main content area is titled 'Transaction Adjustments' and contains a 'Create Adjustment' section. This section has a 'Transaction Detail' field at the top. Below it, the 'Selected Adjustment Info' section includes an 'Adjustment Type' dropdown menu and a 'Requirements' section. At the bottom of the main content area, there is an 'Adjustment Info' section. The interface is styled with a light blue and white color scheme. At the bottom right of the window, there are 'Save' and 'Cancel' buttons.

3.3.9.3.3 Debt Account Balance

This screen will allow the worker to select the account to be adjusted and the amount of the adjustment during the creation of an adjustment request.

Case Management Enforce Financials Locate Orders Paternity

CaseId: 455 Case Type: IV-D Case Function: Locate CP Part ID: 1221 CP Name: Sue Allocation 3 Num. of Children: 1 Case Worker: TMAHONY

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1218 NCP Name: Joe Allocation Current Date: 11/8/2010

Transaction Adjustments

Debt Account Balance

Transaction Detail

| Debt Category | Debt Type | Status | Payee | Frequency | Ord. Amount | Balance | Total Balance |
|---------------|---------------------|--------|----------------|-----------|-------------|----------|---------------|
| Child Support | Current Support | Open | Sue Allocation | Monthly | \$300.00 | \$300.00 | |
| Child Support | CP Non-TANF Arrears | Open | Sue Allocation | None | \$0.00 | \$0.00 | \$4,714.11 |
| | | | | | | | |
| | | | | | | | |

Debt Category/Type

Frequency Balance Total Balance

Notes

Update Cancel

3.3.9.4 Batch

These screens will allow users to create a batch and enter all data associated with items in a batch.

3.3.9.4.1 Search Batch

This screen will allow users to search for existing batches. This screen will also allow supervisors to approve batches.

The screenshot shows a software window titled "Batch Creation". It is divided into two main sections. The top section, "Search Batch", contains several input fields: "Batch Number" (text), "Status" (dropdown), "Batch Items" (text), "Batch Type" (dropdown), "Worker" (dropdown), "From Date" (calendar), and "To Date" (calendar). Below these fields are three buttons: "Search", "Create", and "Clear". The bottom section, "Search Results", is a table with the following columns: "Batch Number", "Batch Type", "Date", "Status", "Days In Status", "Items In Batch", "Batch Total", and "Worker". The table is currently empty. At the bottom right of the window are four buttons: "Decline", "Approve", "View", and "Cancel".

3.3.9.4.2 Create Batch Popup

This screen will allow users to create a batch by defining the number of items, the batch amount, and the batch type.

The screenshot shows a "Create Batch" popup window. It contains four input fields: "Batch Number" (text), "Batch Type" (dropdown with a red asterisk), "Batch Items" (text with a red asterisk), and "Batch Total" (text with a red asterisk). At the bottom of the popup are two buttons: "Create" and "Cancel".

3.3.9.4.3 Batch Detail

This screen will allow users to enter details about standard batch items and to reconcile the batch.

The screenshot displays a software interface for 'Batch Detail'. At the top, there are navigation tabs: Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below these, it indicates 'Requires Default Data' and 'Case Worker: TMAHONY'. The 'Current Date' is 11/8/2010.

The main area is divided into two sections:

- Batch Item Detail:** A form with fields for Payor Name, Address, Participant ID, SSN, Case Number (with a dropdown arrow and green/red status icons), Type (with a dropdown arrow), Amount, Check Number, Check Date (with a calendar icon), Bank Routing #, Account #, and Notes.
- Batch Items:** A table with columns: Payor, Check #, Case Number, and Amount. Below the table are 'Add (+)' and 'Remove (-)' buttons.

At the bottom right, there is a 'Batch Totals for Batch Number: < 107>' summary table:

| | | | |
|---------------|---------|---------------|--------|
| Payment Items | 0 | Payment Total | \$0.00 |
| Batch Items | 1 | Batch Total | \$1.00 |
| Difference | 1 | | \$1.00 |
| Status | Created | | |

At the bottom of the interface, there are buttons for 'Post', 'Copy', 'Clear', 'Reconcile', 'Update', 'Delete', and 'Cancel'.

3.3.9.5 Deposits

These screens will allow a user to generate bank deposits from system batches and batch items.

3.3.9.5.1 Search Payment Batch

This screen will allow a user to search for bank deposits and to process the selected deposit.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help | Financial Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

Requires Default Data Case Worker: TMAHONY

Requires Default Data Current Date: 11/8/2010

Deposits

Search Payment Batch

Batch Number: Status: **Not Deposited** (dropdown)

Worker: (dropdown)

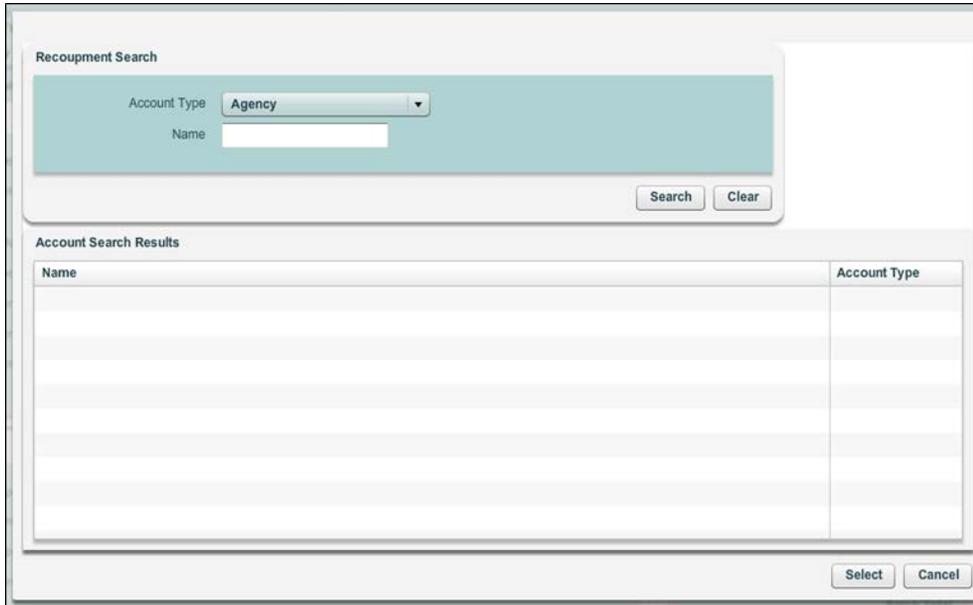
From Date: 10/09/2010 To Date: 11/08/2010

Search Results

| Batch Number | Date Posted | Date Deposited | Payments In Batch | Batch Total | Worker |
|--------------|-------------|----------------|-------------------|-------------|---------|
| 97 | 10/12/2010 | Not Deposited | 1 | \$55.00 | TMAHONY |
| 98 | 10/12/2010 | Not Deposited | 1 | \$77.00 | TMAHONY |
| 99 | 10/13/2010 | Not Deposited | 1 | \$347.99 | TMAHONY |
| 100 | 10/13/2010 | Not Deposited | 1 | \$33.33 | TOM |
| 101 | 10/19/2010 | Not Deposited | 1 | \$555.99 | TMAHONY |
| 102 | 10/19/2010 | Not Deposited | 1 | \$44.44 | TMAHONY |
| 103 | 10/19/2010 | Not Deposited | 1 | \$33.99 | TMAHONY |
| 105 | 10/26/2010 | Not Deposited | 1 | \$50,000.00 | TMAHONY |
| 106 | 10/26/2010 | Not Deposited | 1 | \$34,500.00 | TOM |

3.3.9.6.4 Recoupment Search Popup - Agency

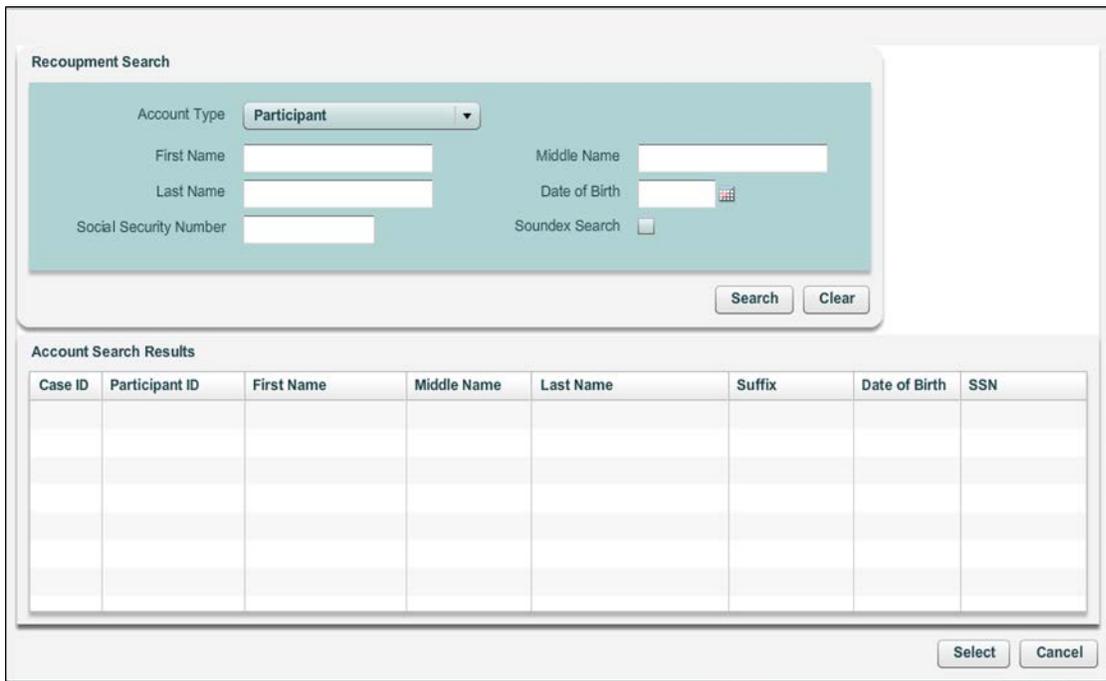
This screen will allow users to search for agency recoupment accounts.



The interface for the Agency Recoupment Search popup consists of two main sections. The top section, titled "Recoupment Search", features a teal background and contains a dropdown menu for "Account Type" set to "Agency" and a text input field for "Name". Below these are "Search" and "Clear" buttons. The bottom section, titled "Account Search Results", is a table with two columns: "Name" and "Account Type". The table is currently empty. At the bottom right of the popup are "Select" and "Cancel" buttons.

3.3.9.6.5 Recoupment Search Popup - Participant

This screen will allow users to search for participant recoupment accounts.



