

DISH Refresher CFSC 6/2014



What is DISH?

- Data Information Sharing
- Child Support/Judicial Interface
- What's in it for you?





- AUG: C.5.6, C.5.6.1, C.5.6.2, C.5.6.3
- Desk Aids: APA Electronic (DISH) Transmission, APA Custodian of the Record, Troubleshooting MOD APA's

APA Establishment Filings

- Transmit Order information on APA stipulations, temporary and default orders
- Transmit Party information: Names, DOB's, SSN's, address, height, weight, hair/eye color, alias names, and Driver's License #, and legal representation
- WHY?



APA Modification Filings

- Also try transmitting modified order information on APA stipulated or default modifications.
- Transmit order data.
- WHY?



APA Add a Child Filings

- Also try transmitting
- Error message that this is a manual filing
- WHY?



OPTION A: ENTER ADDL APA DATA

- Parameter data for DOC/GEN forms
- Data elements transmitted to judicial as order information



OPTION B: COMPLETE DOC CHECKLIST

- DOCGEN forms/County Specific Documents
- Desk-aid



OPTION C: TRANSMIT TO JUDICIAL



- Data Elements from ENTER ADDL APA DATA must match the legal document in your file.
- Legal Documents checklist must be completed
- APA screen will be “locked”
- File date will populate when order information is acknowledged by the court

PARTY INFO

- The ACSES will transmit the party information as it is maintained on the system at the time of transmission on an EST APA.
- Any updates to that information after transmission will not update judicial.



MOD APA DATA TRANSMISSION

- MOD APA transmissions include the order data elements from ADDL APA DATA, DOC Checklist, the parties roles, the type of order



ACSES WILL GUIDE YOU!

What can't you transmit?



ESTABLISHMENT APA

- NDI
- Across county lines
- Into an existing docket number (DR or JV)
- WHY?

MOD APA

- NDI
- Domestic Relations docket numbers
- Always try transmitting, the system will advise if you can not
- WHY?
- Populates the file date/no problem log
- Custodian of the record

ADD A CHILD APA

- Always try to transmit even though you know these are manual filings
- WHY?
- Populates the file date/no problem log
- Custodian of the record

APA MENU OPTION I: CHECK ON JUDICIAL STATUS

- Status of where filing is with judicial
- Check by case, by county, by tech



APA MENU: Opt I

ELDFJAM1

ADMINISTRATIVE PROCESS

09:03:35 05/09/2014

----- REQUIRED KEY -----

A} LIST POTENTIAL ADMIN PROCESS CASES (NOT AVAILABLE)

