

## CASE ACTION SUMMARY (CASESUM) SCREENS

### **PURPOSE:**

This procedure explains how the CASESUM screens are used to view cumulative information on a specific case set. These screens also provide information for monitoring program standard timeframes for five specific types of actions including intake, initiating reciprocals, enforcement, locate and establishing paternity.

### **DEFINITION**

Case set      One custodial party (C/P), one non custodial parent (NCP), and child(ren) in common, within a court order.

### **PROCEDURE:**

The two "read only" CASESUM screens display basic and cumulative information for a specified case set. The 2<sup>nd</sup> page of the CASESUM screens displays program standards information.

**NOTE:** The CASESUM screens are not accessible from any ACSES menu. The only way to access them is via the direct command CASESUM in the Option field. Because the IV-D case number is the required key for accessing these screens, you must have already been looking at information on a particular case (and therefore have the IV-D case number defaulted), or must select the appropriate IV-D case number from a listing at the same time you use direct command CASESUM in the Option field.

## CASE ACTION SUMMARY (CASESUM) SCREENS

Entering the direct command CASESUM in any option field will display the following screen for the last IV-D case number accessed:

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                                                    ELDHJAM1
                INQUIRY - IV-D CASE SUMMARY                04/07/2003 11:06:24
IVD CASE: 99 999999 99 9Z CLA: N STA: C CAT: 3 PRI:      CUR: Y ENF: Y RCPL:
CBMS:                TRAILS:                TECH: 9999 WORKER NAME
(1) APPL: 12/27/2001  IVA: DISCONT ENF CNTY: 99 CUR CNTY: 99 OTHER CASES: 0
(2)  ATTY  CP NDI:      DT:                NCP NDI:      DT:
(3) CP:  JETSON, JANE    CLA: Z SID: I999999          W/OTHER NCP:
(4) NCP:  JETSON, GEORGE        SID: Y888888 DOB: 05/05/1973 W/OTHER CP:
(5) CHILDREN: 1 4E-FC:  N4E FC:  PA:  NPA: 1 *****
      (6)  JETSON, ELROY        CLA: N SID: Y777777 * HEARINGS:  GOOD CAUSE:  *
                                   CLA:  SID:          * REVIEWS:  ADM PROCES:  *
                                   CLA:  SID:          * STAGNANT:  (7)      *
                                   CLA:  SID:          *****
                                   (8)  CRA SELECTED: N
(9) PAT ESTAB:                SUP ESTAB: 04/02/2002 MOD REVIEW:      PUTAT:
(10) ACT ORDER: 08999-9-99DR-999999 MED: R  LEGL ST: C  IIWW: Y  OTHER ORDS:
(11) FSR ACCT NUM: 9999999
(12) ACT LDGRS:                MULT OE:  IA:  BILLING:  JDGMT: 1  OTHER LDGR:
(13) LEDGER INIT DT:          LST ACT PER MSO ALLC:  AMT:
----- NON-CUSTODIAL PARENT INFORMATION -----
(14) SSN: 999999999 LOC RQST: 02/15/2003 LOC REQST: 1  AGENCY DATA: 2  ASSETS:
(15) CER INTRCPT:  LST RESD: 03/11/2003 RESIDS: 1  LST EMP:      EMPLS: 4
      N} <==== OPTION .}-CANCEL P}-PREV N}-NEXT M} Q} ?} | CASESUM

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
1	APPL	Date the application for child support services was received.
	IVA	Status of IVA case: Active, Denied, Discontinued.
	ENF CNTY	County number of the enforcing county.
	CUR CNTY	County number of the current county.
	OTHER CASES	The count of cases on ACSES with the same case set, but a different IV-D case number (Case set = CP, NCP, child(ren) in common).

