

Federal Parent Locator Service

# **Electronic Document Exchange**

Release 13-02 – Minor  
December 6, 2013

## **Release Specifications**

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September 6, 2013

Administration for Children and Families  
Office of Child Support Enforcement  
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## **1. ELECTRONIC DOCUMENT EXCHANGE (OCSE REF #4605)**

### **1.1 Summary of Changes**

We are enhancing the Federal Parent Locator Service (FPLS) Electronic Document Exchange (EDE) application on the State Services Portal (SSP) to supply states with the county Federal Information Processing Standards (FIPS) code information. In addition, EDE will also retrieve case participants' names and details associated with a case from the Federal Case Registry (FCR).

### **1.2 Background**

States with county-based record storage systems will be able to identify requests for records from their counties and respond more quickly. The EDE participating states requested the ability to filter requests by county FIPS code in order to respond more efficiently. As a convenience for states requesting documents, you can fill case details by selecting a participant from a list obtained from the FCR or you can fill the details manually.

### **1.3 Description of Changes**

This section describes the changes made to these processes:

- Solicited Process
  - Request Documents page
  - Select Document to Request page
  - Query FCR page
  - Respond to Requests page
  - Document Information page
- Unsolicited Process
  - Upload Unsolicited Documents page
  - Select Documents to Provide page
  - Download Unsolicited Documents page
- Batch Process

### 1.3.1 REQUEST DOCUMENTS PAGE

Figure 1-1 shows that you, as a requesting state user, can supply your own state's county FIPS code with case details. The county names and associated FIPS codes are available to you via a lookup function using the **List Counties** button. Additionally, an information icon (i) states that you can either enter a county FIPS code or select a county FIPS code, using the **List Counties** button.

**Figure 1-1: Request Documents Page**

U.S. Department of Health and Human Services  
Administration for Children & Families  
FPLS State Services Portal

Home Print | FAQ | Close

**Electronic Document Exchange**

**Request Documents**  
*\* Indicates required field*

Notification will be sent to the email address below when a response is received.

**Select Request Criteria**

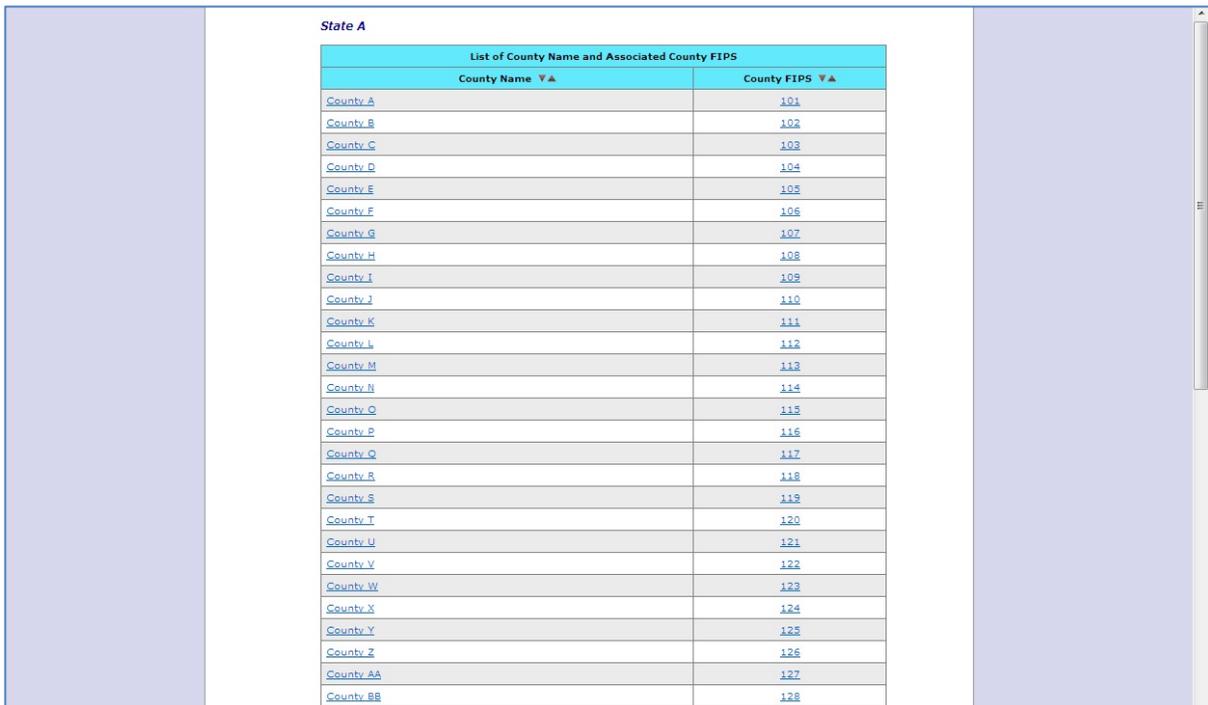
<b>Requesting State Information</b>	<b>Responding State Information</b>
* Case ID: <input type="text" value="910062684"/>	* Case ID: <input type="text" value="0003224507"/>
County FIPS Code: <input type="text" value="322"/> <input type="button" value="List Counties"/>	* State: <input type="text" value="Virginia"/>
Submitter's Email Address: <input type="text" value="john.doe@state.gov"/>	