B} ADD ESTABLISHMENT ADMIN PROCESS ACTION

IVD CASE NUMBER

C} ADD MODIFICATION ADMIN PROCESS ACTION

IVD CASE NUMBER

D} ADD CERTIFICATION FOR HEARING

IVD CASE NUMBER

E} MODIFY MOST RECENT ADMIN PROCESS ACTION

IVD CASE NUMBER

F} LIST ADMIN PROCESS ACTIONS BY IVD CASE

IVD CASE NUMBER

G} LIST ADMIN PROCESS ACTIONS BY COURT CASE

COURT CASE ID

H} LIST NEGOTIATION CONFERENCE CALENDAR

I} CHECK ON JUDICIAL STATUS

J} ADD A SUBSEQUENT CHILD ADMIN PROCESS ACTION

IVD CASE NUMBER

_} <==== OPTION

IVD CASE NUMBER: 03

COURT CASE ID: 08005 1 2014DR

.}-CANCEL M}-MAIN MENU Q}-QUIT ?}-HELP | APAMENU

Search by Tech, Case, or County

SELECT JUDICIAL SEARCH RANGE

COUNTY/TECH: 03

OR

IVD CASE: 03

```
*****  
* REMOVE TECH & IVD CASE TO *  
* SEARCH BY COUNTY *  
*****
```

Status of Transmissions

STATUS OF APA ORDERS ON JUDICIAL BY COUNTY							ELDFJXM1
							05/09/2014 09:12:49
							PAGE: 2
IVD CASE NUM	TYP	TECH	NCP NAME	TRANSM DT	---STATUS---	STATUS DT	
01	01-200001-44-6B	D	1459	DOE,GUS	05/09/2014	PEND-ESTAB 05/09/2014	
02	01-300001-25-8A	D	1146	MXXXX, AND	05/09/2014	ACKNOW-ESTAB 05/09/2014	
03	01-300008-44-3A	D	1788	PXXXXX, RUSSEL	05/09/2014	PEND-MOD 05/09/2014	
04	01-300003-44-2A	D	0993	MXXXXX, CHRIST	05/09/2014	ACKNOW-MOD 05/09/2014	
05	01-200007-90-0A	D	1484	GXXXXX, AUGUST	05/09/2014	ORDERED-MOD 05/09/2014	
06	01-300007-90-4A	D	0993	SXXX, JESSIE	05/09/2014	ORDERED-ESTB 05/09/2014	

*** CONTINUED ON NEXT PAGE ***

0 <---- ENTER NUM TO SELECT IVD CASE
N} <==== OPTION .}-CANCEL N}-NEXT M} Q} ?} |

What Next?

- Custodian of the record check
- Make sure all paperwork to court if custodian is changing to judicial
- Default and Temporary APA Order paperwork always is filed to court.
- Wait for the accepted/approved order alert!



WHOOOPS!



- Transmitted incorrect order information (ADDTL APA DATA) -Written Order or Incorrect Data Element?
- If you catch the mistake prior to the court accepting the order (EST APA only), call your Court BFF and ask them to reject the transmission
- Incorrect data element-call court to correct & submit problem log to State Help Desk
- Written order-follow county procedures to correct

LEGAL PROCESS CODE

- Stipulated and Default orders default to a legal process code of 'A' when the IVD court case is created
- Temporary orders default to a 'P' when the IVD court case is created



Custodian of the Paper Record



WHAT DOES JUDICIAL DO?

- EST APA's appear on APF screen and court clerk has to select and assign docket number
- Builds automatically on their system
- Support events transmit back to ACSES
- Stipulated and Temporary orders transmit back as soon as approved
- Default orders build with a proposed support order.

Judicial con't

- MOD APA's are an automatic build on the judicial system
- Stipulated MOD APA's are an immediate transmission back to ACSES
- Default MOD APA's build as a proposed support order
- Add a Child APA's are a manual entry process for the court

WHAT ELSE?

- CSE 431 – Case Information Summary Sheet
- CSE 160 – Notice of Deposit
- WHY??????



ALERTS

- New Orders
- APA Action Declined
- Motions to Modify/Results
- Modified Orders
- Hearings (scheduled/results)



ACSES SINGS: Establishment



- IV-D Court Case ID is formatted for you
- ACSES completes the APA Est record
- ACSES populates CASEMAIN, Option A, Screen 2, Support/Arrears Only Field on all cases in the case set, both APA and Judicial
- The IV-D Court Case is created with information from the ADDTL APA DATA screen
- The user will update, confirm, and verify IV-D Court Case
- APA orders are automatic/Judicial Orders are on Recently Referred Court Orders

EST APA's

ELDAKDM1

ALERT DETAIL INFORMATION

05/09/2014 09:52:01

IVD CASE: 21-900002-44-8A CLA/STA: N/C CUR: Y ENF: Y CAT: 6 PRI: APA RCPL:
CP: AMBER M HXXXXXX ACTIVE ORD: 08041-3-14JV-999999 UCB: 0
NCP: NATHANAEL P GXXXXXXXX # PAY PLAN: 0 # ORDS: 1 RAW/PAY PH: 0
NCP SSN: 999-99-9999 VER RES ADDR: Y CO DT: 02/28/2014 MOD: 0 CONTEMPT: 0
NCP HOME PH: WORK: CELL: (719) 304-9085 WC: 0

TYPE: ACTION ALERT PRI: HIGH TECH NOTIFIED: 21 3494 DT: 05/08/2014
ACTION TAKEN: TEAM: DAYS TO PROCESS: 7 DAYS REMAINING: 6

APA ORDER ESTABLISHED AT JUDICIAL FOR DOCKET #: D0212014JV999999

.
.