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
2	ATTY	This field lists for both the CP & NCP and will show a 'Y' for (yes) if the party is represented by counsel, and the person record in CASEMAIN, option A, has been maintained with that information. If that information has not been maintained in CASEMAIN, the field will be blank.
	CP NDI	The status of the CP Non Disclosure: DENIED PRE-ESTAB INIT RECPL ORDERED PENDING GRANTED OTH ST (granted by other state) DISMISSED VACATED WITHDRAWN
	DT	The date the CP NDI status was populated.
	NCP NDI	The status of the NCP Non Disclosure Indicator: Same as for CP NDI
	DT	The date the NCP NDI status was populated.
3	CP	The name of the custodial party.
	SID	The custodial party's State Identification Number.
	CLA	The current class of the person record.
	W/OTHER NCP	Count of cases on ACSES with the same CP with different NCP's or the same NCP with different children (different case sets).

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
4	NCP	The name of the non custodial parent.
	SID	The non custodial parent's State Identification Number.
	DOB	The non custodial parent's date of birth.
	W/OTHER CP	Count of cases on ACSES with the same NCP with different CP's or the same CP with different children (different case sets).
5	CHILDREN	The count of children attached to this case set (all classes including 'X' closed).
	4E-FC	Count of children on the case with a class of 'E'.
	N4E FC	Count of children on the case with a class of 'F'.
	PA	Count of children on the case with a class of 'A'.
	NPA	Count of children on the case with a class of 'N'.
6		Names of children on the case. Lists up to four per case – See Cross Reference or General Inquiry for information on additional children.
	CLA	Child's class.
	SID	Child's State Identification Number.

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
7	HEARINGS	The count on ACSES of the number of hearings attached to the IV-D case.
	GOOD CAUSE	The status of good cause: GRANTED PENDING DENIED Blank – Not referred for Good Cause
	REVIEWS	The count on ACSES of the number of review/adjustment's attached to the IV-D case.
	ADM PROCES	The count on ACSES of the number of orders established by Administrative Process Action (APA).
	STAGNANT	Historical field (no longer used).
8	CRA SELECTED	'Y' if the case has been selected for reporting to Credit Reporting Agencies. 'N' if the case has not been selected.
9	PAT ESTAB	Paternity Order Date: From CASEMAIN Menu, Option A, screen 2.
	SUP ESTAB	Support Order Date.
	MOD REV	Date selected for review/adjustment.
	PUTAT	Number of putative fathers on the case: ESTABLISHMENT/MODIFICATION Menu, Option C, Paternity Information.

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
10	ACT ORDER	Court case ID for order designated as the active order.
	MED	If medical insurance coverage has been addressed in the active order, the party that has been ordered to carry it: A NCP is required to provide medical insurance B Both parties are required to provide medical insurance E Either CP or NCP is required to provide medical insurance N No medical support is required R The CP is required to provide medical insurance
	LEGL ST	How the order was established: A Administrative Process C Court Ordered (judicial) P Previous Administrative Process, now judicial X Filed Certification for Hearing (Previous Admin.)
	IIWW	Is immediate income withholding ordered on the active order: N No immediate income withholding order X Not applicable (Before 1/1/90 or voluntary order) Y Immediate income withholding ordered
	OTHER ORDS	The count on ACSES of orders, other than active, attached to the case set.
11	FSR ACCT NUM	The FSR account number attached to the active order.
12	ACT LDGRS	The count on ACSES of active ledgers attached to this IV-D case set. This will always be one unless there are multiple obligees attached to the order and ledger.
	MULT OE	The count on ACSES of the obligees attached to the active order and ledger.
	IA	The count on ACSES of income assignments attached to the active order.
	BILLING	N = No (billing is suppressed), Y = Yes (billing is not suppressed).

