



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



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MICHIGAN IV-D ACTION TRANSMITTAL 2005-067

TO: All Office of Child Support (OCS) Staff
All Friends of the Court (FOCs)
All Prosecuting Attorneys (PAs)

FROM: Marilyn F. Stephen, Director
Office of Child Support

DATE: December 8, 2005

SUBJECT: Address Hierarchy Changes in the Michigan Child Support Enforcement System (MiCSES) 3.6 Release

PURPOSE:

This Action Transmittal (AT) provides information to IV-D staff regarding changes associated with the implementation of the address hierarchy design. After the MiCSES 3.6 release, the MiCSES document generation system will use a designated address hierarchy for generated template markup language (TML) documents.¹ This design includes the development of screens that allow for the establishment of address hierarchies and the association of form templates to the hierarchies. It retains current address types and adds a new address type called *Alternative* address.

ADDRESS HIEARCHIES:

MiCSES will use defined address hierarchies when determining which address it will print on TML forms. Member addresses are recorded on the *Member Address History* (AHIS) screen. Some forms have more than one address field, such as an address that prints on the mailer page and another address that prints within the body of the form. Each address is defined as a “merge field” and potentially each merge field can follow a different address hierarchy. Examples of defined address merge fields are:

- Recipient’s address – (MLR_RcpntAddrID);
- Non-custodial parent’s (NCP’s) address – (ENF_NCPAddrID);
- Custodial party’s (CP’s) address – (IVD_CPAddrID); and
- Plaintiff’s address – (CAR_PIntfAddr).

¹ Oracle forms will not be changed in the MiCSES 3.6 release. A list of Oracle forms is located at: http://mi-support.cses.state.mi.us/systems/micsees/forms/application_forms/central_print_information/CentralPrint_Proc_MiCSES_Oracle_Forms_List.pdf

Each hierarchy has a numerical rank (e.g., 1, 2, 3, etc.) that determines which address to populate on a form. When generating the form, MiCSES will first attempt to select the address matching the highest ranking criteria. If no such address is found, MiCSES will attempt to use the next highest ranking, and will proceed accordingly through the rankings. Along with the numerical rank, MiCSES will use the following data elements from the AHIS screen in the rankings:

- *Address Type*, (e.g., *Legal, Mailing, Residential*, etc.);
- *Action Code*, (e.g., “Y – Confirmed/Verified Good,” “V – Verification Sent,” “P – Postmaster Letter Sent,” “D – Verification in Process” and “N – Confirmed/Verified as Bad”); and
- *Verified Date*, (“Most Recent, Verified Only (MVRO),” “Highest² begin date” “Highest end-date,” “Highest End Date –MRVO,” etc.).

If MiCSES cannot find an address that meets the defined criteria, the form generation will fail because there is no valid address within the hierarchy. IV-D workers can view the hierarchies in MiCSES by accessing the *Address Hierarchy Maintenance* (AHMN) screen. This screen will not be available until the MiCSES 3.6 release is complete. Until then, IV-D staff may use The *Michigan Child Support Enforcement System (MiCSES) 3.6 Release Template Markup Language (TML) Address Hierarchies* posted to mi-support at:

http://mi-support.cses.state.mi.us/systems/micses/release_information/materials/3.6/MiCSES_3.6_TML_Hierarchies.pdf

This document contains the TML hierarchies and the associated TML forms (categories), along with the address merge fields. This document will be removed from mi-support a few weeks after the MiCSES 3.6 release. IV-D workers should reference the AHMN and *Address Category Maintenance* (ACMN) screen for up-to-date information on address hierarchies and categories.

For all TML form errors, including address hierarchy failures:

- If the IV-D worker is printing on demand, an error will display at the time of generation; or
- MiCSES will log an error to the *Forms Batch Log* (FLOG) screen³ for forms generated by the central TML batch process (BATCH_TML) and the local forms batch process (*Forms Queue Processor* (FQPR) screen).

Currently, only the review and modification and the show cause bench warrant (SCBW) activity chains will not progress if the forms associated with the chain fail.

² “Highest” *Begin* and *End* dates mean the most recent date.