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Request Documents  
Query FCR  
Respond to Requests  
View Responses  
Upload Unsolicited Documents  
Download Unsolicited Documents

Clicking the List Counties button on the Request Documents page retrieves the county names and FIPS codes from the portal database and displays a page with a list. The portal database periodically receives an extract of county FIPS codes and associated county names from the Intergovernmental Reference Guide. Figure 1-2 shows a sample of the county FIPS codes list.

**Figure 1-2: County FIPS Codes Page**



The screenshot shows a web page titled "State A" with a table titled "List of County Name and Associated County FIPS". The table has two columns: "County Name" and "County FIPS". The rows list counties from A to BB with their corresponding FIPS codes from 101 to 128.

County Name	County FIPS
County A	101
County B	102
County C	103
County D	104
County E	105
County F	106
County G	107
County H	108
County I	109
County J	110
County K	111
County L	112
County M	113
County N	114
County O	115
County P	116
County Q	117
County R	118
County S	119
County T	120
County U	121
County V	122
County W	123
County X	124
County Y	125
County Z	126
County AA	127
County BB	128

### 1.3.2 SELECT DOCUMENTS TO REQUEST PAGE

As shown in Figure 1-3, EDE pre-populates the county FIPS code from the FCR on the Select Documents to Request page, based on the responding state and case ID combination you enter in your request. The FCR is also the source of a list of participants associated with the case.

For the county FIPS code, you have the options to:

- Leave the county FIPS code as retrieved from the FCR
- Change the code using the **List Counties** button on the Request Documents page, Figure 1-1, to select the correct county FIPS code from the list, shown in Figure 1-2
- Type a county FIPS code

When selecting documents, you can either:

- Select the participant names and associated details from the FCR participant list by clicking the down arrow in the Participant Name box
- Enter your own participant information and associated details

When the Select Documents to Request page opens, it contains a form for a single document request. You can request up to 15 documents if desired by clicking **Add More Documents**.

**Figure 1-3: Select Documents to Request Page**

### 1.3.3 QUERY FCR PAGE

Figure 1-4 shows that you, as a requesting state user, can view your own state’s cases, as well as those from other states on the Query FCR page. Additionally, we added two new columns: County FIPS Code and Verify Type, unverified (U) or verified (V) by SSA.

For your state’s cases, EDE displays unverified and verified participants. If a participant is unverified, ‘U’ appears in the Verify Type column. You will only see verified participants for other states’ cases.

Figure 1-4: Query FCR Page

**U.S. Department of Health and Human Services**  
**FPLS State Services Portal**  
Administration for Children & Families

Home Print | FAQ | Close

**Electronic Document Exchange**

**Query FCR**  
\* Indicates required field

**SSN Search**

\* SSN:

**FCR Results**

Case ID▼▲	State▼▲	County FIPS▼▲	Participant Name▼▲	Date of Birth▼▲	Part. Type▼▲	Verify Type▼▲
<a href="#">0003224507</a>	MD - 24	322	Jones, William J.	02/26/1970	NCP	U
376666328	VA - 51	450	Jones, William	02/26/1970	PF	V
N966000313	TX - 48	696	Jones, William	02/26/1970	CP	V

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### 1.3.4 RESPOND TO REQUESTS PAGE

Figure 1-5 shows that you, as a responding state user, can search the requests your state received by your state’s county FIPS code, using the Responding County list. This page contains the Responding County FIPS Code column displaying your state’s county FIPS code. As before, you can view the requesting state information by clicking the responding state’s case ID to view the case details page.