The interface for the Participant Recoupment Search popup consists of two main sections. The top section, titled "Recoupment Search", features a teal background and contains several input fields: "Account Type" (dropdown set to "Participant"), "First Name", "Middle Name", "Last Name", "Date of Birth" (with a calendar icon), "Social Security Number", and "Soundex Search" (checkbox). Below these are "Search" and "Clear" buttons. The bottom section, titled "Account Search Results", is a table with eight columns: "Case ID", "Participant ID", "First Name", "Middle Name", "Last Name", "Suffix", "Date of Birth", and "SSN". The table is currently empty. At the bottom right of the popup are "Select" and "Cancel" buttons.

3.3.9.6.6 Allocate Payment - Recoupment

This screen will allow users to assign funds to recoupment debt accounts.

Case Management Enforce Financials Locate Orders Paternity

CaseId: 455 Case Type: IV-D Case Function: Locate CP Part ID: 1221 CP Name: Sue Allocation 3 Num. of Children: 1 Case Worker: TMAHONY

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1218 NCP Name: Joe Allocation Current Date: 11/8/2010

Post Collections

Allocate Payment

Payor Name: Case ID:

Amount:

Notes:

| Debt Category/Type | Payee Type | Payee ID/Name | Frequency | Ordered Amount | Obligation | Total Balance | Payment Applied |
|--------------------------|----------------------|--|---------------|----------------|------------|-------------------------------|-----------------|
| Recoupment / Overpayment | NCP | 967 / Joe Debt | None | \$0.00 | \$0.00 | \$35.00 | \$0.00 |
| Fees / Attorney Fees | NCP | 967 / Joe Debt | One Time Paym | \$0.00 | \$0.00 | \$45.00 | \$0.00 |
| Fees / Application | Tribal Child Support | 600 / Forest County Potawatomi Tribal Child Support Agency | None | \$0.00 | \$0.00 | \$25.00 | \$0.00 |
| | | | | | | Total Obligation: | \$0.00 |
| | | | | | | Total Payment Applied: | \$0.00 |
| | | | | | | Obligation Remaining: | \$0.00 |
| | | | | | | Refund Amount: | \$1,000.00 |

Recoupment Debt Account Details

Debt Category/Type:

Balance: Total Balance:

Payment:

3.3.9.7 Recoupment

These screens allow the creation of recoupment accounts and recoupment debt accounts owed to a CP or Third Party.

3.3.9.7.1 Financial Recoupment Search

This screen allows the user to search for existing recoupment accounts.

The screenshot displays the 'Tribal Child Support Database' interface. At the top, there is a navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, Caseworker Help, and Financial Help. Below this is a sub-menu with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header area contains case details: CaseId: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, Case Worker: JACKIEP, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, and Current Date: 11/8/2010.

The 'Financial Recoupment' section features a search form with the following fields and controls:

- All Cases
- Status:
- Worker:
- From Date:
- To Date:

Buttons below the search form include Search, Select Case, Create, and Clear.

The 'Search Results' section contains a table with the following columns: Create Date, Case ID, Payee Name, Debt Category, Debt Type, Status, Frequency, Balance, Total Balance, and Worker. The table is currently empty.

At the bottom right of the interface, there are buttons for Decline, Approve, View, and Cancel.

3.3.9.7.2 Recoupment Account Details

This screen allows the user to select a recoupment account.

The screenshot displays a software interface for managing recoupment accounts. At the top, a navigation bar includes links for Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below this, a header section provides case information: Case ID: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, and Case Worker: JACKIEP. A secondary header shows Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, and Current Date: 11/8/2010.

The main content area is titled "Financial Recoupment" and contains a "List of Recoupment Accounts" table. The table has five columns: Account ID, Payor Type, Payor, Status, and Total Balance. The table is currently empty. A "Create" button is located at the bottom right of the table area.

Below the table is the "Recoupment Account Details" section, which includes an "Account Details" form. This form has five input fields: Payor Type, Account ID, Payor, Status, and Balance. The "Payor" field is the longest, while "Balance" is the shortest. At the bottom right of the details section, there are two buttons: "Manage Debt Accounts" and "Cancel".

3.3.9.7.3 Recoupment Debt Accounts

This screen allows the user to view recoupment debt accounts within a recoupment account.

The screenshot displays a software interface for managing recoupment debt accounts. At the top, a navigation bar includes links for Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below this, a header section provides case details: CaseId: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, and Case Worker: JACKIEP. A status bar below the header indicates: Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, and Current Date: 11/8/2010.

The main content area is titled "Financial Recoupment" and contains a sub-section "Recoupment Debt Accounts". This section features a table with the following columns: Debt Category, Debt Type, Status, Payor Name, Payee Name, Frequency, Balance, and Total Balance. The table is currently empty. Below the table are "View" and "Create" buttons.

Below the table is a "Recoupment Debt Account Detail" section, which is a form with the following fields: Debt Category, Debt Type, Frequency, Balance, Total Balance, Effective Date, Due Date, Payor Type, Payor, Payee Type, and Payee. A "Notes" field is also present at the bottom of this section. A "Cancel" button is located at the bottom right of the interface.

3.3.9.7.4 Recoupment Debt Account Details

This screen allows the user to enter or modify a recoupment debt account.

The screenshot displays a web application interface for managing financial recoupment. At the top, a navigation bar includes links for Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below this, a header section provides case-specific information: Case ID: 455, Case Type: IV-D, Case Function: Locate, CP Part ID: 1221, CP Name: Sue Allocation 3, Num. of Children: 1, and Case Worker: JACKIEP. A secondary status line indicates: Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1218, NCP Name: Joe Allocation, and Current Date: 11/8/2010.

The main content area is titled "Financial Recoupment" and contains a sub-section "Recoupment Debt Account Details". This section includes the following fields:

- Debt Category: A dropdown menu.
- Debt Type: A dropdown menu.
- Frequency: A dropdown menu.
- Amount: A text input field.
- Total Amount: A text input field.
- Effective Date: A date picker.
- Due Date: A date picker.
- Payor Type: A dropdown menu with "Participant" selected.
- Payor: A text input field with "Sue Allocation" entered.
- Payee Type: A dropdown menu.
- Payee: A text input field.
- Notes: A large, empty text area.

At the bottom right of the form, there are two buttons: "Update" and "Cancel".

3.3.9.8 Disbursement

These screens allow the user to print disbursement checks or create Electronic Funds Transfer (EFT) transactions.

3.3.9.8.1 Disbursement Summary

This screen shows the user a summary of EFT and check disbursements.

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 **Case Type:** IV-0 **Case Function:** Paternity Establishment **CP Part ID:** 1 **CP Name:** Cindy Hale **Num. of Children:** 6 **Case Worker:** USER08
Status: Open **Family Violence:** No **Address Suppression:** No **NCP Part ID:** 2 **NCP Name:** Jerry Jones **Current Date:** 9/26/2013

Disbursement Summary

Check Summary

Last Check Print Date: 09/26/2013
 Last Check #: 9
 No of outstanding disbursements: 26
 Checks printed and not issued: 0
 No of pending checks: 0
 Total outstanding disbursement Amount: \$4,476.58
 No of checks pending reconciliation: 21
 No of checks cancelled and not reissued: 5

Last Check run summary

| Date | Count | Amount | Worker | # Reconciled | # Unreconciled | Verified |
|------------|-------|------------|--------|--------------|----------------|----------|
| 09/26/2013 | 3 | \$1,884.00 | USER01 | 0 | 3 | 0 |

EFT Summary

Last EFT Process Date:
 Last EFT Batch information: Batch#: 17, Number of Items in Batch: 1, Total Amount: 33.33
 No of batches pending approval: 1
 No of outstanding disbursements: 6
 Total outstanding disbursement amount: \$1,620.70
 No of EFT transactions pending reconciliation: 11

Last EFT run summary

| Date | Item | Amount | Worker | EFT Status | File Status | # Reconciled | # Unreconciled | Verified |
|----------|------|---------|--------|------------|-------------|--------------|----------------|----------|
| 09/26/20 | 1 | \$33.33 | USER01 | Pending | | 0 | 0 | 0 |

Checks EFT Cancel

ACP Office of Child Support Enforcement Tom Mahony

3.3.9.8.2 Electronic Funds Transfer

3.3.9.8.2.1 Payee Account Management

This screen allows the user to select EFT for a payee.

The screenshot shows the 'Payee Account Management' screen in the MTS App. The header includes the app name 'MTS App Install Trial01 Feb-07-2012' and navigation links like 'Search', 'Calendar', 'Third Party', etc. Below the header, there are tabs for 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. The main content area displays case information: Case ID: 1, Case Type: IV-D, Case Function: Paternity Establishment, CP Part ID: 1, CP Name: Cindy Hale, Num. of Children: 6, Case Worker: USER08. Below this, there are fields for Status (Open), Family Violence (No), Address Suppression (No), NCP Part ID: 2, NCP Name: Jerry Jones, and Current Date: 9/26/2013.

The 'Payee Account Management' form contains the following fields:

- Payee Name: Annie White
- Payee Type: Participant
- Disbursement Type: Debit Card (dropdown menu)
- ACH Type: PPD
- Routing #: 333222115
- Account #: 178
- Verify Account #: 178
- Date Card Issued: 09/09/2013
- Address: 100 E Broad Street, Zenith, OH 43215
- Request Debit Card:
- Notes:

At the bottom right of the form, there are buttons for 'History', 'Update', and 'Cancel'. The footer of the screen reads 'ACP Office of Child Support Enforcement' and 'Tom Mahony'.

3.3.9.8.2.2 Payee Accounts - EFT

This screen allows the user to create batches of EFT payments.

The screenshot displays the MTS App interface for Payee Account Management. At the top, there is a navigation bar with options like Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below this, case details are shown: Case ID: 1, Case Type: IV-D, Case Function: Paternity Establishment, CP Part ID: 1, CP Name: Cindy Hale, Num. of Children: 6, Case Worker: USER08. Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 2, NCP Name: Jerry Jones, Current Date: 9/26/2013.

The main section is titled "Payee Account Management" and contains a "Payee Accounts" form. The form has a "Status" dropdown set to "Approved", a "Worker" dropdown set to "BBAGW1", and date fields for "From Date" (08/27/2013) and "To Date" (09/26/2013). There are "Create", "Search", and "Clear" buttons below the form.

Below the form is a "Search Results" section showing "Page 1 of 2". It contains a table with the following data:

| Payee | Type | Date Created | Worker | Status | Routing # | Acct # |
|-------------------------|----------------|--------------|--------|----------|-----------|---------|
| Famela Grant | Check | 09/23/2013 | BBAGW1 | Approved | | |
| Stephanie Gregory | Debit Card | 09/23/2013 | BBAGW1 | Approved | 000000000 | 123 |
| Denise Byrd | Debit Card | 09/23/2013 | BBAGW1 | Approved | 000000000 | 6543 |
| Julia Gilbert | Debit Card | 09/23/2013 | BBAGW1 | Approved | 123456780 | 009676 |
| Bureau of Child Support | Direct Deposit | 09/23/2013 | BBAGW1 | Approved | | |
| Annie White | Debit Card | 09/12/2013 | BBAGW1 | Approved | 333222115 | 178 |
| Michael Gregory | Check | 09/11/2013 | BBAGW1 | Approved | | |
| Nathan Diaz | Check | 09/10/2013 | BBAGW1 | Approved | | |
| Kathryn Romero | Check | 09/10/2013 | BBAGW1 | Approved | | |
| Rebecca Burke | Direct Deposit | 09/10/2013 | BBAGW1 | Approved | 987654320 | 0013332 |

At the bottom of the interface, there are "Previous", "Next", "View", and "Cancel" buttons. The footer includes "ACP Office of Child Support Enforcement" and "Tom Mahony".