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
12 con't.	JDGMT	The count on ACSES of judgments attached to the active order.
	OTHER LDGR	Count of other ledgers (inactive) attached to this IV-D case set.
13	LEDGER INIT DT	The date the ledger attached to the active order was initiated.
	LST ACT PER MSO ALLC	The last accounting period that a payment was allocated to current MSO.
	AMT	The dollar amount of the payment that was last allocated to current MSO.
14	SSN	The SSN of the non-custodial parent.
	LOC RQST	Date of the last ACSES locate request.
	LOC RQST	Count of locate requests now on ACSES.
	AGNCY DATA	Count of locate responses now in ACSES
	ASSETS	Count of the assets maintained on ACSES.
15	CER INTRCPT	1 = NCP SSN has been reviewed for certification.
	LST RESD	Date entered in last date resided field for NCP (person address record).
	RESIDS	Count of addresses found on ACSES for the NCP.
	LST EMP	Date entered in the last date employed field for NCP.
	EMPLS	Count of employers found on ACSES for the NCP (person employment record).

## CASE ACTION SUMMARY (CASESUM) SCREENS

The user presses <enter> and INQUIRY – IV-D CASE SUMMARY – 2 displays:

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                INQUIRY - IV-D CASE SUMMARY - 2                04/07/2003 11:10:11
IVD CASE: 99 999999 99 9Z CLA: N STA: C CAT: 3 PRI:          CUR: Y ENF: Y RCPL:
                *** PROGRAM STANDARDS EFFECTIVE: 12-1-1995 ***

(1) # DISB ON HOLD:          CASE CLOSURE DT:                60 DAY NOTC DT:
(2) # LOCATE RESPS: 2       CLOSURE RSN:                    60 DAY RSN:
(3) # RECPL HIST:          LONGARM ESTAB:          PEND:          DISMISSAL DT:
(4) # COURT ORDERS: 1      # IA DIRECT IWW:                DISM RSN:
----- ACTIONS -----
(5) INTAKE - 20 DAYS        (6) INIT RECPL - 20 DAYS  (7) ENFORCEMENT - 15/30/60 DAYS
    BEGIN DT: 12/27/2001    BEGIN DT:                BEGIN DT:
    END DT:   02/10/2003    END DT:                  END DT:
    TARGET DT: 01/16/2002  TARGET DT:                TARGET DT:
    DAYS ELAPSED: 410      DAYS ELAPSED:            DAYS ELAPSED:
                                                                # TIMES CAT 2:

(8) LOCATE - 75 DAYS       (9) PAT/ESTAB - 90 DAYS
    BEGIN DT: 02/10/2003    BEGIN DT:
    END DT:   02/15/2003    END DT:
    TARGET DT: 04/26/2003  TARGET DT:
    DAYS ELAPSED: 5        DAYS ELAPSED:

    (10)  A}-LIST ENF ACTIONS
N} <==== OPTION .}-CANCEL P}-PREV N}-NEXT M} Q} ?} |

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
1	# DISB ON HOLD	A count of the number of disbursements on hold.
	CASE CLOSURE DT	The date this case went to an 'X' status (A/X, N/X).
	60 DAY NOTC DT	The date the 60 day closure process began.
2	# LOCATE RESPS	The number of locate responses found on ACSES.
	CLOSURE RSN	The reason code used for case closure.
	60 DAY RSN	The reason code used for the 60 day closure process.



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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
3	# RECPL HIST	A count of the reciprocal actions found on ACSES.
	LONGARM ESTAB	Active order is order type AA, AP, or AS (long-arm order type codes).
	PEND	Paternity Establishment field = H, pending
	DISMISSAL DT	Dismissed date on the active order.
4	# COURT ORDERS	A count of the court orders attached to the IV-D case set.
	# IA DIRECT IWW	A count of the income assignments attached to the IV-D case set that have a 'Y' in the direct income withholding field.
	DISM RSN	Dismissal reason code on the active order.
5	INTAKE – 20 DAYS	<p>The program standard timeframe for intake is set from one the following:</p> <ol style="list-style-type: none"> <li>1. TANF=IVA approved date.</li> <li>2. NONPA=Case application date.</li> <li>3. RESPONDING= Date the Interstate Network received.</li> <li>4. Foster Care=Date of referral.</li> </ol> <p>The intake end date is captured when the case moves from category 0.</p>