** TO CLEAR THIS ALERT CONFIRM & UPDATE IVD COURT CASE
INFORMATION AND VERIFY ORDER **

A}-DISPLAY FULL ALERT DESC B}-DISPLAY FCCS C}-JUDICIAL RECENT REFER LIST
} <==== OPTION U}-UPDATE .}-CANCEL N}-NEXT P}-PREV M} ?} Q} |

EST/JUD

ELDAKDM1

ALERT DETAIL INFORMATION

05/09/2014 09:48:45

IVD CASE: 21-900000-44-1A CLA/STA: N/C CUR: Y ENF: Y CAT: 2 PRI: wos RCPL:
CP: JXXX CHERYL XXXXXXXX ACTIVE ORD: - - - UCB: 0
NCP: JAY M SXXXXX # PAY PLAN: 0 # ORDS: 0 RAW/PAY PH: 0
NCP SSN: 999-99-9999 VER RES ADDR: Y CO DT: 08/27/2013 MOD: 0 CONTEMPT: 0
NCP HOME PH: (719) 209-0000 WORK: (719) 590-0000 CELL: (719) 209-0000 WC: 0

TYPE: ACTION ALERT PRI: HIGH TECH NOTIFIED: 21 3464 DT: 05/07/2014
ACTION TAKEN: TEAM: DAYS TO PROCESS: 7 DAYS REMAINING: 5

ORDER ESTABLISHED AT JUDICIAL FOR DOCKET #: D0212013DR888888

.
.

** TO CLEAR THIS ALERT CONFIRM & UPDATE IVD COURT CASE
INFORMATION AND VERIFY ORDER **

A}-DISPLAY FULL ALERT DESC B}-DISPLAY FCCS C}-JUDICIAL RECENT REFER LIST
{ <==== OPTION U}-UPDATE .}-CANCEL N}-NEXT P}-PREV M} ?} Q} |

EST MENU: OPT T

ELDFLFM1

LIST RECENTLY REFERRED COURT ORDERS

05/09/2014

09:42:28

SEL

1	IVD CASE: 21-900005-44-1A	CLA/STA: N/C	CAT: 2	PRI: wos	RCPL:
	NCP: SXXXXX, JAY M			CP: SXXXXXXXX, JXXXX	
	DOCKET #: D0212013DR999999	TYPE: EST/JUD		EVENT TYPE: SUP1	
	ORDER DT: 04/01/2014	SUP AMT: 300.00		TOT JUDG AMT:	
	OBLIGOR: SXXXXX, JAY			OBLIGEE: SXXXXXXXX, JXXXX	
2	IVD CASE: 21-900005-44-1A	CLA/STA: N/C	CAT: 2	PRI: wos	RCPL:
	NCP: SXXXXX, JAY M			CP: SXXXXXXXX, JXXXX	
	DOCKET #: D0212013DR003949	TYPE: EST/JUD		EVENT TYPE: SUPM	
	ORDER DT: 04/01/2014	SUP AMT: 300.00		TOT JUDG AMT:	
	OBLIGOR: SXXXXX, JAY			OBLIGEE: SXXXXXXXX, JXXXX	

<---- SELECT CASE/ORDER TO DISPLAY DETAIL

** CONTINUED **

N} <==== OPTION N}-NEXT

| JUDRRL

DETAIL

ELDFLGM1

DISPLAY RECENTLY REFERRED COURT ORDER DETAIL 05/09/2014 09:47:11
IVD CASE: 21-900005-44-1A CLA/STA: N/C CUR: Y ENF: Y CAT: 2 PRI: wos RCPL:
NCP: SXXXXX, JAY M CP: SXXXXXX, JXXXX

ICON DOCKET #: D0212013DR999999 TYPE: EST/JUD EVENT TYPE: SUP1
ORDER DT: 04/01/2014 MTHLY SUP AMT: 300.00
COMMENCEMENT DT: 04/07/2014 TOT JUDGM AMT: 0.00
MEDICAL PROV BY: FREQ: MONTHLY OBL DUE DAY: 7TH OF E

