

OCSE O&M and Continuous Improvements

# **OCSE Software Change**

**Release 20-01 – Minor**

February 2020

## **Release Schedule and Manifest**

Version 1.0

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 20-01.

The official implementation date for Release 20-01 is February 21, 2020.

The Release Schedule focuses on four main events:

- Notification of the release contents
- Release of the detailed specifications
- Review and discussion of enhancements at the monthly Division of Federal Systems (DFS) and state conference calls
- Implementation of the software changes

Release 20-01 changes will enhance the Child Support Portal.

We discussed Manifest topics in the DFS January 2020 integrated conference call. The Specifications will be posted to the OCSE website in February.

The enhancements included are listed below.

<b>List of Enhancements</b>	
<b>Title</b>	<b>Proposed Implementation</b>
Change User Activity Status to Download When User Downloads a Document (CLI-7953)	February 2020
Create New Role for SSRS/EPP State Users (EMP-8136)	February 2020
Modify the Tax Offset Fraud Referral Upload Process on the Portal (FCE-6815)	February 2020

<b>System</b>	<b>Child Support Portal</b>
<b>Title</b>	<b>Change User Activity Status to Download When User Downloads a Document (CLI-7953)</b>
<b>Proposed Changes</b>	We will revise the monthly Portal Audit Log sent to states by providing the correct user activity status. The Portal Log now shows Print when a user downloads a portable document format (PDF) file. When this enhancement is in production, the log will show Download. The affected applications are DoD Entitlement, Locate, and Query Interstate Cases for Kids (QUICK) on the Portal.
<b>Impact</b>	States will not need to change their systems to take advantage of this enhancement.
<b>Business Requirements or Benefit</b>	This enhancement will clarify the user activity status on the Portal Audit Log when a user downloads a PDF from the three applications listed, following IRS and federal guidelines.
<b>Reason</b>	This enhancement is in response to states' requests to provide the correct user activity status in the Portal Audit Log.
<b>Point of Contact</b>	Portal Help Desk <a href="mailto:csportal@acf.hhs.gov">csportal@acf.hhs.gov</a>
<b>Targeted Release Date</b>	February 2020

<b>System</b>	<b>State Statistical Reporting System</b>
<b>Title</b>	<b>Create New Role for SSRS/EPP State Users (EMP-8136)</b>
<b>Proposed Changes</b>	We are enhancing the State Statistical Reporting System (SSRS) application to add a new role for users to access Employer Participation Project (EPP) reports that have no personally identifiable information (PII).
<b>Impact</b>	States will need to do the following: <ul style="list-style-type: none"> <li>• Review the existing users' roles</li> <li>• Remove roles RD and RG from all users not authorized to view EPP reports that contain PII information</li> <li>• Add the new RH role for users authorized to view only EPP reports without PII</li> </ul> State technical staff will make the necessary changes.
<b>Business Requirements or Benefit</b>	This enhancement will allow states to limit user access to EPP reports that contain PII.
<b>Reason</b>	This enhancement will allow states to manage user access to EPP reports and prevent unauthorized access to PII.
<b>Point of Contact</b>	Portal Help Desk <a href="mailto:csportal@acf.hhs.gov">csportal@acf.hhs.gov</a>
<b>Targeted Release Date</b>	February 2020

System	Federal Offset System
<b>Title</b>	<b>Modify the Tax Offset Fraud Referral Upload Process on the Portal (FCE-6815)</b>
<b>Proposed Changes</b>	We are enhancing the Federal Offset System (FOS) application to provide a standard template for states' fraud referral file sent to the IRS for investigation. As part of this enhancement, states will receive confirmation of the file upload, the record count, and any error messages within one hour of uploading their fraud file on the Portal.
<b>Impact</b>	This enhancement will have the following impact on states: <ul style="list-style-type: none"> <li>• The new standard Excel template for fraud referral files will be available on the Federal Collection and Enforcement File Upload page on the Portal.</li> <li>• States will receive a confirmation email within one hour of uploading their fraud referral files.</li> </ul>
<b>Business Requirements or Benefit</b>	This change will improve processing and eliminate the risk of state users submitting incorrectly formatted referrals.
<b>Reason</b>	This enhancement is in response to state users uploading their fraud referrals in an incorrect format.
<b>Point of Contact</b>	Federal Collection and Enforcement team <a href="mailto:sollections@acf.hhs.gov">sollections@acf.hhs.gov</a>
<b>Targeted Release Date</b>	February 2020 Moved from the 19-04 Release