

OCSE Federal Parent Locator Service

OCSE Software Change

Release 16-01 – Minor

July 29, 2016

Release Schedule and Manifest

Version 1.0

March 29, 2016

Administration for Children and Families
Office of Child Support Enforcement
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EXECUTIVE SUMMARY

We are planning a minor release for the Federal Parent Locator Service (FPLS) and other federal systems in July 2016. This document describes the schedule and content of Release 16-01.

Note: The official implementation date for Release 16-01 is July 29, 2016. However, OCSE will implement release changes at other times. You can view the other dates on each page that describes the change.

The Release Schedule focuses on four main events:

- Notification of the release contents
- Release of the detailed specifications
- Participation in the Manifest and Specifications conference calls
- Implementation of the software changes

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

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

This release includes two types of enhancements:

- Three minor impact enhancements that require a change only if you want to take advantage of them
- Five enhancements that do not require any system changes on your part

Release 16-01 changes will improve the following:

- Child Support Portal
 - State Statistical Reporting System (SSRS)
 - Debt Inquiry (DI)
 - Electronic Document Exchange (EDE)
 - Federal Case Registry (FCR)
 - eEmployer Search
 - Multistate Financial Institution Data Match (MSFIDM)
 - Federal Collections and Enforcement (FCE)
- Batch Applications
 - FCE

RELEASE 16-01 CONFERENCE CALL SCHEDULE

We will conduct interactive sessions with users and technical staff to prepare for system changes and address questions and concerns. The Release 16-01 Manifest will be available on the Office of Child Support Enforcement (OCSE) website on March 29, 2016, and the Specifications on April 29, 2016. We will test with states as necessary, based on information we received from the conference calls below.

Dates/Times

- Manifest: April 19, 2016, 11:00 a.m. ET April 21, 2016, 3:00 p.m. ET
- Specifications: May 17, 2016, 11:00 a.m. ET May 19, 2016, 3:00 p.m. ET

GROUP 1 – SSRS, MSFIDM, PORTAL, FCR, DI, EDE, eEMPLOYER SERVICES		
System	Title	Proposed Implementation
Portal	Portal Single User Interface and Unified Registration (# 5867)	August 2016
Portal	SSRS on the Child Support Portal (# 5803)	March 2016
Portal	Full SSN on Debt Inquiry Summary Page (# 5844)	April 2016
Portal	EDE Application Enhancements (# 5725)	May 2016
Portal	Mailing Address on DoD Entitlement Response (# 5432)	July 2016
Portal	Address Source on eEmployer Search (# 5657)	July 2016
Portal	MSFIDM Application on the Portal for States (# 5678)	July 2016

Dates/Times

- Manifest: March 29, 2016, 2:00 p.m. ET March 30, 2016, 10:00 a.m. ET
- Specifications: May 24, 2016, 2:00 p.m. ET May 25, 2016, 10:00 a.m. ET

GROUP 2 – FCE		
System	Title	Proposed Implementation
Portal and Batch	Collection and Adjustment Record Layout Enhancement (# 5847)	April 2016 and May 2016

System	CHILD SUPPORT PORTAL		
Title	Portal Single User Interface and Unified Registration (OCSE Ref. # 5867)		
Proposed Changes	We are enhancing the Child Support Portal (Portal) to serve as a single entry point for all user types, and to build a universal Home and Welcome page.		
Impact	<p>States will not need to change their systems to take advantage of this enhancement. Existing users do not need to register again.</p> <hr/> <p>Note: New users wanting access to certain applications (SSRS, Access and Visitation, Intergovernmental Reference Guide (IRG)) outside of their state networks must register using the new registration pages.</p> <hr/>		
Business Requirements or Benefit	<p>This enhancement will offer the following benefits:</p> <ul style="list-style-type: none"> • Universal Portal Home page pre-login with the following features: <ul style="list-style-type: none"> – A single entry point for all Portal users – Ability to view registration guides and instructions. • Universal Portal Welcome page with the following features: <ul style="list-style-type: none"> – A common post-login page for current Portal and iPortal users – A unified layout across all user affiliation types 		
Reason	This enhancement offers users a better experience and increased productivity in one location.		
Point of Contact	Vinette Elam	800-258-2736	Vinette.Elam@acf.hhs.gov
Targeted Release Date	August 2016		