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<u>LINE</u>	<u>FIELD</u>	<u>DESCRIPTION</u>
6	INIT RECPL - 20 DAYS	<p>The program standard time for an initiating reciprocal begins when:</p> <ol style="list-style-type: none"> <li>1. NCP residence is verified out of state on a current case.</li> <li>2. NCP employer is verified out of state on a current case, unless "E" code (found on the NCP employer record) is used to reflect obligor works in Colorado but the corporate office is in another state.</li> <li>3. Reciprocal record exists but verification date is greater than RECPL-STATUS-DT on page 1 of the Initiating Reciprocal record.</li> </ol> <p>The end date is captured when:</p> <ol style="list-style-type: none"> <li>1. The Initiating Reciprocal record is created.</li> <li>2. Acknowledgment date is updated on the active reciprocal record.</li> <li>3. Case is moved to category 1.</li> <li>4. RECPL-STATUS DT is populated on the existing reciprocal record.</li> <li>5. An active income assignment record is entered with a "Y" in the DIW field.</li> <li>6. An Establishment APA record is opened.</li> </ol>
7	ENFORCEMENT 15/30/60 DAYS	<p>The program standard time frame for enforcement begins when:</p> <ol style="list-style-type: none"> <li>1. The enforcing case moves from a category 1 to a category 2.</li> </ol> <p>The end date is captured when:</p> <ol style="list-style-type: none"> <li>1. Income assignment is sent to employer, (complete within 15 days).</li> <li>2. Hearing record service date is entered on hearing type "S" (objection to Income Assignment).</li> <li>3. Enforcing category moves to a category 1.</li> <li>4. FSR billing date is populated.</li> <li>5. Judgment remedy of LR, LP or LM is entered.</li> <li>6. Garnishment (GR) service date is entered.</li> <li>7. Other (O) remedy is entered.</li> </ol>

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7	con't.	<ul style="list-style-type: none"> <li>8. Acknowledgment date is entered opening an initiating reciprocal.</li> <li>9. Case moves to a category 3.</li> <li>10. Attachment date is entered (workers compensation).</li> <li>11. An Inactive Income Assignment is activated.</li> </ul>
8	LOCATE – 75 DAYS	<p>The program standard time frame of 75 days begins when the case is moved into a locate category (3,5,7). The end date is populated when:</p> <ul style="list-style-type: none"> <li>1. A user generated locate request is created.</li> <li>2. A system generated locate request is created.</li> <li>3. ACSES attempts to generate a locate request but not enough information is contained (DOB/SSN).</li> <li>4. Case is moved out of category 3, 5, or 7.</li> <li>5. An SPLS, Employment Verification or Postmaster letter is generated from CASEMAIN, Option C.</li> </ul>
9	PAT/ESTAB- 90 DAYS	<p>The program standard time frame of 90 days begins when the case is moved into an establishment category (4 or 6) &amp; the NCP'S address or employer is verified. The end date is populated when:</p> <ul style="list-style-type: none"> <li>1. Service date is entered on the APA screen.</li> <li>2. Service date is entered on the hearing record screen.</li> <li>3. Original order date is entered in Option K} GENERAL INFORMATION for the court order.</li> <li>4. Order is entered and verified.</li> <li>5. APA record is closed for unsuccessful service and the case is moved back to a locate category of 5 or 7.</li> <li>6. Category is changed to a 5 or 7 and no APA record exists.</li> </ul>

## CASE ACTION SUMMARY (CASESUM) SCREENS

10 A} LIST ENF The worker may choose to list all enforcement actions for the case set and active order:

		ELDHJCM1	
INQUIRY - IV-D CASE SUMMARY - 3		04/07/2003 13:24:44	
IVD CASE: 35 122471 93 7A CLA: N STA: C CAT: 3 PRI:		CUR: Y ENF: Y RCPL:	
----- ENFORCEMENT ACTIONS -----			
END DATES	ENF TYPE	END DATES	ENF TYPE
03/13/2003	AP BILL *		
* = active order			
N} <==== OPTION	.}-CANCEL	P}-PREV	N}-NEXT
		M} Q} ?}	