3.3.9.8.3 Check Print

3.3.9.8.3.1 Disburse Payments

This screen allows the user to search for and select pending disbursement checks.

Case Management Enforce Financials Locate Orders Paternity

Header Definition Missing for Module # 28 Case Worker: TMAHONY

Header Definition Missing for Module Current Date: 11/9/2010

Disburse Payments

Bank Account

Starting Check Number

Please select disbursements to create check entries

Select All
 Unselect All

| Selected | Name | Amount | Disbursements |
|--------------------------|--|----------|---------------|
| <input type="checkbox"/> | Forest County Potawatomi Tribal Child Support Agency | \$30.00 | 6 |
| <input type="checkbox"/> | Forest County Potawatomi Tribal Court | \$554.99 | 1 |
| <input type="checkbox"/> | Brown County Child Support Agency | \$7.00 | 1 |
| <input type="checkbox"/> | Bruce Reynolds | \$184.51 | 3 |
| <input type="checkbox"/> | Jennifer Havas | \$100.00 | 2 |
| <input type="checkbox"/> | Frederick J Voss | \$26.00 | 1 |
| <input type="checkbox"/> | David R. Saggio | \$57.59 | 2 |
| <input type="checkbox"/> | cp1x test0426 | \$100.01 | 1 |
| <input type="checkbox"/> | partcp dataname | \$752.00 | 18 |
| <input type="checkbox"/> | partcp dataname | \$72.00 | 4 |
| <input type="checkbox"/> | Wilma F Flinstone | \$200.00 | 3 |
| <input type="checkbox"/> | Wilma F Flinstone | \$927.00 | 5 |
| <input type="checkbox"/> | Jane TANF | \$850.00 | 9 |
| <input type="checkbox"/> | Jane Foreign TANF | \$25.00 | 1 |
| <input type="checkbox"/> | Suzie TANF | \$100.00 | 1 |
| <input type="checkbox"/> | John ArrearsOnly | \$100.00 | 1 |
| <input type="checkbox"/> | Suzie Judgment | \$100.00 | 1 |

3.3.9.9 Bank Reconciliation

These screens allow the user to upload bank deposit receipts in OFX format and to reconcile the deposits.

3.3.9.9.1 Search Bank Statement

This screen allows the user to search for unreconciled deposits.

Case Management Enforce Financials Locate Orders Paternity

CaseId: 455 Case Type: IV-D Case Function: Locate CP Part ID: 1221 CP Name: Sue Allocation 3 Num. of Children: 1 Case Worker: TMAHONY

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1218 NCP Name: Joe Allocation Current Date: 11/8/2010

Bank Reconciliation

Search Bank Statement

Bank: Chase Bank Account: 9999999999999999

Reconciliation Status: [dropdown]

From Date: 10/09/2010 To Date: 11/08/2010

[Search] [Clear] [Upload Bank Statement]

Search Results

| Status | Statement Upload Date | Last Process Date | Start Date | End Date | Ledger Balance | Available Balance |
|--------|-----------------------|-------------------|------------|----------|----------------|-------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

[Select] [Cancel]

3.3.9.9.2 Upload Bank Statement

These screens allow the user to upload bank deposit receipts in OFX format.

The screenshot shows a web application interface for 'Bank Reconciliation'. At the top, there are navigation tabs: Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below the tabs, case information is displayed: CaseId: 34, Case Type: IV-D, Case Function: Enforcement, CP Part ID: 126, CP Name: Adrienne Shelly, Num. of Children: 1, Case Worker: TMAHONY. Further down, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 125, NCP Name: Daniel Ziff, and Current Date: 11/8/2010. The main section is titled 'Bank Reconciliation' and contains a sub-section 'Upload Bank Statement'. This sub-section has a 'File Name' input field and a large empty area for the file content. At the bottom right, there are two buttons: 'Upload File' and 'Cancel'.

3.3.9.9.3 Match Deposits

This screen allows the user to select a deposit to be reconciled.

The screenshot shows a web application interface for 'Match Deposits'. The title is 'Match Deposits'. Below the title, it says 'Please select a Deposit to Match'. There is a table with three columns: 'Number', 'Amount', and 'Date'. The table contains five rows of data. At the bottom, there are three buttons: 'Match and Accept', 'Accept only (Do not Match)', and 'Cancel'.

| Number | Amount | Date |
|--------|----------|------------|
| 2 | \$55.00 | 04/27/2010 |
| 53 | \$300.00 | 09/15/2010 |
| 59 | \$250.00 | 09/08/2010 |
| 78 | \$200.10 | 09/17/2010 |
| 100 | \$33.33 | 11/08/2010 |

3.3.9.9.4 Bank Reconciliation Detail

This screen shows the user the details of the automatic reconciliation.

Case Management Enforce Financials Locate Orders Paternity

CaseId: 455 Case Type: IV-D Case Function: Locate CP Part ID: 1221 CP Name: Sue Allocation 3 Num. of Children: 1 Case Worker: THAHONY

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 1218 NCP Name: Joe Allocation Current Date: 11/8/2010

Bank Reconciliation

Bank: Account: From: To: Reconciled Date:

| | | SYSTEM | STATEMENT | | |
|------------------------------------|----------|------------------|------------|--|-----------------|
| Beginning Balance: | | | \$1,003.03 | | \$100,568.97 |
| Cleared Transactions: | | | | | |
| Auto-Cleared: | | | | | |
| Deposits | 0 | \$0.00 | 0 | | \$0.00 |
| Checks | 0 | \$0.00 | 0 | | \$0.00 |
| Totals | 0 | \$0.00 | 0 | | \$0.00 |
| Accepted: | | | | | |
| Debits | 0 | \$0.00 | 2 | | \$350.00 |
| Credits | 0 | \$0.00 | 0 | | \$0.00 |
| Fees | 0 | \$0.00 | 0 | | \$0.00 |
| Interest | 0 | \$0.00 | 0 | | \$0.00 |
| Service Charges | 0 | \$0.00 | 0 | | \$0.00 |
| Miscellaneous | 1 | -\$100.00 | 1 | | -\$100.00 |
| Totals | 1 | -\$100.00 | 3 | | \$250.00 |
| Total Cleared Transactions: | 1 | -\$100.00 | 3 | | \$250.00 |
| Balance: | | | \$903.03 | | \$100,818.97 |
| Variance: | | | | | \$99,915.94 |

| ID | Type | Date | Name | FITID | Check Number | Amount |
|----|---------|------------|--------------|-----------|--------------|-----------|
| 18 | CREDIT | 03/14/2007 | DEPOSIT | 980315001 | | \$200.00 |
| 19 | CREDIT | 03/28/2007 | TRANSFER | 980310001 | | \$150.00 |
| 20 | PAYMENT | 07/08/2007 | John Hancock | 980309001 | 1025 | -\$100.00 |
| | | | | | | |
| | | | | | | |

Print Return

3.3.9.5 MTS Manual Reconciliation

This screen allows the user to select deposit items to be reconciled.

Bank Reconciliation

MTS Manual Reconciliation

Hide transactions after the statement's end date

| Checks & Payments from Bank | | | | | | MTS Checks & Payments | | | | | |
|-----------------------------|--------|--------------|--------|------|--------|-----------------------|--------|--------|-------|----------|--|
| Date | Status | Match Status | Check# | Type | Amount | Date | Status | Check# | Type | Amount | |
| | | | | | | 01/23/2013 | Issued | 1 | Check | \$100.00 | |
| | | | | | | 01/23/2013 | Issued | 2 | Check | \$12.50 | |
| | | | | | | 02/19/2013 | Issued | 6 | Check | \$5.00 | |

of Checks & Payments: 0 **Process Unaccepted** # of Checks & Payments: 24
 # of Checks & Payments Matched: 0 # of Checks & Payments Unaccepted: 0 # of Checks & Payments Matched: 0

| Deposits & Credits from Bank | | | | | MTS Deposits & Credits | | | | |
|------------------------------|-----------|--------------|--------|----------|------------------------|-----------|---------|----------|--|
| Date | Status | Match Status | Type | Amount | Date | Status | Type | Amount | |
| 11/02/2013 | Suspended | NotMatched | CREDIT | \$100.00 | 01/23/2013 | Deposited | Deposit | \$100.00 | |
| | | | | | 01/23/2013 | Deposited | Deposit | \$25.00 | |
| | | | | | 01/23/2013 | Deposited | Deposit | \$35.00 | |

of Deposits & Credits: 1 **Process Unaccepted** # of Deposits & Credits: 58
 # of Deposits & Credits Matched: 0 # of Deposits & Credits Unaccepted: 1 # of Deposits & Credits Matched: 0

Beginning Balance: \$5,100.00
 Items marked as cleared: 0
 Ending Balance: \$5,200.00
 Cleared Balance: \$0.00
 Difference: \$100.00

Clear Selection(s) Delete Complete Reconciliation Leave

3.3.9.6 Reconciliation Statement Item Match

This screen allows the worker to match bank and MTS transactions.

Reconciliation Statement Item Match

| Bank Transaction(s) Selected | | | MTS Transaction(s) Selected | | |
|------------------------------|--------|----------|-----------------------------|------------------|----------|
| Date | Type | Amount | Date | Transaction Type | Amount |
| 11/02/2013 | CREDIT | \$100.00 | 01/23/2013 | Deposit | \$100.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Remove Remove

MTS Transactions Total \$100.00
 Bank Transactions Total \$100.00

Complete Match Cancel

3.3.9.9.7 Unaccepted Bank Transactions

This screen allows the worker to reject a transaction.

Unaccepted Bank Transactions

Bank Transaction(s) Selected

| Date | Type | Amount |
|------------|--------|----------|
| 11/02/2013 | CREDIT | \$100.00 |
| | | |
| | | |
| | | |
| | | |
| | | |

Date:

Transaction Type:

Amount:

Account:

Notes:

Accept Delete Cancel

3.3.10 Common Screens

These screens are used by workers in all functional areas and are selectable from all caseworker screens.

| Related SRS Section | |
|---------------------|---------------------------|
| Number | Name |
| II – 1.1 | Case and Participant Data |
| 1.2 | Quick Locate |
| 1.4 | Member Match |

| Features |
|---|
| Linked to the active case or participant in the screen in which the popup was opened. |

| Process Tables |
|---------------------|
| Case |
| Custodial Parent |
| Noncustodial Parent |
| Child |
| Participant |

3.3.10.1 Case Search Popup

The user will be able to select a case number by searching by full or partial case number. If a case is selected, participants' names and numbers on the case will be displayed for possible selection.