³ Ref: MiCSES Quick Reference Guide, *FLOG - Review TML Form Errors* at:

<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=769> and MiCSES Screen Description: *FLOG* at:

<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=550>

After the MiCSES 3.6 release, many hierarchies will exist in MiCSES. Each hierarchy will be associated with a category of forms that share the same hierarchy. However, a category may contain only one form, (i.e., a form can have its own hierarchy). IV-D workers can view the forms associated with the categories on the ACMN screen.

ADDRESS HIERARCHIES DEVELOPMENT:

The PA Forms committee developed ten “PA” hierarchies.⁴ OCS policy staff, in conjunction with Case Management Operation staff, developed two “OCS” hierarchies. OCS staff developed the case closure hierarchy. Furthermore, OCS will implement a third enforcement hierarchy for the *Review and Modification Eligibility Notification* (RNMEIIGLTR). This hierarchy allows the largest number of IV-D customers to receive the notice.

The Program Leadership Group (PLG) decided to implement a general enforcement hierarchy (“ENF 1”) and a court form hierarchy (“ENF 2”). The basis for the court form hierarchy is Michigan Court Rule (MCR) 3.203.⁵ MCR 3.203 requires that court documents be mailed to the *Legal* address. The “ENF 2” category is:

1. Alternative Address,⁶ not end-dated;
2. Legal Address, not end-dated; and
3. Legal address, highest end-date.⁷

If there is no *Alternative* or *Legal* address in MiCSES, the form generation will fail. Therefore, if the “L” type is not populated, FOC and PA staff will need to determine either an *Alternative* and/or a *Legal* address for the member. When determining a member’s *Legal* address, FOC staff should reference the State Court Administrative Office (SCAO) Administrative Memorandum (ADM) 2004-15, *Friend of the Court Guidelines for Determining, Changing, or Suppressing Addresses of Parties and Nonparties*. This ADM is located at:

<http://courts.michigan.gov/scao/resources/other/scaoadm/2004/2004-15.pdf>

After the MiCSES 3.6 release, a Central Table Administrator (CTA) will be able to modify the hierarchies or the forms associated to a category through screen changes on AHMN and ACMN. If a IV-D worker believes that a hierarchy should be changed or a form should be associated with another category, (s)he may enter a remedy ticket to

⁴ Currently, the “PA 1,” “PA 2,” “PA 5” and “PA 6” hierarchies do not have any templates associated with the hierarchies.

⁵ Ref: Michigan Court Rules at:

<http://courtofappeals.mijud.net/rules/public/default.asp>

⁶ Ref: Heading “Alternative Address Policy” further in the AT.

⁷ As discussed below under the heading “Legal Address Policy,” a *Legal* address can only have an *Action Code* of “Y” or “N.” Therefore, it is assumed that an end-dated *Legal* address is always the “most recent verified only.”

request the change. The appropriate forms committee or Work Improvement Team (WIT) will consider all of the requested changes.

ALTERNATIVE ADDRESS POLICY:

MiCSES 3.6 will add a new *Address Type* to the AHIS screen: the “Alternative – A.” An *Alternative* address is defined as a non-confidential address supplied by a party whose other address information **is** confidential. The *Alternative* address is an address for the party to receive mail, and IV-D workers may disclose it in the same manner as a non-confidential address. MCR 3.203 requires a party to supply the court with an *Alternative* address when his/her address is confidential.

In MiCSES, the *Alternative* address will only be added or modified by a IV-D worker associated with an *Office Type* of “PA” (prosecuting attorney) or “FC” (friend of the court) on the *Resource Master* (RESM) screen. Due to a coding error, IV-D workers associated with an *Office Type* of “SS” (support specialist) and “ST” (Michigan State Disbursement Unit) will be able to modify⁸ the *Alternative Address Type*. This is not correct, and SS and MiSDU must not modify the *Alternative* address.⁹ The SS and MiSDU staff must refer the customer to the FOC office to change his/her *Alternative* address.

