

OCSE O&M and Continuous Improvements

OCSE Software Changes

Release 17-04 – Minor

December 15, 2017

Release Schedule and Manifest

Version 1.0

September 15, 2017

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. This document describes the schedule and content of Release 17-04.

Note: The official implementation date for Release 17-04 is December 15, 2017. However, the Office of Child Support Enforcement (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

Release 17-04 changes will enhance Electronic Document Exchange (EDE) on the Child Support Portal.

We will discuss Manifest topics in the Division of Federal Systems (DFS) September conference call, and the Specifications in the October conference call.

LIST OF ENHANCEMENTS	
Title	Proposed Implementation
Provide a Certified Option When Requesting Documents on EDE (OCSE Ref. # CLI-6340)	October 2017
Add Text Box on EDE Respond to Requests (OCSE Ref. # CLI-6341)	October 2017
Add and Revise Document Types on EDE Drop-Down List (OCSE Ref. # CLI-6344)	October 2017
Revise Document Type Names in the EDE Drop-Down List (OCSE Ref. # CLI-6339)	December 2017

System	ELECTRONIC DOCUMENT EXCHANGE (EDE)
Title	Provide a Certified Option When Requesting Documents on EDE (OCSE Ref. # CLI-6340)
Proposed Changes	We are enhancing the Electronic Document Exchange (EDE) “Request Documents” page to include a check box that users can mark to indicate if the documents they are requesting from another state need to be certified.
Impact	States will not need to change their systems to take advantage of this enhancement.
Business Requirements or Benefit	This enhancement clarifies whether the requestor needs a certified copy and reduces the need to contact the other state.
Reason	This enhancement is in response to states’ requests to add a check box that they can choose to indicate if the documents they are requesting from another state need to be certified.
Point of Contact	Courtney Garnand Courtney.Garnand@acf.hhs.gov
Targeted Release Date	October 2017

System	ELECTRONIC DOCUMENT EXCHANGE
Title	Add Text Box on EDE Respond to Requests (OCSE Ref. # CLI-6341)
Proposed Changes	We are enhancing the Electronic Document Exchange (EDE) “Respond to Requests” page to include a text box for free-form text. The text box will allow users to supply additional information when responding to a request for documents.
Impact	States will not need to change their systems to take advantage of this enhancement.
Business Requirements or Benefit	This enhancement will allow states to include additional information when responding to a request.
Reason	This enhancement is in response to states’ requests to have the ability to include additional information when responding to a request.
Point of Contact	Courtney Garnand Courtney.Garnand@acf.hhs.gov
Targeted Release Date	October 2017

System	ELECTRONIC DOCUMENT EXCHANGE
Title	Add and Revise Document Types on EDE Drop-Down List (OCSE Ref. # CLI-6344)
Proposed Changes	<p>We are enhancing Electronic Document Exchange (EDE) to add the four new document types to the EDE drop-down list, and revise the acknowledgment document type name. The following is a list of these changes:</p> <ul style="list-style-type: none"> • Add Child Support Agency Confidential Information • Add Child Support Agency Request for Change of Support Payment Location Pursuant to UIFSA § 319 • Add Personal Information Form For UIFSA § 311 • Add Bankruptcy Documents • Revise document type name Acknowledgment (Transmittal #1, page 3) to CSE Transmittal #1 - Acknowledgment <p>We are also adding a search and filter capability to the document drop-down list. We will revise the EDE profile form to support these changes.</p>
Impact	States will not need to change their systems to take advantage of this enhancement. States should inform OCSE which document types they support.
Business Requirements or Benefit	This enhancement will allow users to correctly identify the document type being uploaded or downloaded.
Reason	This enhancement is in response to the release of Action Transmittal (AT) 17-01 that added or revised the intergovernmental forms that are not currently on the EDE document type drop-down list, and to the states' request to add a new document type of bankruptcy.
Point of Contact	Courtney Garnand Courtney.Garnand@acf.hhs.gov
Targeted Release Date	October 2017

System	ELECTRONIC DOCUMENT EXCHANGE
Title	Revise Document Type Names in the EDE Drop-Down List (OCSE Ref. # CLI-6339)
Proposed Changes	<p>We are enhancing the Electronic Document Exchange (EDE) drop-down list to display the revised intergovernmental forms' document type names that were approved and released via AT-17-01. The following is a list of these changes:</p> <ul style="list-style-type: none"> • Revise "Affidavit in Support of Establishing Paternity" to "Declaration in Support of Establishing Parentage" • Revise "Locate Data Sheet" to "Child Support Locate Request" • Revise "Registration Statement" to "Letter of Transmittal Requesting Registration" <p>We will revise the EDE profile form to support these changes.</p>
Impact	States will not need to change their systems to take advantage of this enhancement.
Business Requirements or Benefit	This enhancement will allow users to correctly identify the document type being uploaded or downloaded.
Reason	This enhancement is in response to AT-17-01 revising the existing intergovernmental forms' document names, which need to be revised on the EDE drop-down list to reflect the new type names.
Point of Contact	Courtney Garnand Courtney.Garnand@acf.hhs.gov
Targeted Release Date	December 2017