The screenshot shows a 'Case Search' popup window. The search form includes the following fields:

- Case ID: Text input field
- Case Status: Dropdown menu
- Case Worker: Dropdown menu
- Case Function: Dropdown menu
- Foreign Case: Check box
- Docket Num: Text input field

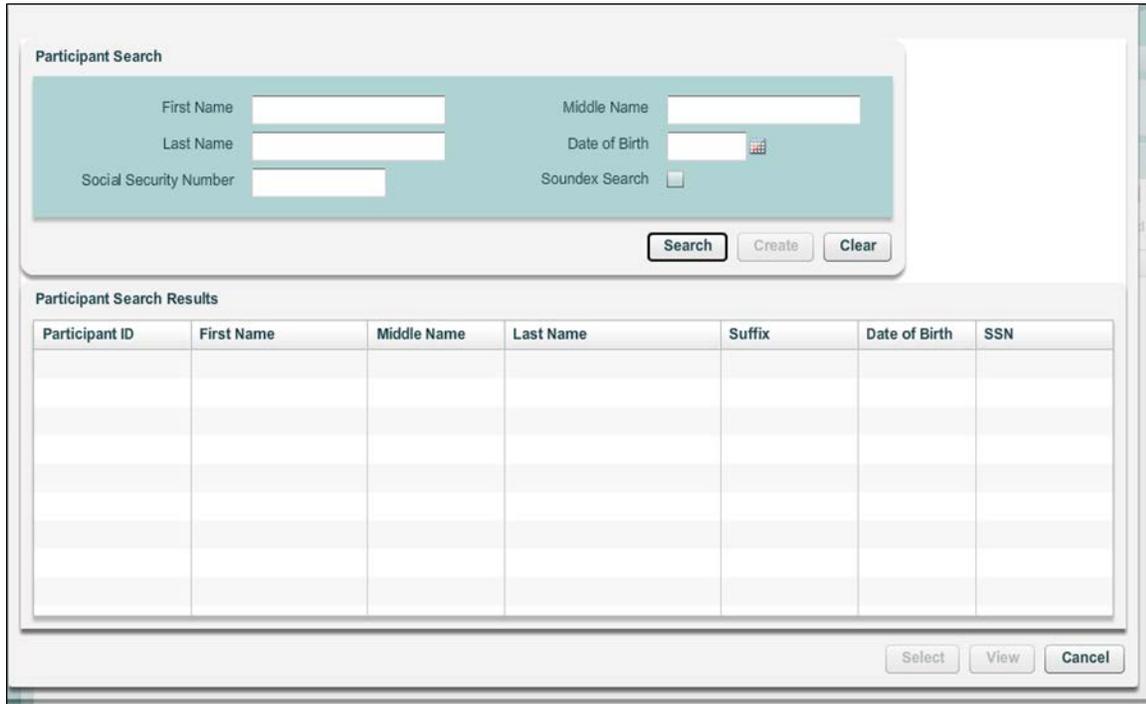
Buttons for 'Search' and 'Clear' are located below the search form. Below the search form is a table titled 'Case Search Results' with the following columns:

| Case ID | Type | Status | Function | Assigned Worker |
|---------|------|--------|----------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Buttons for 'Select' and 'Cancel' are located at the bottom right of the window.

3.3.10.2 Participant Search Popup

The user will be able to search for a participant by searching by a participant number or by a full or partial participant name. Name searching will use initial partial word matching and a Soundex algorithm. If a participant is selected, case numbers associated with the participant will be displayed for possible selection.



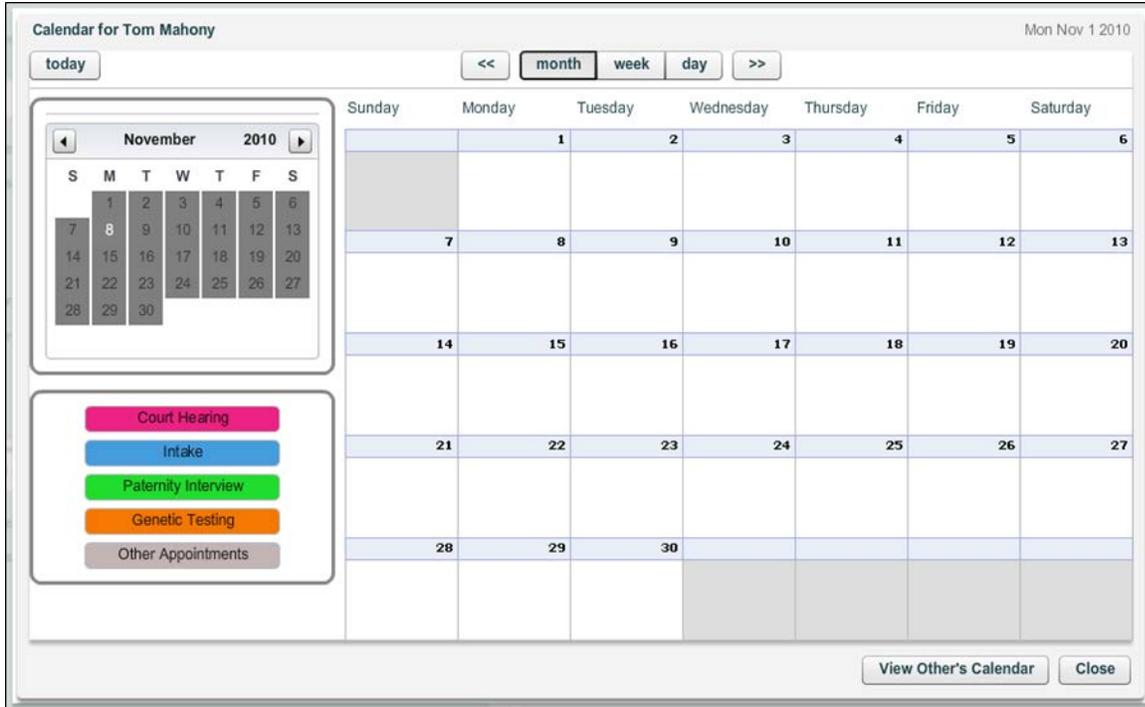
The image shows a 'Participant Search' popup window. It features a search form with fields for First Name, Middle Name, Last Name, Date of Birth, and Social Security Number. There is also a checkbox for 'Soundex Search'. Below the form are 'Search', 'Create', and 'Clear' buttons. The search results are displayed in a table with columns for Participant ID, First Name, Middle Name, Last Name, Suffix, Date of Birth, and SSN. At the bottom of the popup are 'Select', 'View', and 'Cancel' buttons.

| Participant ID | First Name | Middle Name | Last Name | Suffix | Date of Birth | SSN |
|----------------|------------|-------------|-----------|--------|---------------|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

3.3.10.3 Calendar Popup

This screen allows a worker to schedule and record non-conflicting appointments on his or her personal work calendar and to associate the appointment with a case and one or more participants.

3.3.10.3.1 Calendar



3.3.10.3.2 Calendar Detail

This screen allows workers to schedule and record non-conflicting court hearings based on available times on the Court Calendar and to associate the hearing with a case and one or more participants.

This screen allows workers to schedule and record non-conflicting genetic tests based on available times on the Genetic Test Calendar.

This screen will allow the user to enter an indication that a participant has missed an appointment or hearing.

The screenshot shows a web-based form titled "Add a new Day/Time Event". At the top, there are tabs for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday". The form contains the following fields and controls:

- Appointment Type:** A dropdown menu.
- Case ID:** A text input field with a magnifying glass icon.
- Participant(s):** A large text input field with a magnifying glass icon.
- Description:** A large text input field.
- Start Date:** A date picker showing "11/09/2010".
- End Date:** A date picker showing "11/09/2010".
- Worker's Office Hours:** A text field showing "7:00 - 5:00".
- Time:** A time picker showing "0 : 00 am".
- End Time:** A time picker showing "0 : 00 pm".
- All Day:** A checkbox that is currently unchecked.
- Create Tickler:** A checkbox that is checked.
- Buttons:** "Add" and "Cancel" buttons at the bottom right.

| Related SRS Section | |
|---------------------|----------------------|
| Number | Name |
| 3.1.1 | Paternity Interview |
| 3.1 | Paternity Data Entry |
| 4.3 | Facilitation |
| 4.6.2 | Modification Process |
| 6.5 | Case Closure |

| Related SRS Section | |
|----------------------------|------------------------------|
| Number | Name |
| 6.5.1 | Hearing Notification |
| 6.5.2 | Hearing Results |
| 6.9 | Paternity and Order Response |
| 6.13 | Service of Process Monitor |

| Features |
|---|
| Linked to the active case or participant in the screen in which the popup was opened. |

| Process Tables |
|-----------------------|
| Appointment |
| Hearing |
| Court |
| Judge |
| Genetic Test |
| GT Laboratory |

3.3.10.4 Third Party

These screens will allow names and location of Third Parties to be searched for, created, and selected for linking to case and participant data.

Users will be able to select a third party by searching by full or partial third party name. Users will be able to select the type of Third Party to be searched. Name searching will use initial partial word matching.

This screen will allow the entry and modification of third party names and addresses.

This screen will provide a matching capability to allow potential new Third Parties to be matched against previously existing Third Parties.

Third Party

| Related SRS Section | |
|---------------------|------------------------|
| Number | Name |
| II - 2.5 | Third Party Database |
| 1.9.6.1 | Referral Agency Search |
| 1.9.7.1 | Provider Search |

| Features |
|---|
| Linked to the active case or participant in the screen in which the popup was opened. |
| Link to Court calendar |
| Link to GT lab calendar |

| Process Tables |
|----------------|
| Third Party |
| Contact |
| Name |
| Phone Number |
| Address |
| Email Address |

3.3.10.4.1 Third Party Search

This screen will allow searching for third parties by name and type.

This screen will provide a matching capability to allow potential new Third Parties to be matched against previously existing Third Parties.

The screenshot displays a web application interface for 'Third Party Search'. At the top, there is a navigation menu with items: Case Management, Enforce, Financials, Locate, Orders, and Paternity. Below this, a status bar indicates 'Requires Default Data' and 'Case Worker: TMAHONY'. A secondary status bar shows 'Requires Default Data' and 'Current Date: 11/8/2010'. The main section is titled 'Third Party Search' and contains a 'Search Panel' with the following fields: Name (text input), Type (dropdown), City (text input), Zip Code (text input), Country (dropdown), State (dropdown), and Province (dropdown). Below the search panel are buttons for 'Specific Search', 'Search', 'Create', and 'Clear'. The 'Search Results' section features a table with two columns: 'Name' and 'Type'. The table is currently empty. At the bottom right of the interface, there are 'Home' and 'Cancel' buttons.