System	CHILD SUPPORT PORTAL		
Title	SSRS on the Child Support Portal (OCSE Ref. # 5803)		
Proposed Changes	We are making the State Statistical Reporting System (SSRS) available on the Child Support Portal (Portal) to authorized state users.		
Impact	<p>This enhancement will have the following impact on states:</p> <ul style="list-style-type: none"> • States will need to pass a new user role (RD) in the header to give users access to the application. • Only authorized Portal users can access this application. If you are not an authorized user, contact your state administrator. <hr/> <p>Note: When this change goes into production, new state users wanting access to the SSRS from the Internet will need confirmation from their state administrator and will be required to manage their own credentials. There is no impact to state users that currently have access to the SSRS through the Internet.</p> <hr/>		
Business Requirements or Benefit	<p>This enhancement will offer the following benefit:</p> <ul style="list-style-type: none"> • State users with the proper authorization will be able to access the SSRS on the Portal. 		
Reason	This enhancement is in response to state users requesting access to the SSRS via the Portal.		
Point of Contact	Nicole Ellis	202-401-4784	Nicole.Ellis@acf.hhs.gov
Targeted Release Date	March 2016		

System	CHILD SUPPORT PORTAL		
Title	Full SSN on Debt Inquiry Summary Page (OCSE Ref. # 5844)		
Proposed Changes	We are enhancing the Debt Inquiry application to display the full Social Security number (SSN) on the DI Summary page.		
Impact	States will not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement will offer the following benefit: <ul style="list-style-type: none"> • States will be able to work matches directly from the Summary page, because it will display the full SSN. 		
Reason	This enhancement is in response to states' requests to display the full SSN on the Summary page.		
Point of Contact	Michael Liebert	443-436-6466	Michael.Liebert@acf.hhs.gov
Targeted Release Date	April 2016		

System	CHILD SUPPORT PORTAL		
Title	EDE Application Enhancements (OCSE Ref. # 5725)		
Proposed Changes	<p>We are enhancing the EDE system web pages to include the following features:</p> <ul style="list-style-type: none"> • Add an IRG link or button on the Navigation portion at the left of the page that allows users to perform all IRG functions from EDE, based on their IRG user role. • Allow the providing state worker to view a summary of unsolicited documents sent to another state. • Allow receiving state users to change their state's case ID on the Download Unsolicited Document Details page. • Allow receiving state users to change a document status from Downloaded to Pending Download on the Download Unsolicited Document Details page. • Send e-mail notification to the state-identified contact when the state receives an unsolicited document. • Display all FCR participants (including unverified) for your state on the Select Documents to Request page. • Expand the list of reasons for not providing a document. • Allow selection of county Federal Information Processing Standard codes from a list versus manual entry. 		
Impact	States will not need to change their systems to take advantage of these enhancements. They will need to update their state profile form to include up to three Central Registry e-mail addresses for unsolicited document notification.		
Business Requirements or Benefit	<p>These enhancements will offer the following benefit:</p> <ul style="list-style-type: none"> • Improved usability and functionality of the system. 		
Reason	To incorporate recommendations received from EDE users and improve the information available.		
Point of Contact	Vinette Elam	800-258-2736	Vinette.Elam@acf.hhs.gov
Targeted Release Date	May 2016		

