
DCSE Policy & Procedures Unit
Policy Update
PPU 05-07-002

DATE: July 7, 2005

SUBJECT: New System Enhancements To The Paternity Child Case (PACC) Screen

*Please contact the Policy Unit if you have any questions regarding
this information at *DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.
The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov*

PACC SCREEN

V4FEAK01 **** ATLAS II: ARIZONA IV-D PROGRAM **** K1C3 NU5
Jan 24,05 PATERNITY-CHILD CASE 2:15 PM
*Action (D,M,N): M
Case: 0000620012 00 Child: 0001083344 Stat: OPN
Case: 0000620012 00 Cnty: 13 Offic: 004 Team: W51 Wrkr: NCI Ay:
CP Name: LEMLEY, DENISE File: W51---F Func:
NCP Name: LEMLEY, ANDREW Pgm: FAI NDI:

Child Name: LEMLEY, LAUREN J. Child Active: Y
Child Relation to NCP: ___ Legally Presumed Father: Y
Child Relation to CP: ___ Legal Custody: Y NCP on Birth Cert: N
Child does not Reside w/ CP: ___

Pat Order #: _____ Date Signed: _____
Court Id: _____ Method: _____
Mod By: _____ **Date:** _____ **Rvwd By:** _____ **Date:** _____

*****Genetic Testing*****
Basis Result Received Percentile Type ___1 of
Test 1 ___ - _____ _____ ___
Test 2 ___ - _____ _____ ___

Direct Command: _____ (PACC)

System enhancements to the Paternity Child Case (PACC) screen include the following:

I. PATERNITY METHOD CODES

The Method field gives a table of choices for choosing the method by which paternity has been established. The table of choices has been streamlined from the original sixteen choices to the following six choices:

- 1. PEO Paternity Established Out of State**
This code is used when paternity was established in another state by any method including:
 - 1) The father's name is on the birth certificate
 - 2) Court Order
 - 3) Voluntary Acknowledgement

REPLACES: BCO, PBE, VAO, UNK

- 2. BIW Born In Wedlock/Marriage**
This code is used when a child is born during the marriage (including common law states) and the husband is the legal father of the child. If you think that you have a common law

marriage, please take the case to an attorney for review. The attorney must determine whether the marriage is a common law marriage.

REPLACES: NA

3. COR Court Order Est. Pat. (AZ Only)

This code is used for Arizona court orders only:

- 1) Mother and Father complete an affidavit acknowledging paternity prior to filing a court action and the affidavit is filed with the court;
- 2) Mother and Father sign an agreement to be bound by the results of genetic testing prior to filing a court action, paternity is established through genetic testing, and the agreement and genetic testing results including the Father are filed with the court;
- 3) Court action initiated to establish paternity;
- 4) Paternity established/affirmed in a court proceeding (ie Divorce Decree).

(DO NOT use this code for an out of state Court order)

REPLACES: DEO, GET, STI, VAA, VAG

4. APD Administrative Paternity Determination

Administrative paternity determination processed by DCSE, pursuant to A.R.S. 25-812.
(The effective date has yet to be established.)

5. HBP Hospital Based Paternity

REPLACES: HCO, HDH, HPP

THIS CODE IS ENTERED BY THE HPP INTERFACE ONLY. DO NOT ADD OR DELETE THIS CODE. YOU MUST CONTACT THE HPP PROGRAM TO HAVE THE CODE CHANGED OR ADDED.

NOTE: Although two of the original HPP codes will still be active on the table (HCO, HDH) until the HPP re-design is implemented, HPP Staff are only to use the new HBP code.

6. MOT Mother is NCP (ONLY used in caretaker cases and foster care cases)

Other table improvements include a new status column after the description. This column shows whether the code is "Active" or "Inactive".

Reminders:

1. When paternity has been established under another method code and the parties later have genetic testing, do not change the original paternity method code.

When paternity has been refuted through a court order, do not change the original paternity code. If arrears are owed on the case, continue pursuing the collection. If no arrears are owed, close the case pursuant to guidelines.

II. UPDATES TO THE PATERNITY METHOD FIELD

1. The New "Mod By" field functions in conjunction with the "Method" field. The "Mod By" field displays the OPID or JOBID of any person or program that updates the "Method" field. The "Mod By" field is read only and will be updated by ATLAS.

The New (Mod By) "Date" field displays the date that the "Method" field was updated by any person or program. The (Mod By) "Date" field is read only and will be automatically populated by ATLAS.

III. FIELD PROTECTION PROCESS

Purpose:

The purpose for this system enhancement is to:

- Increase incentive dollars by ensuring 95% accuracy of the data entered
- Eliminate general staff ability to update/change incentive critical fields that have already been verified
- Identify staff who may require additional training
- Incorporate the ability to track changes to the OCSE 157 related fields

Process:

The "Pat Order #", "Date Signed", "Court Id" and "Method" fields are the four fields that will be protected on the PACC screen. Two new fields, "Rvwd By" and (Rvwd By) "Date" have been added to the PACC screen to facilitate the field protection process. Once the case has been quality checked by the reviewer (designated staff only – identified by each office manager) and it has been determined that the "Pat Order #", "Date Signed", "Court Id" and "Method" fields are correct, the reviewer will then "M"odify the screen. Once the reviewer hits enter to modify the screen, these four fields will become protected. ATLAS will automatically populate the new "Rvwd By" field with the reviewer's OPID and the new (Rvwd By) "Date" field with the date the review occurred. These fields will then become read only for all ATLAS staff except those staff (Regional Managers/Designees, Backups) who have the appropriate security to modify these fields.

Note: Staff who enter data into the fields on PACC must not be the same staff who review the information to ensure that it is correct. For example if someone who has the authority to protect the data actually enters the information on the screen, this information will automatically be protected.

Edits:

Two edits have been developed to assist staff in updating fields associated with the field protection process:

1) Pat Method Cannot Be BIW/MOT w/ Pat Order & Date Signed

The purpose for this edit is to prevent the user from updating the incentive critical fields: Pat Order, Date Signed and Court Id fields when the paternity method code is BIW or MOT.

2) Pat Method Cannot Be BIW/LPF Field (CHDE) Updated

The purpose for this edit is to prevent the user from updating the paternity method to BIW when the BIW Indicator on the CHDE screen is Y and the LPF field is updated with a case number.

Changing/Correcting Protected Data:

If an error is found once the information has been protected, the worker will take the case to his/her supervisor. The supervisor/worker will discuss the issue with the Regional Manager/designated person or backup. If a change is necessary, those staff identified who have the authority to modify data once it has been protected will change the information and hit enter to modify the screen. ATLAS will automatically update the "Rvwd By" and (Rvwd By) "Date" fields with the appropriate information (OPID and date). Once the information has been corrected, the Regional Manager/designated person or backup will enter Q0017 INFO ON A PROTECTED FIELD(S) CHANGED CAAL code including a narrative stating what field(s) were changed and why. This new CAAL code will indicate that the information on a protected field(s) has been changed.

The Hospital Paternity Program:

The **HPP Interface** updates the "Pat Order #", "Date Signed", "Court Id" and "Method" fields. When this batch process has been completed, ATLAS will update the "Rvwd By" and (Rvwd By) "Date" fields. In this instance, the reviewer's OPID will be the batch job number (i.e. VJFCC550) and the date will be the date that the batch job ran.