3.3.10.4.2 Third Party Popup

This screen will allow searching for third parties by name. The type will be preselected depending on the screen from which the popup was created.

The screenshot shows a 'Third Party Popup' window titled 'Agency Search'. The window is divided into two main sections. The top section, titled 'Agency Search', contains a light blue background with several input fields: 'Agency Name' (text box), 'Agency Type' (dropdown menu), 'City' (text box), 'Zip Code' (text box), 'Country' (dropdown menu), 'State' (dropdown menu), and 'Province' (dropdown menu). At the bottom right of this section are three buttons: 'Search', 'Create', and 'Clear'. The bottom section, titled 'Agency Search Results', contains a table with two columns: 'Name' and 'Contact'. The table is currently empty, showing only the header row. At the bottom right of the results section are two buttons: 'View' and 'Cancel'.

| Name | Contact |
|------|---------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

3.3.10.4.3 Third Party Detail

This screen will allow names and addresses of Third Parties to be created and modified. For Third Party Courts and Genetic Test labs, there will be a link to the associated calendar.

The screenshot displays a web form titled "Agency Detail" with a light blue background. The form is organized into several sections:

- Agency Name ***: A text input field.
- Agency Type ***: A dropdown menu.
- Mailing Address**:
 - Address Line 1 ***: Text input.
 - Address Line 2**: Text input.
 - PO Box**: Text input.
 - Apt/Suite**: Text input.
 - City ***: Text input.
 - State ***: Dropdown menu.
 - Province**: Dropdown menu.
 - Zip Code ***: Text input.
 - Country**: Dropdown menu with "US" selected.
- Street Address**:
 - Address Line 1**: Text input.
 - Address Line 2**: Text input.
 - Apt/Suite**: Text input.
 - City**: Text input.
 - State**: Dropdown menu.
 - Province**: Dropdown menu.
 - Zip Code**: Text input.
 - Country**: Dropdown menu.
- Manage Contacts**:
 - First Name**: Text input.
 - Last Name**: Text input.
 - Phone**: Text input with a dropdown arrow and a small icon.
 - Email**: Text input with a dropdown arrow and a small icon.

At the bottom right of the form, there are two buttons: "Update" and "Cancel".

3.3.10.5 Document Generation

These screens will allow the user to select, edit, and print any MTS document. The selected document will be automatically populated with as much information as possible based on the case and participant number.

| Related SRS Section | |
|---------------------|---|
| Number | Name |
| II-3.1 | Document Generation |
| 4.5.1 | Establishment Documents |
| 3.2 | Facilitation |
| 3.3 | Voluntary Acknowledgement and Stipulation |
| 4.3 | Facilitation |
| 4.6.1 | Joint Stipulation to Modification |
| 4.6.2 | Modification Process |
| 4.5.1 | Establishment Documents |
| 6.5 | Hearing Process |

| Features |
|--------------------------------|
| Selection of document template |

| Process Tables |
|----------------|
| Support Order |
| Obligation |
| Court |
| Address |
| Phone number |
| Judge |
| Contact |
| Document |

| |
|-----------------------|
| Process Tables |
| Mailing Address |
| Appointment |

3.3.10.5.1 Document Search

This screen allows the display and selection of document templates.

The user may display the list of documents alphabetically, by case function, or by document number.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | Worklist | Reports | Logout | Caseworker Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

Requires Default Data Case Worker: TMAHONY

Requires Default Data Current Date: 11/8/2010

Document Generation

Document Search

Document Name

Document Number

Functional Area

Search Clear

Search Results

| Document Number | Document Name | Functional Area | Template Last Modified |
|-----------------|---|-------------------------|------------------------|
| 473 | Affidavit of Contempt | Enforcement | 05/04/2009 - 07:20 PM |
| 104 | Affidavit of Direct Payment | Financial | 06/17/2009 - 09:21 PM |
| 508 | Affidavit of Mailing | Order Establishment | 06/02/2009 - 02:57 PM |
| 705 | Affidavit of Service for Security | Enforcement | 02/25/2010 - 07:32 PM |
| 184 | Affidavit of Service of Process | Order Establishment | 06/02/2009 - 02:43 PM |
| 494 | Appointment Letter - Enforcement | Enforcement | 05/04/2009 - 08:42 PM |
| 516 | Appointment Letter - Genetic Test | Paternity Establishment | 03/09/2009 - 01:26 PM |
| 539 | Appointment Letter - Genetic Test Results | Paternity Establishment | 03/09/2009 - 01:26 PM |
| 252 | Appointment Letter - Intake | Intake | 05/04/2009 - 02:54 AM |
| 529 | Appointment Letter - Modification | Order Establishment | 05/05/2009 - 04:02 PM |
| 493 | Appointment Letter - Order Establishment | Order Establishment | 05/04/2009 - 08:31 PM |
| 492 | Appointment Letter - Paternity - CP | Paternity Establishment | 05/04/2009 - 08:26 PM |
| 450 | Arrears CP Final Payment Notice | Financial | 03/31/2009 - 01:01 PM |
| 735 | Arrears Final Notice - NCP CS Open | Financial | 05/25/2009 - 10:36 PM |
| 734 | Arrears Final Notice - NCP Paid | Financial | 05/25/2009 - 10:40 PM |

Print Selected Document Cancel

3.3.10.5.2 Document Confirmation

This screen allows the selection of variables as specified by the document template.

The user must select a case number and a participant number for documents requiring a case number or participant number.

The screenshot shows the 'Tribal Child Support Database' interface. At the top, there is a navigation menu with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Logout, and Caseworker Help. Below this is a sub-menu with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header displays case information: Case ID: 2, Case Type: IV-D, Case Function: Locate, CP Part ID: 2, CP Name: Jane First, Num. of Children: 2, and Case Worker: JACKIEP. Below the header, there is a status bar with details: Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 1, NCP Name: Joe First, and Current Date: 11/9/2010. The central area is titled 'Document Confirmation' and contains several input fields: Document Name (Welcome Letter - CP), Document Description (Welcome Letter - CP), Document ID (469), Case ID (2), a 'Select Child' dropdown menu, and an 'Output Format' dropdown menu set to PDF. At the bottom right of the form area, there are 'Next' and 'Cancel' buttons.

3.3.10.5.3 Free Form Data

This screen allows the entry of free-form text as specified by the document template.

The screenshot shows a window titled "Additional Information" with a light blue background. Inside, there is a section titled "Free Form Data" with the instruction "Enter names, DOBs of 2nd and additional children" above a white text input field. Below that, another instruction "Repeat names of 2nd and additional children on the case" is followed by another white text input field. At the bottom of the window, there is a control bar with buttons for "Back", "Local Print", "Preview", "System Print", and "Cancel".

3.3.10.6 Worklist

These screens allow the worker to view, create, and delete ticklers.

| Related SRS Section | |
|---------------------|-----------|
| Number | Name |
| II -2.3 | Worklists |

| Features |
|-------------------------------|
| May exceed 1280 x 1024 pixels |

| Process Tables |
|----------------|
| Tickler |

3.3.10.6.1 Worklist Search

This screen will allow the user to view and delete existing ticklers.

Tribal Child Support Database

Search | Calendar | Third Party | Document Index | **Worklist** | Reports | Logout | Caseworker Help

Case Management | Enforce | Financials | Locate | Orders | Paternity

Worklist Panel

Worklist Search

Case Number:

From Date: 10/08/2010 To Date: 12/08/2010

Due Today:

All Outstanding:

Search Clear

Worklist Results

| Name | Case ID | Set Date/Time | Sent Date | Required Action |
|---|---------|-----------------------|------------|---|
| Pending Disbursement | 459 | 10/09/2010 - 12:00 AM | 10/09/2010 | Funds distributed to Sue Allocation for 100.0 are pending disbursement for the following reason |
| Pending Disbursement | 459 | 10/10/2010 - 12:00 AM | 10/10/2010 | Funds distributed to Sue Allocation for 100.0 are pending disbursement for the following reason |
| Pending Disbursement | 459 | 10/11/2010 - 12:00 AM | 10/11/2010 | Funds distributed to Sue Allocation for 100.0 are pending disbursement for the following reason |
| Recoupment Debt Approved | 459 | 10/12/2010 - 04:44 PM | 10/12/2010 | Recoupment Debt requested on 10/04/2010 approved by TMAHONY |
| Recoupment Debt Approved | 459 | 10/12/2010 - 04:54 PM | 10/12/2010 | Recoupment Debt requested on 10/12/2010 approved by TOM |
| Recoupment Request Submitted for Approval | 459 | 10/12/2010 - 05:47 PM | 10/12/2010 | Recoupment Request requested by TOM on 10/12/2010 |
| Pending Disbursement | 459 | 10/12/2010 - 12:00 AM | 10/12/2010 | Funds distributed to Sue Allocation for 100.0 are pending disbursement for the following reason |
| Recoupment Request Submitted for Approval | 107 | 10/12/2010 - 03:56 PM | 10/12/2010 | Recoupment Request requested by TMAHONY on 10/12/2010 |
| Pending Disbursement | 459 | 10/13/2010 - 12:00 AM | 10/13/2010 | Funds distributed to Sue Allocation for 100.0 are pending disbursement for the following reason |
| Adjustment Request submitted for Approval | 34 | 11/01/2010 - 04:28 PM | 11/01/2010 | Adjustment Request Cash Balance Adjustment requested by TMAHONY on 11/01/2010 |
| Adjustment Request submitted for Approval | 34 | 11/01/2010 - 04:29 PM | 11/01/2010 | Adjustment Request Cash Balance Adjustment requested by TMAHONY on 11/01/2010 |
| No Employer | 459 | 10/29/2010 - 02:01 AM | 11/28/2010 | The NCP has not had an employer on the system for a considerable period of time. Proceed acc |

View Create Delete Cancel

3.3.10.6.2 Create Tickler

This screen allows the worker to create a user-defined tickler.

Create Tickler

Tickler Name: **Worker Generated**

Future Trigger Date:

Required Action:

Case ID: **45**

Select Participants

| Select | Participant ID | Participant Name | Relation to Case |
|--------------------------|----------------|--------------------|------------------|
| <input type="checkbox"/> | 126 | Collette M Stevens | CP |
| <input type="checkbox"/> | 122 | Craig M Cooper | NCP |
| <input type="checkbox"/> | 129 | Chantel M Cooper | Child |
| <input type="checkbox"/> | 131 | Vanessa R Cooper | Child |
| <input type="checkbox"/> | 130 | Lorena M Cooper | Child |

Update Clear Cancel

3.3.10.6.3 Tickler Detail

This screen allows the worker to view the details of a tickler.

