

DATA ENTRY APPENDIX C → CHILD SUPPORT - EIS CASEWORKER IV-D WORKLIST

EIS 4900 - DATA ENTRY APPENDIX C - CHILD SUPPORT
EIS/ACTS INTERFACE, PART FOUR
EIS CASEWORKER IV-D WORKLIST
REVISED 03/01/07 - CHANGE NO. 05-07

I. EIS CASEWORKER IV-D WORKLIST

This report lists information sent to the EIS caseworker from ACTS through the EIS/ACTS interface in the overnight batch cycle. Information is sent to the EIS worker in response to a request from the EIS caseworker, because the IV-D agent sent the information, or automatically sent due to changes entered in ACTS by the IV-D agent.

The report is produced in X/PTR for use by the income maintenance caseworker after the nightly update and should be checked daily. Delete records from EIS as soon as you are finished with them. The shorter the report, the faster the response time when viewing the records.

II. THE REPORT IS SORTED BY:

County

Worker number

Date sent:

Sorted within worker number by date sent, with the oldest information listed first.

III. THE FOLLOWING INFORMATION IS LISTED ON THE REPORT:

Federal regulations require specific information exchanges between eligibility and child support automated systems. Only required data is exchanged between EIS and ACTS.

A. THIS INFORMATION ALWAYS APPEARS:

1. CATEGORY OF INFORMATION: Indicates the type of information sent.
 - a. PAYMENT DATA-Payments made through IV-D.
 - b. NOTEPAD-Freeform text entered by the IV-D agent.
 - c. CLIENT GOOD CAUSE/NON-COOPERATION-Indicator from IV-D that client is not cooperating with their office or has claimed good cause.
 - d. CHILD DATA-Data related to a specific child in EIS.

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III.A. (CONT'D)

- e. PATERNITY DATA-Data related to a paternity determination.
 - f. AP INSURANCE DATA-This information is only sent for the TPL section at the state office.
 - g. AP DATA-Certain data related to an absent parent which IV-D is required to send to the EIS caseworker.
 - h. SUPPORT ORDER DATA-Notification of establishment or modification of a court order for support.
 - i. PARTICIPANT NAME CHANGE-Notification from IV-D that they have a new name for an individual.
 - j. PPPA RESULTS REQUIRING RESEARCH FOR "UP" FUNDS-The automated request by the IV-D agent for PPPA (Past Paid Public Assistance) has found benefit months that are "UP" months.
- 2. DATE SENT: The date the information is sent from ACTS
 - 3. EIS CASE ID: The EIS Case ID for which information is being sent.
 - 4. EIS CASEHEAD PAYEE NAME: The name of the EIS casehead.
 - 5. KEY DATA-Identifies the key used to inquire on the data through the INQUIRY INTO DATA SENT FROM ACTS selection on the IV-D SELECTION MENU:

One of the following keys is listed with each entry on the report.

- a. EIS/MPI NUMBER: The EIS Individual ID number OR ACTS MPI # of the individual for whom information is being sent.
- b. Old IV-D MPI number: The old MPI number for an individual, sent when the MPI number has changed.
- c. AP MPI #: The MPI number for an absent parent.
- d. EIS CASE ID: The EIS Case ID number.

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III. (CONT'D)

- B. EIS displays the following additional data for PPPA records:

START DATE/END DATE: The begin and end dates for the UP months found in the automated PPPA calculation.

- C. The Worklist is available for viewing and printing in the Report Management Distribution System. Use instructions in IV. below to access X/PTR.

Records on the report are viewed and deleted through INQUIRY INTO DATA SENT FROM ACTS on the IV-D SELECTION MENU. See Part Three of this Appendix for instructions.

The report is cumulative, that is, data is added to it each day and remains on it until deleted. The last 365 versions of the report are stored in X/PTR. Each version displays the items that were on the report on that day. The items listed on the report remain on the report until deleted by the income maintenance caseworker, with the exception of payment data. EIS deletes payment data automatically after 60 days.