PA and FOC workers can only add an *Alternative* address when there is a qualifying *Family Violence (FV) Code*. The *Member Demographic* (DEMO) screen contains the *Family Violence Indicator* (FVI) and the FV codes. The FV codes are a list of values that give the reason the FVI was set to “Y”; they also determine the level of security on the IV-D case. All IV-D workers are able to add or modify the FVI and the FV codes on DEMO. The *Confidential Address* indicator on AHIS and the *Legal Case* (LCSE) screens is automatically set to “yes” when a IV-D worker or an automated process sets the *FV Code* to the following:

- “CT” – court order;
- “SS” – sworn statement;
- “PW” – Michigan Personal Protection Order (PPO) with confidential address;
- “FW” – Foreign PPO with confidential address; and
- “FP” – Federal Parent Locator Service (FPLS).¹⁰

MiCSES will only release the member’s *Alternative* address to the other party, the other party’s employer or the other party’s legal representative. If an *Alternative* address does not exist, MiCSES will print stars (***) in the address merge fields on the document. This is existing functionality.

⁸ SS and MiSDU cannot add an *Alternative* address.

⁹ A Remedy ticket has been entered to request this error be fixed in MiCSES.

¹⁰ Ref: AT 2004-018, *Family Violence Indicator (FVI)* at:
<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2004/2004-018.pdf>

For central print processes, if a member has an *FV Code* that requires a confidential address and the member has no *Alternative* address, MiCSES will not suppress the member's address on the mailer page when the document is mailed to the member. For local batch and online printings, if an *Alternative* address does not exist for a member with an *FV Code* that requires a confidential address, MiCSES will print stars in the address merge fields.

LEGAL ADDRESS POLICY:

The MiCSES 3.6 release will modify the manner in which the *Legal Address Type* is used.¹¹ To highlight the change, the current "L – Service Address Type" has been renamed the "L – Legal Mailing Address Type." The intent of this change is to signify that the *Legal Address Type* only has addresses entered that meet the requirements of MCR 3.203. Since MCR 3.203 requires a party to supply the court with these addresses in writing, the AHIS screen will no longer allow *Action Codes* of "V," "P" and "D" for the *Legal Address Type*. Moreover, AHIS will not allow PA and FOC workers to enter these *Action Codes* for the new *Alternative Address Type*.

PA and FOC workers will still be able to indicate that a *Legal* address is no longer a good address by marking the address as "N." However, the bad *Legal* address will retain its *Verified Date* so that MiCSES can determine the last known *Legal* address for the member.

FOC customers may complete the *Change in Personal Information* (FOC 108) form to make changes to their *Legal* and *Alternative* addresses.¹² In the MiCSES 3.6 release, this form is numbered the FEN 350 (Ref: Attachment 1). The AHIS *Create or Replace Address* pop-up window for adding multiple addresses will display a checkbox for the IV-D worker to generate an FEN 350 to the members whose *Mailing* or *Residential* address is being changed but their *Legal* address is not.¹³ MiCSES will display the following information after the checkbox, "Send Legal Mailing Address Request?" The checkbox will be enabled if the IV-D worker is adding a "Y" *Action Code* and the member has an existing "Legal" address. However, it will default to "not selected." SS and MiSDU staff must generate this form when a CP or NCP's "Mailing" address is changed.¹⁴

¹¹ After the MiCSES 3.6 release, edits will prevent workers with an *Office Type* of "ST" (MiSDU) from changing the *Legal* address.

¹² Ref: The FOC 108 is available at:

<http://courts.michigan.gov/scao/courtforms/domesticrelations/focgeneral/foc108.pdf>

¹³ Ref: *AHIS Screen Procedures*, "Table 4: AHIS screen, *Create or Replace Address* pop-up window fields and descriptions" beginning on page 9 at:

<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=342>

¹⁴ The SS and MiSDU must select the "Central" radio button at the bottom of the form display to print the form centrally.

ALTERNATIVE ADDRESS QUERIES:

After the MiCSES 3.6 release, new query reports will be available on the *Functional Prototype Queries* (FPRO) screen that list all members who:

- Have an *Address Type* of “A,” but do not have an *FV Code* that requires a confidential address; and
- Do not have an *Address Type* of “A,” but have an *FV Code* that requires a confidential address.