Tickler Detail

Tickler Name: Pending Disbursement

Case ID: 455

Case Type: IV-D Case Status: Open

Case Worker Name: Jackie Pische

Set Date/Time: 09/23/2010

Send Date/Time: 09/23/2010

Required Action: Funds distributed to Sue Allocation for 135.0 is pending disbursement for the following reason:
No active and verified mailing address exists for the payee

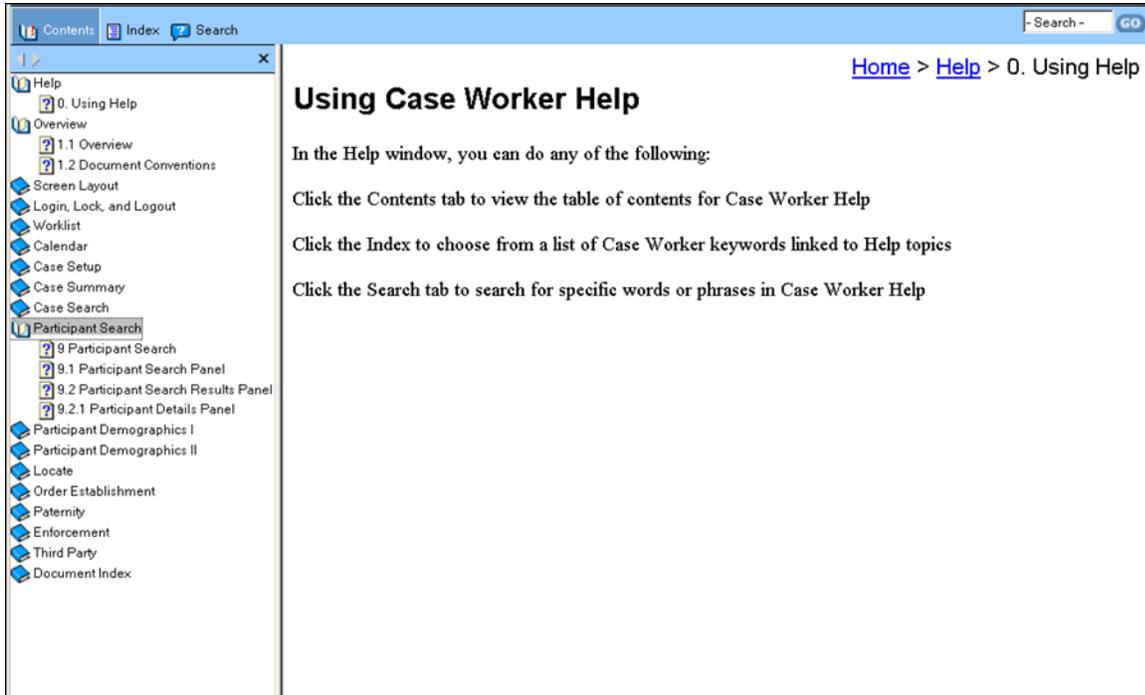
Participants

| Participant ID | Participant Name | Relation to Case |
|----------------|------------------|------------------|
| 1221 | Sue Allocation 3 | CP |
| 1218 | Joe Allocation | NCP |
| 1222 | Baby Allocation | Child |
| | | |
| | | |

Cancel

3.3.10.7 Help

This screen will provide links to the on-line help facility.



| Related SRS Section | |
|---------------------|-----------|
| Number | Name |
| II-2.2.8 | User Help |

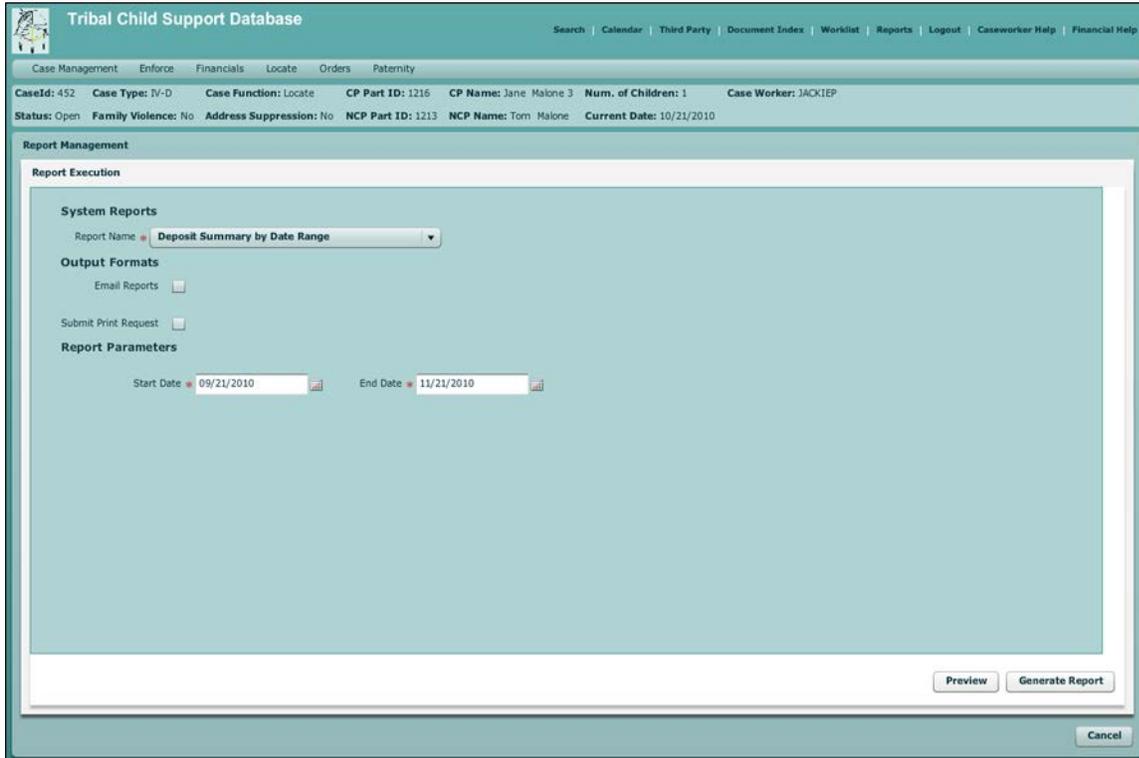
| Features |
|---|
| Help is related to the functionality of the screen in which the popup was opened. |

| Process Tables |
|----------------|
| None |

3.3.11 Reporting Screens

3.3.11.1 Report Management

This screen will allow a user to select a report to preview and print. Users must select a start date and end date for the report. The reports may be generated for the entire agency or for individual offices.



| Related SRS Section | |
|---------------------|-------------------|
| Number | Name |
| 9.0 | Reporting Process |
| 9.1 | Quarterly Cycle |
| 9.2 | Monthly Cycle |
| 9.3 | Weekly Cycle |
| 9.4 | Daily Cycle |
| 9.5 | On-Demand |
| 9.5.1 | Financial Reports |

| Related SRS Section | |
|---------------------|--------------------|
| Number | Name |
| 9.5.2 | Management Reports |

| Features |
|----------------|
| Select reports |

| Process Tables |
|----------------|
| Report |

3.3.12 Administration Screens

These screens will allow the modification of system level data.

| Related SRS Section | |
|---------------------|-------------------------------|
| Number | Name |
| 8.0 | Security and Administration |
| 8.3 | System Configuration |
| Appendix G.3 | Tribal Data Configuration |
| Appendix G.5 | Enforcement Configuration |
| Appendix G.6 | Financial Options |
| Appendix G.2 | System Alert Configuration |
| Appendix G.4 | Timeframe Configuration |
| Appendix G.1 | System Document Configuration |

| Features |
|------------------------------|
| May exceed 1024 x 768 pixels |
| System Administrator Only |

| Process Tables |
|--------------------|
| TCSE Office |
| TCSE Configuration |

3.3.12.1 Configuration Options - Application

This screen will allow the entry of configuration options for tribal policy and financial options.

Administration
Requires Default Data Case Worker: TMAHONY
Requires Default Data Current Date: 10/18/2010

Configuration Options

Application System Agencies Documents Ticklers Printers

Category: TRIBAL

| Category | Label | Value | Description | Data Type | Active |
|----------|------------------------|--------------------------------|----------------------|-----------|--------|
| TRIBAL | Clerk of Court Phone | | Clerk of Court Phone | String | true |
| TRIBAL | Logo | | Tribal Logo Link | String | true |
| TRIBAL | TCSE Account TYPE | | Bank Account Type | String | true |
| TRIBAL | TCSE Agency Acronym | | TCSE Agency Acronym | String | true |
| TRIBAL | TCSE Bank Download URL | | Bank URL | String | true |
| TRIBAL | TCSE Bank ID | | Bank ID | String | true |
| TRIBAL | TCSE Branch ID | | Branch ID | String | true |
| TRIBAL | Tribal System Name | Tribal Child Support Database | Tribal System Name | String | true |
| TRIBAL | Tribe Name | Forest County Potawatomi Tribe | Tribal Name | String | true |

Update Cancel

3.3.12.2 Configuration Options - System Agencies

This screen will allow the entry of system agencies for the tribe.

Administration
Requires Default Data Case Worker: TMAHONY
Requires Default Data Current Date: 10/18/2010

Configuration Options
Application System Agencies Documents Ticklers Printers

Define a Tribal configuration by clicking the search icon to open the CSE Agency Search Screen. Information for the selected agency can be updated, or an agency can be added. Validate that the agency name and address is correct before returning to this panel.

Tribal CSE Agency ID 601
Tribal CSE Agency Name Forest County Potawatomi Tribal Child Support Agency
Locator Code
Address Line 1 5415 Everybody's Road Address Line 2
PO Box PO Box 340 Apt/Suite
City Crandon State WI Search/Select Agency
Zip Code 54520

Define a financial institution and bank account for handling financial transactions by the system. Click the search icon to open the Financial Institution Search screen. Information for the selected financial institution can be updated, or a financial institution can be added. Validate that the bank name, address and routing number is correct before returning to this panel.

TCSE Bank ID 602
TCSE Bank Name Chase Bank
Bank Routing Number 888888888888
Bank Account Number 999999999999
Address Line 1 5415 Everybody's Road Address Line 2
PO Box PO Box 340 Apt/Suite
City Crandon State WI Select Bank
Zip Code 54520

Update Cancel

3.3.12.3 Configuration Options - Documents

This screen will allow the entry of configuration options for documents.