It is important to delete records when you are finished viewing them. The shorter the report, the faster the response time when viewing them.

IV. REPORT MANAGEMENT AND DISTRIBUTION SYSTEM

- A. From the Banner Screen which shows the terminal ID and the message "IS CONNECTED TO THE STATE NETWORK", key NCXPTR. Press ENTER.

1. From the RACF screen, enter your USER ID, BILLING CODE, and PASSWORD. Press ENTER.
2. On the "SIGN ON: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM" screen, enter your RACF ID, and PASSWORD. Press ENTER.
3. On the MAIN MENU:
 - a. To the right of SELECT OPTION:, enter the option you require:
 - (1) D-Display
 - (2) P-Print report pages
 - b. Enter DHREJ CASEWORKER IVD WORKLIST to the right of REPORT NAME.
 - c. Press ENTER.

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IV.A. (CONT'D)

4. The report displays or prints, according to the option selected.
- B. You may scroll through the report.
 1. To SCROLL FORWARD, press "PF8".
 2. To SCROLL BACKWARD, press "PF7".
 - C. To go directly to a specific worker number within the report, key F followed by a space, 'WORKER XXX' and press ENTER.
 - D. To print the report, you may do screen prints, according to how your county's equipment is set up. You may send specific pages of the report to a network printer in your county. Check with data entry staff in your county for the Printer ID number of the network printer in your county. Refer to [EIS 1061](#) for further printing instructions.
 - E. Use the following instructions to exit X/PTR.

From any screen in X/PTR, press "PF3". This will take you back one screen at a time. If you are on the SIGN-ON screen, "PF3" will exit you from the X/PTR session.
 - F. For further instructions on X/PTR, refer to [EIS 1061](#).

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DHREJ CASEWORKER IVD WORK LIST		94/02/16 13:49:51	PAGES: 1/13
COMMAND ==>			SCROLL ==> FULL
-----1-----2-----3-----4-----5-----6-----7-----			
EJA891-1	NC DEPARTMENT OF HUMAN RESOURCES		PAGE 1
RUN DATE: 02/16/1994	ELIGIBILITY INFORMATION SYSTEM		
RUN TIME: 13:49:50	EIS CASEWORKER IV-D WORK LIST		
	COUNTY 001 DIST AUT WORKER JME		
IV-D CASE/WORKER NUMBERS			
DATE SENT: 01/20/1994	EIS/MPI ID NUMBER: 000002906S		
EIS CASE ID: 89507436	EIS CASEHEAD PAYEE NAME: LINDA	EVANS	
***** BOTTOM OF PAGE ***** BOTTOM OF PAGE *****			
DHREJ CASEWORKER IVD WORK LIST		94/02/16 13:49:51	PAGES: 2/13
COMMAND ==>			SCROLL ==> FULL
-----1-----2-----3-----4-----5-----6-----7-----			
EJA891-1	NC DEPARTMENT OF HUMAN RESOURCES		PAGE 2
RUN DATE: 02/16/1994	ELIGIBILITY INFORMATION SYSTEM		
RUN TIME: 13:49:50	EIS CASEWORKER IV-D WORK LIST		
	COUNTY 001 DIST BAA WORKER BAA		
PAYMENT DATA			
DATE SENT: 01/20/1994	EIS CASE ID: 89507533		
	EIS CASEHEAD PAYEE NAME: JOEL	SHAW	
***** BOTTOM OF PAGE ***** BOTTOM OF PAGE *****			
DHREJ CASEWORKER IVD WORK LIST		94/02/16 13:49:51	PAGES: 3/13
COMMAND ==>			SCROLL ==> FULL
-----1-----2-----3-----4-----5-----6-----7-----			
EJA891-1	NC DEPARTMENT OF HUMAN RESOURCES		PAGE 3
RUN DATE: 02/16/1994	ELIGIBILITY INFORMATION SYSTEM		
RUN TIME: 13:49:50	EIS CASEWORKER IV-D WORK LIST		
	COUNTY 015 DIST BAA WORKER BAA		
AP DATA			
DATE SENT: 01/20/1994	AP MPI #: 000007385R		
EIS CASE ID: 89570987	EIS CASEHEAD PAYEE NAME: ALEX	FLAHERTY	
SUPPORT ORDER DATA			
DATE SENT: 01/20/1994	AP MPI #: 000007421R		
EIS CASE ID: 89571622	EIS CASEHEAD PAYEE NAME: CAMPING	GEAR	
NOTEPAD			
DATE SENT: 01/20/1994	EIS CASE ID: 89571622		
	EIS CASEHEAD PAYEE NAME: CAMPING	GEAR	
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DHREJ CASEWORKER IVD WORK LIST  94/02/16 13:49:51      PAGES: 4/13
COMMAND ==>                                         SCROLL ==> FULL
-----1-----2-----3-----4-----5-----6-----7-----
EJA891-1      NC DEPARTMENT OF HUMAN RESOURCES          PAGE    4
RUN DATE: 02/16/1994  ELIGIBILITY INFORMATION SYSTEM
RUN TIME: 13:49:50    EIS CASEWORKER IV-D WORK LIST
                     COUNTY 015 DIST BAA WORKER JME