OBLIGOR: SXXXXX, JAY
DOB: 05/25/1976 SSN: 999-99-9999 GENDER: PHONE: (719) 209-0000
ADDR: 9999 ANY STREET
CITY: COLORADO SPRINGS STATE: CO ZIP: 80922

OBLIGEE: SXXXXX, JXXXX
DOB: 02/06/1976 SSN: 888-88-8888 GENDER: PHONE: (719) 390-0000
ADDR: DO NOT DISCLOSE 8888 NO STREET
CITY: COLORADO SPRINGS STATE: CO ZIP: 80911

JUDIC CHILDREN:

ACSES CHILDREN: JOSHUA, JAY,

A}-DISPLAY CHILDREN B}-DISPLAY JUDICIAL COMMENTS
N} <==== OPTION C}-PROCESS ESTAB ORDER D} PROCESS LEGAL MODIF |

ACSES SINGS: Modification

- ACSES completes the MOD APA for you
- MOD order alert advises checking 15 day judicial challenge period
- Select case from JUD RRL to process legal mod
- If not APA, still select case from JUD RRL
- Checks revadj for completeness
- Populates some data fields

MOD APA

ELDAKDM1

ALERT DETAIL INFORMATION

05/09/2014 10:44:13

IVD CASE: 01-300009-90-5A CLA/STA: N/C CUR: Y ENF: Y CAT: 1 PRI: RVD RCPL:
CP: GXXXXX OXXXXXXXXX ACTIVE ORD: 08001-3-08JV-999999 UCB: 0
NCP: DXXXXX MXXXXXXXXXXXXXXXXX # PAY PLAN: 1 # ORDS: 1 RAW/PAY PH: 0
NCP SSN: 524-85-6407 VER RES ADDR: Y CO DT: 02/28/2014 MOD: 1 CONTEMPT: 0
NCP HOME PH: WORK: (303) 659-0000 CELL: (720) 448-0000 WC: 0

TYPE: ACTION ALERT PRI: HIGH TECH NOTIFIED: 01 1484 DT: 05/08/2014
ACTION TAKEN: TEAM: DAYS TO PROCESS: 22 DAYS REMAINING: 21

APA ORDER MODIFIED AT JUDICIAL FOR DOCKET #: D0012008JV999999
COMMENCEMENT DT IN FUTURE ACCOUNTING PERIOD: 06/01/2014
CONTACT COURT (15-DAY OBJC.) BEFORE CLEARING (SEE WEB INSTR.)
.

** TO CLEAR THIS ALERT COMPLETE LEGAL MODIFICATION AND
VERIFY ORDER (UNLESS COMMENCEMENT DT IN FUTURE ACCT PERIOD)

A}-DISPLAY FULL ALERT DESC B}-DISPLAY FCCS C}-JUDICIAL RECENT REFER LIST
} <==== OPTION U}-UPDATE .}-CANCEL N}-NEXT P}-PREV M} ?} Q} |

LIST RECENTLY REFERRED COURT ORDERS

05/09/2014

10:37:47

SEL

1

2 IVD CASE: 01-300009-90-5A CLA/STA: N/C CAT: 1 PRI: RVD RCPL:
 NCP: MXXXXXXXXXXXX, DAVID CP: OXXXXXX, GUADALUPE
 DOCKET #: D0012008JV999999 TYPE: MOD/APA EVENT TYPE: SUP1
 ORDER DT: 05/06/2014 SUP AMT: 681.00 TOT JUDG AMT:
 OBLIGOR: MXXXXXXXXXXXX, DAVID OBLIGEE: OXXXXXXXXX, GUADALU

IVD CASE: CLA/STA: CAT: PRI: RCPL:
 NCP: CP:
 DOCKET #: TYPE: EVENT TYPE:
 ORDER DT: SUP AMT: TOT JUDG AMT:
 OBLIGOR: OBLIGEE:

