
DCSE Policy & Procedures Unit
Policy Update
PPU 05-11-003
November 10, 2005

SUBJECT: USE OF HAYDEN CAAL CODES

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.

The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov

This Policy Update is being sent to inform staff of the importance of updating CAAL narratives for Hayden cases.

The existing Hayden CAAL codes:

M0017 CASE REVIEWED - MEETS HAYDEN CRITERIA
M0018 CASE REVIEWED - DOES NOT MEET HAYDEN CRITERIA
M0019 CS RVWD - MEETS HAYDEN/PARTIALLY ENFORCEABLE OBLIGATION

Some Hayden cases have multiple Hayden CAAL codes. These codes should be narrated after a case review or a verbal with the office attorney. In addition, Hayden CAAL narratives are used by the CP Ledger Team to approve requests. They are *necessary* to assist staff with the next step and eliminate any confusion.

Hayden CAAL codes *must* be narrated by staff with details regarding the status of the Hayden case. Narrating CAAL with appropriate text informs readers of important case history and should be clear for future action or direction.