SUPPORT ORDER DATA

DATE SENT: 01/20/1994  AP MPI #: 000008409N
EIS CASE ID: 89578597  EIS CASEHEAD PAYEE NAME:  BEGIN      CHILDCARE
***** BOTTOM OF PAGE ***** BOTTOM OF PAGE *****

DHREJ CASEWORKER IVD WORK LIST  94/02/16 13:49:51      PAGES: 5/13
COMMAND ==>                                         SCROLL ==> FULL
-----1-----2-----3-----4-----5-----6-----7-----
EJA891-1      NC DEPARTMENT OF HUMAN RESOURCES          PAGE    5
RUN DATE: 02/16/1994  ELIGIBILITY INFORMATION SYSTEM
RUN TIME: 13:49:50    EIS CASEWORKER IV-D WORK LIST
                     COUNTY 016 DIST BAA WORKER BAA

IV-D CASE/WORKER NUMBERS

DATE SENT: 01/20/1994  EIS/MPI ID NUMBER: 244497196P
EIS CASE ID: 89572149  EIS CASEHEAD PAYEE NAME:  CHOCOLATE  SYRUP

DATE SENT: 01/20/1994  EIS/MPI ID NUMBER: 244497196P
EIS CASE ID: 89572149  EIS CASEHEAD PAYEE NAME:  CHOCOLATE  SYRUP
***** BOTTOM OF PAGE ***** BOTTOM OF PAGE *****

DHREJ CASEWORKER IVD WORK LIST  94/02/16 13:49:51      PAGES: 6/13
COMMAND ==>                                         SCROLL ==> FULL
-----1-----2-----3-----4-----5-----6-----7-----
EJA891-1      NC DEPARTMENT OF HUMAN RESOURCES          PAGE    6
RUN DATE: 02/16/1994  ELIGIBILITY INFORMATION SYSTEM
RUN TIME: 13:49:50    EIS CASEWORKER IV-D WORK LIST
                     COUNTY 021 DIST 000 WORKER BAA

PARTICIPANT NAME CHANGE

DATE SENT: 01/20/1994  EIS/MPI ID NUMBER: 000004334Q
EIS CASE ID: 89547951  EIS CASEHEAD PAYEE NAME:  LETS      GO

DATE SENT: 01/20/1994  EIS/MPI ID NUMBER: 000005214L
EIS CASE ID: 89547951  EIS CASEHEAD PAYEE NAME:  LETS      GO

PATERNITY DATA

DATE SENT: 01/20/1994  AP MPI #: 0000043350
EIS CASE ID: 89547951  EIS CASEHEAD PAYEE NAME:  LETS      GO

DATE SENT: 01/20/1994  AP MPI #: 000005360L
EIS CASE ID: 89547951  EIS CASEHEAD PAYEE NAME:  LETS      GO
***** BOTTOM OF PAGE ***** BOTTOM OF PAGE *****
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