<---- SELECT CASE/ORDER TO DISPLAY DETAIL

N} <==== OPTION N}-NEXT

| JUDRRL

ELDFLGM1

DISPLAY RECENTLY REFERRED COURT ORDER DETAIL 05/09/2014 10:42:50

IVD CASE: 01-309949-90-5A CLA/STA: N/C CUR: Y ENF: Y CAT: 1 PRI: RVD RCPL:

NCP: MXXXXXXXXXXXXX, DAVID

CP: OXXXXX, GUADALUPE

ICON DOCKET #: D0012008JV999999 TYPE: MOD/APA EVENT TYPE: SUP1
ORDER DT: 05/06/2014 MTHLY SUP AMT: 681.00
COMMENCEMENT DT: 06/01/2014 TOT JUDGM AMT: 0.00
MEDICAL PROV BY: EITHER FREQ: MONTHLY OBL DUE DAY:

OBLIGOR: MXXXXXXXXXXXXX, DAVID

DOB: 04/27/1972 SSN: 999-99-9999 GENDER: PHONE:

ADDR: 00000 ST

CITY: FORT LUPTON STATE: CO ZIP: 80621

OBLIGEE: OXXXXXXXXXXXXXXXXX, GUADALUPE

DOB: 02/21/1980 SSN: GENDER: PHONE:

ADDR: 000000000 AVE

CITY: FEDERAL HEIGHTS STATE: CO ZIP: 80260

JUDIC CHILDREN: FXXXXX, BXXXXX,

ACSES CHILDREN: FXXXXX, BXXXXX,

A}-DISPLAY CHILDREN B}-DISPLAY JUDICIAL COMMENTS

N} <==== OPTION C}-PROCESS ESTAB ORDER D} PROCESS LEGAL MODIF |

MOD JUDICIAL

ELDAKDM1

ALERT DETAIL INFORMATION

05/09/2014 11:15:44

IVD CASE: 01-100000-44-0A CLA/STA: N/C CUR: Y ENF: Y CAT: 5 PRI: CAP RCPL:
CP: AXXXXXXXX XXXXX PXXXXXXXX ACTIVE ORD: 08001-3-14JV-999999 UCB: 0
NCP: JXXXXXX XXXXXX AXXXXXX # PAY PLAN: 0 # ORDS: 1 RAW/PAY PH: 0
NCP SSN: 524-59-3028 VER RES ADDR: Y CO DT: 01/31/2014 MOD: 0 CONTEMPT: 0
NCP HOME PH: WORK: CELL: (303) 898-0000 WC: 0

TYPE: ACTION ALERT PRI: HIGH TECH NOTIFIED: 01 1459 DT: 05/08/2014
ACTION TAKEN: TEAM: 07 DAYS TO PROCESS: 22 DAYS REMAINING: 21

ORDER MODIFIED AT JUDICIAL FOR DOCKET #: D0012014JV999999

COMMENCEMENT DT: 05/01/2014

** COURT CASE IS NOT VERIFIED **

.

** TO CLEAR THIS ALERT COMPLETE LEGAL MODIFICATION AND
VERIFY ORDER (UNLESS COMMENCEMENT DT IN FUTURE ACCT PERIOD)

A}-DISPLAY FULL ALERT DESC B}-DISPLAY FCCS C}-JUDICIAL RECENT REFER LIST
} <==== OPTION U}-UPDATE .}-CANCEL N}-NEXT P}-PREV M} ?} Q} |

ELDFLGM1

DISPLAY RECENTLY REFERRED COURT ORDER DETAIL 05/09/2014 11:13:52

IVD CASE: 01-1000000-44-0A CLA/STA: N/C CUR: Y ENF: Y CAT: 5 PRI: CAP RCPL:
NCP: AXXXXX, JXXXXX DXXXXX CP: PXXXXXX, AXXXXXXX R

ICON DOCKET #: D0012014JV999999 TYPE: MOD/JUD EVENT TYPE: SUP1
ORDER DT: 05/07/2014 MTHLY SUP AMT: 344.00
COMMENCEMENT DT: 05/01/2014 TOT JUDGM AMT: 0.00
MEDICAL PROV BY: EITHER FREQ: MONTHLY OBL DUE DAY:

