DCSE Policy & Procedures Unit
Policy Update
PPU 08-02-001
February 14, 2008
SUBJECT: HLCI/CIF Conversion

The new Central Information File (CIF) database conversion is scheduled for February 17, 2008. The purpose of the CIF project is to eliminate multiple client numbers and ensure that each DES client has only one client number. The CIF will be utilized by all DES agencies that currently access High Level Client Index (HLCI) numbers.

Implementation will be done in two stages. The first stage is the conversion to the new database. The second stage will include the actual matching and elimination of multiple client numbers.

The HLCI/CIF has multiple levels based on the data input by the user. The data elements include:
1) Social security number
2) Name
3) Date of birth
4) HLCI number

DCSE will be able to access three levels of data.
- A level 1 match is an exact match to the data element input.
- A level 2 match includes social security numbers (SSN) with transposed digits. A SSN must be one of the original input elements to receive level 2 matches.
- A level 3 match includes the date of birth with the month and day transposed, or a difference of 1 plus or minus in the year provided in the search. A date of birth must be one of the original input elements to receive level 3 matches.

The CIF will also return common names associated with the name or nickname used for the search.

Effective Tuesday, February 19, 2008, there will be a slight change to the way staff use the Person Maintenance (PEMA) screen. The **upper right corner** of PEMA will display a page and a level. The level will show which level of data has been returned and how many levels of data are found.   See the example below:

When a SSN is entered, PEMA will show all exact matches for the SSN entered and will display as level 1 of 1. If multiple levels of data are found, press the PF6 key to display the next level. The data from the next level will be displayed with the original data. Press the PF6 key again to display the next level.

DCSE staff will continue to select and assign HLCI's according to current Policy and Procedures found in DCSE OPPM.

Watch for continuing Policy Updates and System Alerts on HLCI/CIF.