#### Changing the County FIPS Code

You can also change the county FIPS code the requesting state supplied:

1. Click the case ID link in the Responding State Case ID column as shown in Figure 1-5
2. Enter the correct county FIPS code on the Document Information page as shown in Figure 1-6
3. Click **Update** on the Document Information page to record the FIPS code change and return to the Respond to Requests page

#### Assigning and Releasing Requests

You can assign or release all requests in a single step, as follows:

- Click **Assign All** to assign all displayed requests in ‘Unassigned’ status
- Click **Release All** to release all displayed requests in ‘Assigned’ or ‘Pending’ status
- If you are a superuser, for a single user, you can release all displayed requests in ‘Assigned’ or ‘Pending’ status

**Figure 1-5: Respond to Requests Page**

**U.S. Department of Health and Human Services**  
**FPLS State Services Portal**  
Administration for Children & Families

Home Print | FAQ | Close

**Electronic Document Exchange**

**Respond to Requests**  
**Query Request**

From Date: 08/06/2012  
To Date: 08/13/2012  
Requesting State: -All-  
Responding County: -All-  
User ID: w5r4d2f5  
Status: -All- **GO**

**Process Request**  
Recommended file format extensions for upload are JPEG, PDF, TIFF, DOC or DOCX. Documents will be stored for a period of 30 days after upload.

Responding State Case ID	Resp County FIPS	Document Type	Request Date	Status	Action
<a href="#">0003224507</a>	322	Support Order	08/08/2012	Assigned	Release Send Document Cannot Provide
<a href="#">0003224507</a>	322	Birth Certificate	08/08/2012	Pending	Release Send Document Cannot Provide
<a href="#">0003224507</a>	322	Photo ID of NCP	08/08/2012	Assigned	Release Send Document Cannot Provide
<a href="#">C01509837</a>	356	Support Order	08/06/2012	Unassigned	Assign

Assign All Release All

**Figure 1-6: Document Information Page**

The screenshot displays the FPLS State Services Portal interface. At the top, it features the U.S. Department of Health and Human Services logo and the text 'Administration for Children & Families'. The main header reads 'FPLS State Services Portal' with navigation links for 'Home', 'Print', 'FAQ', and 'Close'. A left sidebar contains an 'Electronic Document Exchange' menu with options like 'Request Documents', 'Query FCR', 'Respond to Requests', 'View Responses', 'Upload Unsolicited Documents', and 'Download Unsolicited Documents'. The main content area is titled 'Document Information' and 'Request Details', showing fields for User ID, Transaction Number, Document Number, Responding State Case ID, Requesting State Case ID, and Requesting FIPS County Code. Below this, it lists Document Type, Request Date, SSN, and names. An 'Update Responding State County FIPS Code' section includes a text input field with '321' and an 'Update' button. A 'Return' button is also present. The footer identifies the 'Office of Child Support Enforcement' with a 'Contact Us' link.

### 1.3.5 UPLOAD UNSOLICITED DOCUMENTS PAGE

Figure 1-7 shows that you, as a providing state user, can supply your own state's county FIPS code along with case details. You can either:

- Click **List Counties** on the Upload Unsolicited Documents page to open a list of your state's county names and associated FIPS codes for selection, shown in Figure 1-2
- Type the code

The information icon (i) informs you of these choices.

**Figure 1-7: Upload Unsolicited Documents Page**

**U.S. Department of Health and Human Services**  
**FPLS State Services Portal**  
Administration for Children & Families

Home Print | FAQ | Close

**Electronic Document Exchange**

**Upload Unsolicited Documents**  
*\* Indicates required fields*

**Providing State Information**

\* Providing State Case ID:

County FIPS:   ⓘ

**Other State Information**

\* Other State:

Other State Case ID:

**Case Parameters**

CP First Name:  CP Last Name:

CP SSN:  CP Date of Birth:  ⓘ

PF First Name:  PF Last Name:

PF SSN:  PF Date of Birth:  ⓘ

NCP First Name:  NCP Last Name:

NCP SSN:  NCP Date of Birth:  ⓘ

Foster Care Agency:

**Contact Information**

First Name:  Last Name:

Phone:  Fax:

Email:

### 1.3.6 SELECT DOCUMENTS TO PROVIDE PAGE

Figure 1-8 shows the page pre-populated from the FCR with the county FIPS code, based on the other state and case ID combination you entered. (This will only occur when you have a case ID to include for your upload.)

