
**DCSE Policy & Procedures Unit
Policy Update
PPU 03-05-006**

SUBJECT: New CAAL Codes For Intake/Closure

This PPU is to notify all IV-D staff that a change has occurred to the current *Intake* and Closure policy and procedures and the Policy Unit will be working to incorporate these changes into the existing Desk Aids and coordinating OPUM sections as soon as possible. Please print this email and save it for future reference. You will be notified when Policy has issued any revised desk aids. Please contact the Policy Unit if you have any questions regarding these or any other changes at *DCSE-POLICY, CSE.POLICY or (602) 274-7951.

The Policy Unit has approved the creation of the following new CAAL codes which were requested by the Quality Initiatives team and your to enhance ATLAS data reliability these codes are in production for your use immediately:

I0207 NO HARD CASE FILE CREATED - INTAKE COMPLETE

The code above is used only when there is no hard case file created at Intake. This CAAL code is only to be used when a IV-D worker is in the process of determining if the CP will be cooperating with DCSE. The intent of this new CAAL code is be an identifier that will alert the IV-D user community that when the case was opened a case file was NOT built. This process will allow the Intake worker to save time when creating hard case files. This CAAL code is for informational purposes only and currently has no timelines or worklist items connected to it and will be used in addition to the Intake codes already used. When using this new code you must make a narrative within the code and it must state the reason you are not creating a hard case file along with any other pertinent information that would be helpful to explain why a file was not created.

AND

M9993 CASE CLOSED - NO HARD CASE ARCHIVED

The code above is used only when there was no hard case file created at Intake. This is to be used when a IVD worker has determined that the CP will not be cooperating with DCSE and the case is closed. It will be used as an identifier that will alert the IV-D user community that the when this case was opened a case file was NOT built. This process will save the IV-D worker from looking for files at closure that were never actually created. This code currently is for informational purposes only and has no timelines or worklist items connected to it and is used in addition to the existing closure codes already in use.