OBLIGOR: AXXXXX, JXXXXX DXXXXXX

DOB: 09/16/1987 SSN: 999-99-9999 GENDER: PHONE:
ADDR: 000A ST
CITY: DENVER STATE: CO ZIP: 80210

OBLIGEE: PXXXXXX, AXXXXXX

DOB: 06/14/1973 SSN: 521-15-1030 GENDER: PHONE:
ADDR: 0000 ST
CITY: THORNTON STATE: CO ZIP: 80229

JUDIC CHILDREN: EXXXXX,

ACSES CHILDREN: EXXXXX,

A}-DISPLAY CHILDREN B}-DISPLAY JUDICIAL COMMENTS
N} <==== OPTION C}-PROCESS ESTAB ORDER D} PROCESS LEGAL MODIF |

ELDFLFM1

LIST RECENTLY REFERRED COURT ORDERS

05/09/2014

11:16:34

SEL

1

2

3 IVD CASE: 01-300000-45-8A CLA/STA: N/C CAT: 3 PRI: RCPL: RWY
NCP: CXXXX, OOO J CP: CXXX, SXXXX
DOCKET #: D0012011DR999999 TYPE: MOD/JUD EVENT TYPE: SUP1
ORDER DT: 05/07/2014 SUP AMT: 264.00 TOT JUDG AMT: 5656.00
OBLIGOR: CXXX, HANA OBLIGEE: CXXXX, OOO J

<---- SELECT CASE/ORDER TO DISPLAY DETAIL

** CONTINUED **

N} <==== OPTION N}-NEXT

| JUDRRL

ELDFLGM1

DISPLAY RECENTLY REFERRED COURT ORDER DETAIL 05/09/2014 11:18:24
IVD CASE: 01-300000-45-8A CLA/STA: N/C CUR: Y ENF: Y CAT: 3 PRI: RCPL: RWY
NCP: CXXXX, OOO J CP: CXXXX, SXXXX

ICON DOCKET #: D0012011DR999999 TYPE: MOD/JUD EVENT TYPE: SUP1
ORDER DT: 05/07/2014 MTHLY SUP AMT: 264.00
COMMENCEMENT DT: 05/01/2014 TOT JUDGM AMT: 5656.00
MEDICAL PROV BY: EITHER FREQ: MONTHLY OBL DUE DAY:

OBLIGOR: CXXXX, HANA

DOB: 02/24/1968 SSN: 888-88-8888 GENDER: PHONE: (307) 277-0000
ADDR: 0000 DR
CITY: CASPER STATE: WY ZIP: 82604

OBLIGEE: CXXXX, OOO J

DOB: 11/20/1970 SSN: 999-99-9999 GENDER: PHONE: (303) 946-0000
ADDR: 000 DR
CITY: LONGMONT STATE: CO ZIP: 80501

JUDIC CHILDREN: KXXXX,

ACSES CHILDREN: KXXXX,

A}-DISPLAY CHILDREN B}-DISPLAY JUDICIAL COMMENTS
N} <==== OPTION C}-PROCESS ESTAB ORDER D} PROCESS LEGAL MODIF |

NOT MY ORDER?

- Clear the alert by choosing BB-NOT CSE RELATED:
 - ✓ The alert will clear
 - ✓ The information will be removed from the JUDRRL
 - ✓ The system will create a Non IV-D FSR account

RECENTLY REFERRED COURT ORDERS

- You make the determination
- Options
- Research: Is it your order?
- Where is my order?



Best Practices

- Maintenance, Maintenance, Maintenance
- Timely maintenance of the APA record
- Timely maintenance of the Hearing record
- Timely maintenance of the ALERTS
- NO WORKAROUNDS!
- If filing paperwork, mark the Temporary or Default orders as DISH filings to the court know they were electronically filed.

PROBLEM RESOLUTION

- ACSES Issues: Case Hot Line 303-866-4501 or 303-866-2642
- Problem logs should be referred to State Help Desk