You have the options to:

- Leave the county FIPS code as retrieved from the FCR
- Change the code by clicking **List Counties**, which opens a list of the other state's counties and FIPS codes, shown in Figure 1-2, and selecting the correct county FIPS code
- Type the code

**Figure 1-8: Select Documents to Provide Page**



U.S. Department of Health and Human Services

## FPLS State Services Portal

Administration  
for  
Children & Families

Home
Print | FAQ | Close

Electronic Document Exchange

*Select Documents to Provide*

**Providing State Information**

Case ID: 910062684  
County FIPS Code: 201

**Other State Information**

Case ID: 0003224507  
State: Virginia  
County FIPS Code:

---

**Upload Documents**

\* Indicates required fields

* Document Type	* Document Path
Affidavit in Support of Establishing Paternity	L:\Docs\6778AffSupp <input type="button" value="Browse..."/>
CSE Transmittal #1: Initial Request	L:\Docs\6778Trans_ <input type="button" value="Browse..."/>
General Testimony	L:\Docs\6778GenTe: <input type="button" value="Browse..."/>
Uniform Support Petition	L:\Docs\6778SupPe <input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>
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-Select-	<input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>
-Select-	<input type="button" value="Browse..."/>

### 1.3.7 DOWNLOAD UNSOLICITED DOCUMENTS PAGE

Figure 1-9 shows that you, as a receiving state user, can search the requests received for your state's county FIPS code, using the Receiving County list. The Download Unsolicited Documents page contains the Receiving State County FIPS Code column for viewing your county FIPS codes. As before, you can view the providing state's information by selecting the providing state's case ID to view the case details page.

**Figure 1-9: Download Unsolicited Documents**

The screenshot shows the 'FPLS State Services Portal' for the U.S. Department of Health and Human Services, Administration for Children & Families. The page title is 'Download Unsolicited Documents'. A message states: 'Unsolicited documents are available for download for 60 days.' Below this is a 'Query Unsolicited Documents' form with the following fields: 'From Date' (08/01/2012), 'To Date' (08/31/2012), 'Providing State' (-All-), 'Receiving County' (-All-), and 'Status' (-All-), with a 'GO' button. Below the form is a table titled 'Unsolicited Document Results'.

Providing State Case ID	Receiving State Case ID	Receiving State County FIPS Code	Document Type	Days Avail	Status
<a href="#">0123456778</a>		101	Affidavit in Support of Establishing Paternity	45	<a href="#">Downloaded</a>
<a href="#">0123456778</a>		105	CSE Transmittal #1	45	<a href="#">Downloaded</a>
<a href="#">0123456778</a>		203	General Testimony	45	<a href="#">Downloaded</a>
<a href="#">0123456778</a>		302	Uniform Support Petition	45	<a href="#">Pending Download</a>
<a href="#">009184265</a>	004983750	311	Photo ID of CP	37	<a href="#">Pending Download</a>
<a href="#">0005832905</a>	896043122	201	Birth Certificate	30	<a href="#">Pending Download</a>

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### **1.3.8 BATCH PROCESS**

#### **Request**

You, as a requesting batch state user, can send a request file including the information for your state and the responding state's county FIPS code. If you are not able to supply the county FIPS code for the responding state in the request, the EDE batch application will retrieve and insert the county FIPS code from the FCR (if it exists) based on the responding state and case ID before sending the file to the responding state.

#### **Responding**

You, as a responding batch state user, can change the county FIPS code supplied in the request file received. You can change the county FIPS code with a new code, or by removing the existing code when you send the responding batch metafile to OCSE.

#### **Unsolicited**

You, as a supplying batch state user, can send an unsolicited metafile including the information for your state and other state's county FIPS code. If you are not able to supply the county FIPS code for the other state, the EDE batch application will retrieve and insert the county FIPS code from the FCR (if it exists) based on the other state and case ID before sending the file to the receiving state.

## **1.4 Impact on States**

States do not need to change their systems to take advantage of this enhancement.

## **1.5 End User Support Contact Information**

For questions about this application, contact your End User Support representative directly or the Service Desk at 800-258-2736 or [ocse.gr-portal@lmco.com](mailto:ocse.gr-portal@lmco.com).