Administration
Requires Default Data Case Worker: THAHONY
Requires Default Data Current Date: 10/18/2010

Configuration Options
Application System Agencies Documents Ticklers Printers

Document Number:
Document Name:

Search Clear

| Document Number | Document Name | Used | Manual | Signature |
|-----------------|--|------|--------|-----------|
| 6 | Employment Verification Letter | true | true | true |
| 8 | Locate Letter - Corrections | true | true | true |
| 9 | Locate Letter - School | true | true | true |
| 12 | Welcome Letter - NCP | true | true | false |
| 14 | Non-Cooperation Warning Letter | true | true | false |
| 15 | Notice of Cooperative Status | true | true | false |
| 28 | Voluntary Genetic Test Request | true | true | true |
| 29 | Genetic Test Results Letter - CP | true | true | true |
| 42 | Bench Warrant | true | true | true |
| 53 | Review and Modification Request | true | true | true |
| 55 | License Suspension NCP Tribal Warning Letter | true | true | true |
| 59 | Notice - Motion for Redirect | true | true | true |
| 71 | Release of Information Form | true | true | true |
| 72 | Case Closure Notice - First | true | true | false |
| 73 | Tribal Enrollment Verification Form | true | true | true |
| 77 | Request for Additional Information | true | false | false |
| 103 | Case Closure Request | true | true | true |
| 104 | Affidavit of Direct Payment | true | true | true |

Update Cancel

3.3.12.4 Configuration Options - Ticklers

This screen will allow the entry of configuration options for ticklers.

Administration
Requires Default Data Case Worker: TMAHONY
Requires Default Data Current Date: 10/18/2010

Configuration Options

Application System Agencies Documents Ticklers Printers

Tickler Number:
Tickler Name:

Search Clear

| Tickler Number | Tickler Name | Used | Days Delay | Same Day Duplication |
|----------------|------------------------------|------|------------|----------------------|
| 1 | Appointment Letter | true | 10 | true |
| 4 | Birthday | true | 0 | false |
| 5 | Case Closure One | true | 10 | false |
| 6 | Case Closure Two | true | 5 | false |
| 7 | Case Closure - Arrears Only | true | 0 | false |
| 8 | Case Closure - CP Lost | true | 360 | false |
| 9 | Case Closure - Emancipation | true | 0 | false |
| 10 | Case Closure - Good Cause | true | 30 | false |
| 11 | Case Closure - NCP Lost | true | 1095 | false |
| 12 | Case Closure - Order Expired | true | 0 | false |
| 13 | Case Closure - Paternity | true | 360 | false |
| 14 | Case in Enforcement | true | 0 | false |
| 15 | Case in Order Establishment | true | 0 | false |
| 16 | Case Inactivity | true | 0 | false |
| 17 | Case Suspended | true | 5 | false |
| 18 | Closure Review | true | 0 | false |
| 19 | Consolidation Notice | true | 10 | false |
| 20 | Delinquency | true | 0 | false |

Update Cancel

3.3.12.5 Configuration Options - Printers

This screen will allow the entry of configuration options for printers.

Administration
Requires Default Data Case Worker: TMAHONY
Requires Default Data Current Date: 10/18/2010

Configuration Options
Application System Agencies Documents Ticklers Printers

Select Printer

| Printer Name | Printer Information |
|-----------------|--|
| MTS-Pilot-Queue | Accepting Jobs : accepting-jobs Color : not-supported PDL Override Supported : not-attempted |
| OEB-4035-01 | Accepting Jobs : accepting-jobs Color : not-supported PDL Override Supported : not-attempted |
| ...HP1.asesd000 | Acceptation Jobs : acceptation-jobs |

Printer Name Printer Info

Search Select Printer

Select Document Type

| Printer Name | Document Type |
|-----------------|---------------|
| MTS-Pilot-Queue | Report |
| MTS-Pilot-Queue | Check |
| MTS-Pilot-Queue | Letter |
| MTS-Pilot-Queue | Letterhead |

Delete

Update Cancel

3.3.12.6 Document Management Search Screen

This screen will allow the selection of a document template for editing.

Administration
Requires Default Data Case Worker: TMAHONY
Requires Default Data Current Date: 10/18/2010

Document Management

Search Panel

Document Number:
 Document Name:
 Functional Area:

Search Clear

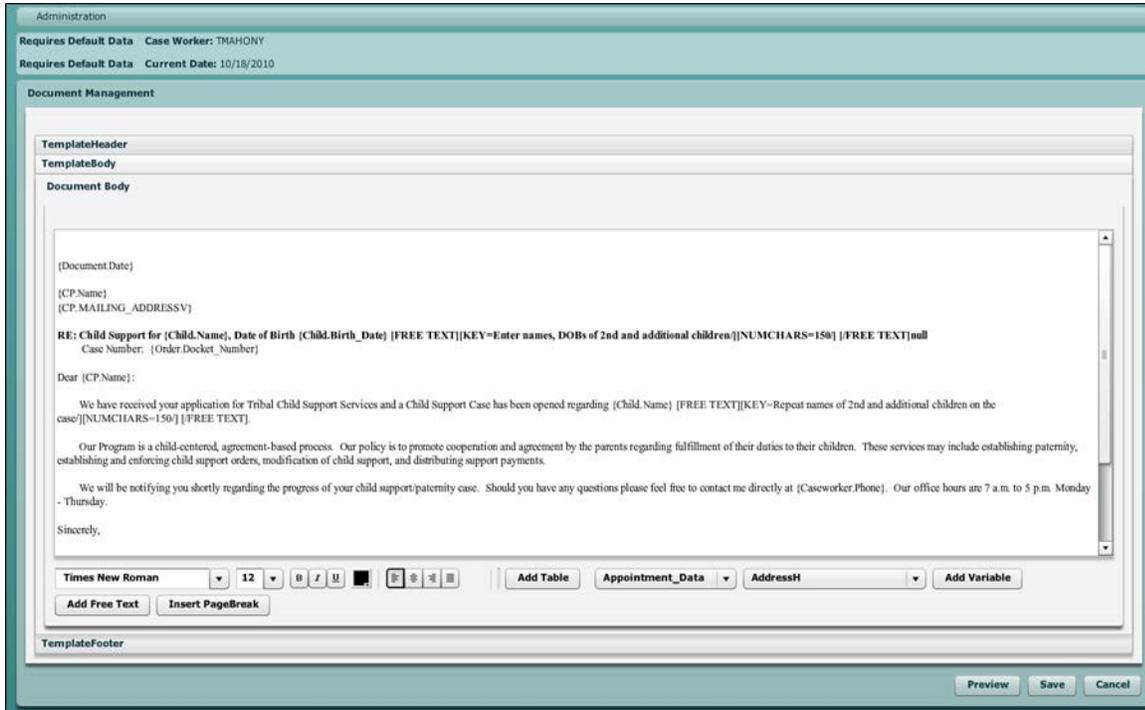
Search Results

| Document Number | Template Name | Functional Area | Date Created | Created By |
|-----------------|---|-------------------------|--------------|------------|
| 473 | Affidavit of Contempt | Enforcement | 05/04/2009 | SYSADM001 |
| 104 | Affidavit of Direct Payment | Financial | 06/17/2009 | SYSADM001 |
| 508 | Affidavit of Mailing | Order Establishment | 06/02/2009 | SYSADM001 |
| 705 | Affidavit of Service for Security | Enforcement | 02/25/2010 | SYSADM001 |
| 184 | Affidavit of Service of Process | Order Establishment | 06/02/2009 | SYSADM001 |
| 494 | Appointment Letter - Enforcement | Enforcement | 05/04/2009 | SYSADM001 |
| 516 | Appointment Letter - Genetic Test | Paternity Establishment | 03/09/2009 | SYSADM001 |
| 539 | Appointment Letter - Genetic Test Results | Paternity Establishment | 03/09/2009 | SYSADM001 |
| 252 | Appointment Letter - Intake | Intake | 05/04/2009 | SYSADM001 |
| 529 | Appointment Letter - Modification | Order Establishment | 05/05/2009 | SYSADM001 |
| 493 | Appointment Letter - Order Establishment | Order Establishment | 05/04/2009 | SYSADM001 |
| 492 | Appointment Letter - Paternity - CP | Paternity Establishment | 05/04/2009 | SYSADM001 |
| 450 | Arrears CP Final Payment Notice | Financial | 03/31/2009 | SYSADM001 |
| 735 | Arrears Final Notice - NCP CS Open | Financial | 05/25/2009 | SYSADM001 |
| 734 | Arrears Final Notice - NCP Paid | Financial | 05/25/2009 | SYSADM001 |

New Template Edit Template

3.3.12.7 Document Management Edit Screen

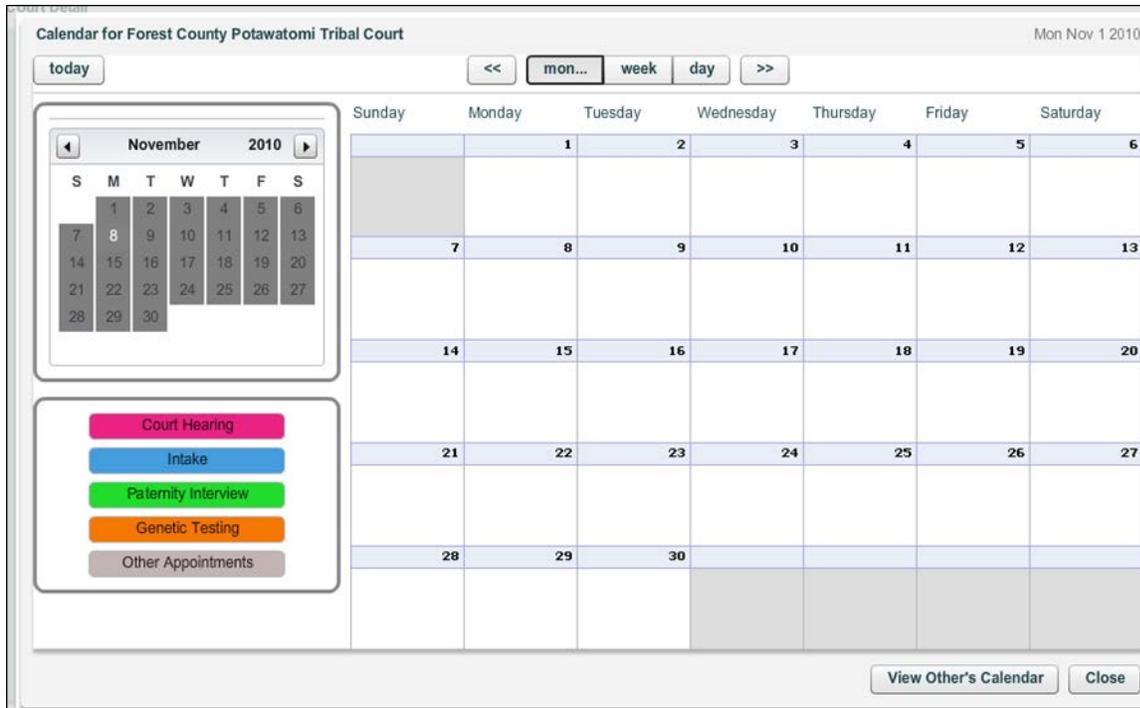
This screen will allow the editing of a document template.



3.3.12.8 Court and Lab Calendar

This screen allows a supervisor to enter available court dates and times for one or more courts. This calendar will interact with Worker Calendars to schedule and record non-conflicting court hearings.