The FPRO report format includes the following data:

- IV-D Case Number;
- FV Code;
- Alternative Address Y/N;
- Member’s Case Role;
- IV-D Member ID;
- Member Name;¹⁵
- County Code; and
- Current Functional Area for the case.

It is sorted by the member’s last name in ascending order (A to Z).

ADDITIONAL POLICY INFORMATION ON ADDRESSES, CONFIDENTIAL ADDRESSES AND FAMILY VIOLENCE:

The SCAO ADM 2004-15, *Friend of the Court Guidelines for Determining, Changing, or Suppressing Addresses of Parties and Nonparties*, includes procedures for FOC staff to change the *Legal* address. This ADM is located at:

<http://courts.michigan.gov/scao/resources/other/scaoadm/2004/2004-15.pdf>

AT 2005-046, **REVISED:** *Maintenance and Verification of Case Data* at:

<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2005/AT2005-046.pdf>

AT 2005-007, *Family Violence Indicator (FVI) and Address Confidentiality Changes in the Michigan Child Support Enforcement System (MiCSES) 3.4 Release* at:

<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2005/2005-007.pdf>

AT 2004-018, *Family Violence Indicator (FVI)* at:

<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2004/2004-018.pdf>

¹⁵ The member name is extracted from the DEMO screen.

MiCSES 3.6 RELEASE ADDRESS HIERARCHY DOCUMENTATION:

IV-D staff may access the following information on mi-support for more information on addresses, address hierarchies, address categories and family violence in MiCSES:

- Customer Information Guides (CIGs)
 - "Name and Address Formatting Recommendations" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=285>
 - "Family Violence" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=301>
 - "Name and Address Formatting Recommendations" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=285>
- Quick Reference Guides (QRGs)
 - "AHMN: View MiCSES Address Hierarchies" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=764>
 - "Add a Member's Address on the AHIS Screen" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=634>
 - "End Date a Member's Address on the AHIS Screen" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=636>
 - "Request Postal Verification for a Member's Address" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=639>
 - "Update a Member's Address on the AHIS Screen" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=635>
 - "View a Member's Address Information on the AHIS Screen" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=633>
 - "Add (Download) a Member's Address from the Data Warehouse" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=637>
 - "Add (Download) a Member's Address from Parent Locator Service" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=638>
 - "Locate and Address Terms, Codes, and Definitions" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=640>
 - "View a Member's Address(es) on the ALST Screen" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=641>
 - "Enter or Update Member Demographic Information" at:

<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=630>

- “Enter or Update Member Family Violence Information” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=642>

- "View Member Demographic Information" at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=629>

- Screen Descriptions:

- “ACMN – Address Category Maintenance” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=761>

- “AHIS – Address History” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=342>

- “AHMN – Address Hierarchy Maintenance” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=762>

- “ALST – Member Address List” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=345>

- “DEMO – Member Demographics” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=379>

- “TREC – Template Recipient” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=763>

- “XTDM - Template Definition Maintenance” at:
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=765>

LEGAL REFERENCES:

Federal

42 United States Code (USC) 653(b)(2) Use and disclosure of FPLS records

42 USC 653(c)(2) Jurisdiction to override disclosure

42 USC 663(d)(2) Jurisdiction to override disclosure

42 USC 654(26) Provides for protection of location information when family violence indicator has been set

45 Code of Federal Regulations (CFR) 307.10 Functional requirements for computerized support enforcement

45 CFR 307.11 (f)(1)(x) Information comparisons and disclosures of information

State
Michigan Codified Law (MCL) 600.2950 &
600.2950(a) PPOs
MCL 552.603(7) Address reporting to FOC
MCR 3.203 Service of Notice and Court
Papers in Domestic Relations Cases

POLICY REFERENCE: Combined IV-D Manual, Item 135, *Family Violence Indicator*

AT MAINTENANCE: Retain until further notice.

EFFECTIVE DATE: Upon receipt

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ATTACHMENTS: Attachment 1: *Change in Personal Information*
(FEN 350)

MFS/CK