
DCSE Policy & Procedures Unit
Policy Update
PPU 08-12-001
December 15, 2008
SUBJECT: New Locate Screen (LOML)

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 sent to inform staff of a new locate screen that has been added to ATLAS. In addition to enhancements to the **Locate Demographic List (LODL)** and the **Locate Employer List (LOEL)** screens, the **Locate Miscellaneous List (LOML)** screen was created to accommodate the additional types of locate information currently being received from automated sources such as the Department of Defense, Social Security Administration's Title II/Title XVI (SVES) benefits, FBI, and NSA job information.

This screen was added to capture the data that does not fall into either the personal demographics or employment categories. This information includes benefits, institution, and license information. The screen consists of one list panel and four detail panels.

The list panel lists miscellaneous data other than address or demographic information. The first two detail panels are used for benefits information. The third panel displays institution information received from locate sources other than the Arizona Department of Corrections. The fourth panel displays license information received from automated locate sources.

If the data is new to ATLAS, not currently listed on a person demographic screen (NCDE/CPDE), or listed as previous information (NCVL/CPVL, NCJD/NCJD, or NCSL/CPSL), it will be sent to LODL (person information), LOEL (job information), or LOML (institution, licenses or benefits) for verification. A Work List Item, L0029 (NCP) or L0037 (CP) will be generated to notify users that new information is available for review.