This screen allows a supervisor to enter available genetic testing dates and times for one or more genetic testing facilities. This calendar will interact with Worker Calendars to schedule and record non-conflicting genetic test appointments.



| Related SRS Section | |
|---------------------|-----------|
| Number | Name |
| II-2.3 | Worklists |

| Features |
|----------------------------|
| Caseworker Supervisor Only |

| Process Tables |
|----------------|
| Hearing |

| Process Tables |
|----------------|
| Court |
| Judge |
| GT Laboratory |
| Genetic Test |

3.3.13 Security Screens

These screens control the setup of roles, users, and offices.

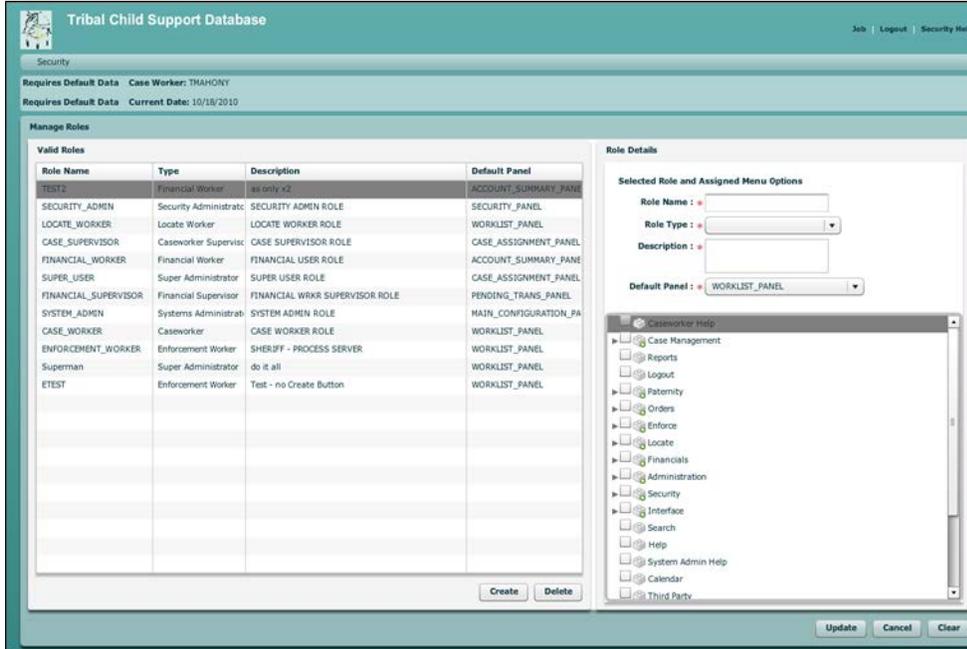
| Related SRS Section | |
|---------------------|-----------------------|
| Number | Name |
| 1.10 | Caseworker Assignment |

| Features |
|----------------------------|
| Caseworker Supervisor Only |

| Process Tables |
|----------------|
| Case |
| TCSE Worker |
| TCSE Office |

3.3.13.1 Manage Roles

This screen will allow the Security Administrator to set and modify the screen access and navigation associated with each user role.



3.3.13.2 Manage Users

This screen will allow the Security Administrator to select users for modification in the User Details screen.

The screenshot shows the 'Manage Users' interface within the 'Tribal Child Support Database'. The top navigation bar includes 'Job | Logout | Security Help'. Below the navigation bar, there are status indicators: 'Requires Default Data Case Worker: TMAHONY' and 'Requires Default Data Current Date: 10/18/2010'. The main content area is titled 'Manage Users' and contains a 'Search Panel' with the following fields and controls:

- First Name *
- Last Name *
- Email
- Role
- Active Users
- Locked Users

At the bottom of the search panel are three buttons: 'Search', 'Create', and 'Clear'. Below the search panel is a 'Search Results' table with the following columns:

| User ID | First Name | Last Name | Enabled | Locked |
|---------|------------|-----------|---------|--------|
| | | | | |
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3.3.13.3 Manage User Details

This screen will allow the Security Administrator to modify roles, ID, and passwords for each user. It will allow the Security Administrator to delete old users, revoke user access, and de-assign roles from users.

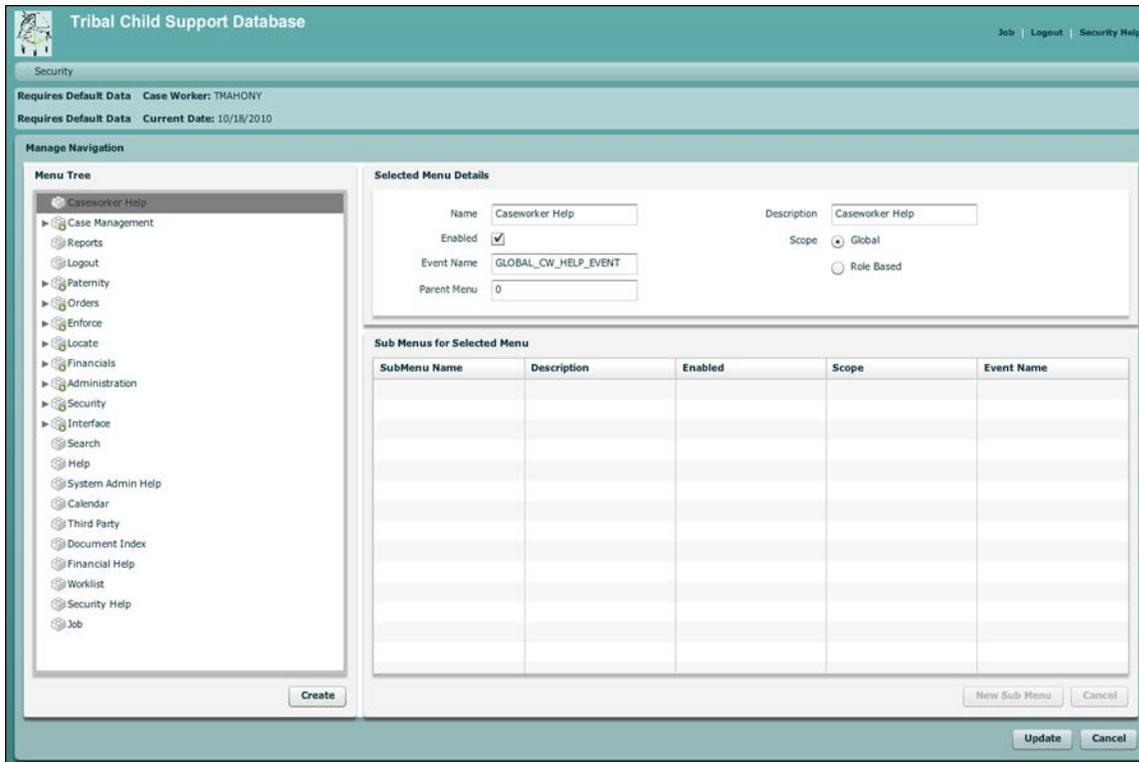
The screenshot displays the 'Tribal Child Support Database' interface. At the top, there is a header with the database name and navigation links for 'Job', 'Logout', and 'Security Help'. Below the header, a 'Security' bar shows 'Requires Default Data' and 'Case Worker: TMAHONY'. A secondary bar shows 'Requires Default Data' and 'Current Date: 10/18/2010'. The main content area is titled 'Manage User Details' and is divided into three sections:

- User Details:** A form with the following fields:
 - User ID:
 - Password:
 - First Name:
 - Last Name:
 - Middle Name:
 - Email:
 - Phone:
 - Enabled:
 - Lock:
- Manage User Roles:** A table with columns 'Role', 'Start Date', and 'End Date'. It contains several empty rows. Below the table are 'Create' and 'Delete' buttons.
- User Role Details:** A form with:
 - User Role:
 - Start Date:
 - End Date:Below this form are 'Update' and 'Cancel' buttons.

At the bottom of the interface, there are three buttons: 'Update', 'Clear', and 'Cancel'.

3.3.13.4 Manage Navigation

This screen will allow the Security Administrator to define the navigation for each screen.



3.3.13.5 Caseworker Management - Office

This screen will allow the Security Administrator to define child support offices within the agency.

Security

Requires Default Data Case Worker: TMAHONY

Requires Default Data Current Date: 10/18/2010

Caseworker Management

Office List

| Office Name | Type | Description | Location |
|--|---------|---------------------------------------|--------------|
| Forest County Potawatomi Tribal Child Support Agency | Main | Forest County Potawatomi Tribal Child | Crandon WI |
| FCPC-TCSA 2 | Branch | | Milwaukee WI |
| FCPC-TCSA 3 | Branch | | Wabeno WI |
| FCPC-TCSE | Payment | | Crandon WI |

Office Name Office Type

Description Office Calendar

Mailing Address

Address Line 1 Address Line 2

PO Box Apt/Suite

City State Province

Zip Code Country

Phone Email

Contact

Contact Name

Phone Email

3.3.13.6 Caseworker Management - Workers

This screen will allow the Security Administrator to assign workers to an office and define their role within an office.

The screenshot displays a web application interface for Caseworker Management. At the top, it shows the user 'TMAHONY' and the current date '10/18/2010'. The main section is titled 'Caseworker Management' and contains two primary components:

- Office Workers Table:** A table with columns for Unit, User Name, Type, Title, Low Range, High Range, and Case Count. The table is currently empty.
- Worker Details Form:** A form for editing a worker's assignment. It includes:
 - Selected Office:** Office Name (FPC-TCSA 3) and Office Type (Branch).
 - Case Worker:** A dropdown menu for 'TCSE Worker', and fields for Name, Title, Phone, and Email.
 - Worker Type:** A text input field.
 - Worker Case Assignment Rule:** A dropdown for 'Functional Unit' and two dropdowns for 'Low Range' and 'High Range'.
 - Worker Calendar:** A small calendar icon.

At the bottom of the interface, there are three buttons: 'Manage Office Assignment', 'Manage Worker Cases', and 'Cancel'. An 'Update' button is also visible near the bottom right of the Worker Details form.

3.3.13.7 Reassign Cases - Office

This screen will allow the Security Administrator to move cases between offices.

The screenshot shows a web application interface for reassigning cases. At the top, it displays the user's role as 'Security' and the case worker as 'TMAHONY'. Below this, it indicates 'Requires Default Data' and shows the 'Current Date' as '10/18/2010'. The main section is titled 'Caseworker Management' and contains a 'Reassign Cases' form. This form is divided into two columns: 'FROM:' and 'TO:'. The 'FROM:' column has a 'Selected Office' dropdown menu with 'FCPC-TCSA 3' selected and an 'Office Type' dropdown menu with 'Branch' selected. The 'TO:' column has a 'Selected Office' dropdown menu and an 'Office Type' dropdown menu. Below these columns is a 'Case' section with several input fields: 'Case' (with a search icon), 'Case Type', 'Case Function', 'NCP', 'CP', and 'Current Worker'. At the bottom right of the form, there are 'Update' and 'Cancel' buttons.

