
DCSE Policy & Procedures Unit
Policy Update
PPU 07-08-011
August 29, 2007

SUBJECT: New CAAL code for COC to Notify IV-D of a New/Modified Court Order

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.

*The IV-D PARTNERS should send POLICY inquiries directly to *DCSE-POLICYQUESTIONS@azdes.gov*

This Policy update is being issued to inform staff that two new Alert CAAL codes have been added to ATLAS.

The intent of these new CAAL codes are for use by designated staff from the local Arizona Clerks of Court (Non-IV-D staff). The COC staff should add this code to a IV-D case when they become aware of a new or modified court order being entered by the court. When this code is entered by COC staff it will serve as a first alert to IV-D staff that an attempt should be made immediately to locate a new or modified order through the databases that IV-D staff have been given access to such as AGAVE or OnBASE to view court orders.

NOTE: Not all courts have a Court Order Database. As of today's date, Maricopa and Pima County will likely be the only Clerks using this CAAL code process.

The COC staff will enter this code to alert IV-D staff of an order being entered.

A0253- NEW/MOD COURT ORDER ENTERED-CASEWORKER NOTIFIED

IV-D staff will enter the CAAL code below to note they have acted on the notification provided by the COC.

A0254- NEW/MOD COURT ORDER ENTERED-CASEWORKER RESPONSE