System	CHILD SUPPORT PORTAL		
Title	Mailing Address on DoD Entitlement Response (OCSE Ref. # 5432)		
Proposed Changes	We are enhancing the Department of Defense (DoD) Entitlement application to include the service member's mailing address. The information will also have the month, day, and year DoD received the address.		
Impact	States and tribal agencies will not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement will offer the following benefit: <ul style="list-style-type: none"> • Including the mailing address will help with service of process for a service member. The response to a DoD Entitlement request will show the service member's mailing address and the date DoD received it. 		
Reason	This enhancement is in response to states and tribal agencies needing the service member's mailing address.		
Point of Contact	Jay Butler	615-892-0554	Jay.Butler@acf.hhs.gov
Targeted Release Date	July 2016		

System	CHILD SUPPORT PORTAL		
Title	Address Source on eEmployer Search (OCSE Ref. # 5657)		
Proposed Changes	We are enhancing the eEmployer Search application to identify the source and type of address displayed on the web page. Initially, the address type will be identified as primary or optional and the address sources will include quarterly wages and new hires.		
Impact	States will not need to change their systems to take advantage of this enhancement.		
Business Requirements or Benefit	This enhancement will offer the following benefit: <ul style="list-style-type: none"> Knowing the source and type of address will help child support agencies determine the best address to use for income withholding orders, child support requests, and other case activities. 		
Reason	This enhancement is in response to states' requests to be able to determine which address to use when sending child support documents.		
Point of Contact	Cynthia Holdren	240-676-2808	Cynthia.Holdren@acf.hhs.gov
Targeted Release Date	July 2016		

System	CHILD SUPPORT PORTAL		
Title	MSFIDM Application on the Portal for States (OCSE Ref. # 5678)		
Proposed Changes	We are creating a Multistate Financial Institution Data Match (MSFIDM) Portal application for state users.		
Impact	States will need to change their systems to pass a new user role in the header to take advantage of this enhancement.		
Business Requirements or Benefit	<p>This enhancement will offer the following benefits:</p> <ul style="list-style-type: none"> • Supply potential collections data so workers can prioritize matches with the highest account balances and compare those balances to the noncustodial parent’s arrears to maximize collection potential. • Make available a report of financial institutions that participate in the MSFIDM program and those that do not. • Supply the number of MSFIDM matches by financial institution by state. • Include transmitter-tracking information to identify when transmitters submitted their last files and when the next ones are due. • Furnish cumulative account balances information for multistate financial institutions (MSFIs) including those MSFIs that do not show or indicate an account balance. • View all states’ MSFIDM contact information, and update your own state’s contact information in real time. • Provide MSFIDM and Federally Assisted State Transmitted (FAST) Levy resource materials. 		
Reason	This enhancement is in response to states requesting access to information and reports about the MSFIDM and FAST Levy programs.		
Point of Contact	Debbie Fazzino	775-720-4161	Debbie.Fazzino@acf.hhs.gov
Targeted Release Date	July 2016		

System	BATCH AND CHILD SUPPORT PORTAL		
Title	Collection and Adjustment Record Layout Enhancement (OCSE Ref. # 5847)		
Proposed Changes	We are enhancing the FCE system to include the Treasury’s Bureau of the Fiscal Service (BFS) reversal reason code and offset date in the states’ weekly Collection and Adjustment record. We will also display the reversal reason code on the Trace Number Query page.		
Impact	The BFS reversal reason code and offset date will appear in the filler space in positions 237-240 in the Collection and Adjustment record. States must make programming changes if they want to use the new batch data, because the BFS reversal reason code and offset date will go in a current filler area on the collection record. The BFS reversal reason code will be available to users with full access (SB) and limited access with FTI (SL) roles on the Trace Number Query page.		
Business Requirements or Benefit	This enhancement will offer the following benefits: <ul style="list-style-type: none"> • States will know the reason for a BFS reversed offset. • States will know the BFS offset date. 		
Reason	This enhancement will give states additional information associated with tax refund offsets and reversals.		
Point of Contact	Rebecca Hamil	202-205-5612	Rebecca.Hamil@acf.hhs.gov
Targeted Release Date	Batch – April 2016 Portal – May 2016		