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DCSE Policy & Procedures Unit
Policy Update
PPU 03-10-006
October 22, 2003
SUBJECT: New Hire Data Source Codes
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**Please contact the Policy Unit if you have any questions regarding these or
any other changes at *DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.**
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The following Policy Update is being sent to stress the importance of using the correct
verification source code when adding address or employer information onto the Demographic
screens, the NCP Demographics (NCDE) and CP Demographics (CPDE) screens, and the Job
screens, the NCP Job Detail (NCJD) and CP Job Detail (CPJD) screens. IV-D workers who
add address or employer information obtained from the New Hire program, found on the State
Directory Hire Maintenance (SDMA) screen, accessed through the State Directory Hire List
(SDLI) screen, and the National Directory Hire Maintenance (NDMA) screen, accessed
through the National Directory Hire List (NDLI) screen, should use the respective codes of SHL
and NHL.

Approximately a year and a half ago, State Directory of New Hire (SDNH) and National
Directory of New Hire (NDNH) data were split. Both the SDNH and NDNH information were
found on the New Hire Maintenance (NHMA) screen. The NHMA screen and the data
contained within it became the State Directory Hire Maintenance (SDMA) screen and the
National Directory Hire Maintenance (NDMA) screen. This was done to control access to New
Hire data. Other State agencies were accessing job data for fraud identification and
prevention, but Federal regulations required that any data obtained from NDNH be restricted to
IV-D agencies only.

Controlling and limiting access to NDNH data is done in two ways. One is done by separating
the incoming data. NDNH data is displayed on the NDMA screen and SDNH data is displayed
on the SDMA screen. Due to the fact that person-job data on the NCJD and CPJD screens
and person-address data on the NCDE and CPDE screens is also accessed by other State
agencies, the source code identifies the original source of the job and address information.
The person address and job data with source codes that designate NDNH are "hidden" and
not accessible by other State agencies.

A second way of controlling and limiting access to NDNH data is ensure that the correct source
code is used when information is added from a New Hire source.

When jobs and addresses are added automatically through the New Hire program, the source
code for NDNH data is NNH (NATIONAL NEW HIRE - AUTOMATED). SDNH data is added
with a source code of SNH (STATE NEW HIRE - AUTOMATED).

If a custodial parent or non-custodial parent has multiple HLCI numbers or if the name is not
an exact match, a code on the Case Activity List (CAAL) screen and worklist item generate.
See examples below:

CAAL NARRATIVES   ## WORKLIST ITEMS

L7015   NEW HIRE MATCHED TO MORE THAN ONE NCP-SDNH E7015 NCP PARTIAL/MULTI MATCH-TAKE NEXT ACTION

L7016   NEW HIRE MATCHED TO MORE THAN ONE NCP-NDNH E7015 NCP PARTIAL/MULTI MATCH-TAKE NEXT ACTION

L7032   NEW HIRE MATCHED TO MORE THAN ONE CP(SDNH)   L7006 CP PARTIAL/MULTI MATCH-TAKE NEXT ACTION

L7036   NEW HIRE MATCHED TO MORE THAN ONE CP(NDNH)   L7006 CP PARTIAL/MULTI MATCH-TAKE NEXT ACTION

Please note that the narrative text advises users of the source of the New Hire information. It is **<u>VERY</u>** important that the correct source code is used when the job or person address information is added manually. This will ensure that access to NDNH information is restricted to IV-D agencies. Many New Hire jobs and addresses are manually added with a source code of **"EMP"**. <u>This is incorrect</u>. This code does not restrict access. "EMP" should be used if employment and address verification is received from the employer by mail, phone or fax. If the job information is found on SDMA, the correct source code for a manual job and/or person address is **SHL** (STATE NEW HIRE LIST). If the job information is found on NDMA, the correct source code would be **NHL** (NATIONAL NEW HIRE LIST).