



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN IV-D ACTION TRANSMITTAL 2007-015

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

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

DATE: April 2, 2007

SUBJECT: REVISED: Centralized Maintenance of the *Other Party Information* (OTHP) Screen in the Michigan Child Support Enforcement System (MiCSES)

PURPOSE:

This Action Transmittal (AT):

- Provides information regarding the centralization of OTHP table maintenance;
- Introduces the updated *Request for New Entry, Merge or Modification of Other Party Information (OTHP)* (DHS-2011);¹
- Introduces the updated *Procedures for Submitting the Request for New Entry, Merge or Modification of Other Party Information (OTHP)*, which provides instructions for completing the DHS-2011;² and
- Provides frequently asked questions (FAQs) to assist with the processing of the DHS-2011.³

The information in this AT was originally published on April 5, 2006, as AT 2006-027, *Centralized Maintenance of the Other Party Information (OTHP) Screen in the Michigan Child Support Enforcement System (MiCSES)*.⁴ A change bar in the left margin indicates where changes have been made in this publication. A bar has not been added to indicate changes in the three attachments because of the number of changes made. OCS staff encourage complete review of the attachments.

BACKGROUND:

¹ Ref: Attachment 1.

² Ref: Attachment 2.

³ Ref: Attachment 3.

⁴ AT 2006-027 is being obsoleted.

The OTHP screen is a central MiCSES repository of individuals, entities and contact information associated with IV-D cases. The repository contains over 30 OTHP record types, some of which include:

OTHP Record Type Code	OTHP Record Type Description	OTHP Record Type Code	OTHP Record Type Description
1	Sampling Location	K	Courts
2	FOC	L	Lab
3	Law Enforcement	M	Military
4	Other	N	Non-Member
5	PA Office	O	Office
6	Financial Institution	P	Professional License Agency
8	Bond Holder	Q	Tax Assessor
9	SS Office	R	Process Server
A	Attorney	S	State Agency MI
B	Financial Info	P	Professional License Agency
D	States	T	State Agencies Other States
E	Employer	U	Unions
F	Financial Institution – Lienholder	W	Workers' Compensation
G	Pension Plan	X	Unemployment Agency
H	Financial Institution – FIDM ⁵	Y	Miscellaneous Payees
I	Insurers	Z	Single Other Agency
J	Jail/Prisons		

IV-D staff may also view or search OTHP data on the *Other Party Cross Reference* (OTHX) screen.

There are many duplicate OTHP records within MiCSES; those duplicates create a number of problems. For example, when duplicate OTHP records exist, IV-D workers have a difficult time searching for and determining correct records. Also, if a IV-D worker selects an incorrect OTHP record, documentation may be sent to an incorrect entity. To reduce these problems, the Program Leadership Group (PLG) has assigned maintenance of the OTHP table to the OCS Special Initiatives Unit (SIU).

Effective April 26, 2006, only MiCSES users assigned the Central Table Administrator (CTA) role or the Central OTHP Administrator role were able to enter and/or modify records on the OTHP screen.

POLICY INFORMATION:

Effective April 13, 2007 (the MiCSES 4.4 Release implementation), MiCSES users assigned specific roles will be able to maintain some OTHP record types while SIU staff will retain maintenance of other OTHP record types. This will

⁵ Financial Institution Data Match

give local workers control over OTHP records that have a local rather than statewide impact.

1 OTHP Record Types Maintained by Local Options Administrators (LOAs) or Establishment (EST) Caseworker Role

1.1 Effective April 13, 2007, MiCSES users assigned the **LOA** role will be able to enter and/or update records on the OTHP screen for the following OTHP types:

OTHP Record Type Code	OTHP Record Type Description	OTHP Record Type Code	OTHP Record Type Description
1	Sampling Location	J	Jail/Prisons
2	FOC	K	Courts
3	Law Enforcement	L	Lab
5	PA Office	O	Office
6	Financial Institution ⁶	R	Process Server
8	Bond Holder	S	State Agency MI
A	Attorney	T	State Agencies Other States ⁷

1.2 Effective April 13, 2007, MiCSES users assigned the **EST Caseworker** role will be able to enter and/or update records on the OTHP screen for the Courts (K-type) OTHP record.

1.3 MiCSES users assigned the LOA and/or EST Caseworker role will not have the ability to delete or merge any OTHP records, regardless of type. Before an OTHP record can be deleted, MiCSES technical staff must ensure that the record is not attached to any other entity (individual, case, court order, etc.). Because of the complexities of record merges, the MiCSES OTHP merge process is limited to only those OTHP record types (E, G, I, M and X) that reduce duplication of work by MiCSES or affect statewide ease of use.

2 Requesting Entry, Modification or Merge of OTHP Record Types Maintained by SIU Staff

2.1 SIU staff will continue to maintain all OTHP types that affect statewide data. These types include, but are not limited to those identified as “sources of

⁶ OCS staff recommend that IV-D staff do not use this OTHP type to enter information into MiCSES regarding FIDM, lienholders or county and state financial receivables.

⁷ IV-D staff must not use this OTHP type to enter recipient information for another state’s IV-D agencies and/or state disbursement units (SDUs). To maintain other states’ IV-D agencies and SDUs, IV-D workers must use the policy and procedures outlined in AT 2006-014, *Centralized Maintenance of the Federal Information Processing Standard (FIPS) screen in the Michigan Child Support Enforcement System (MiCSES)*.

income” (SOIs), insurers and financial information.⁸

2.2 IV-D staff must submit a completed DHS-2011 to SIU staff requesting the entry or modification of any of the following OTHP types:

OTHP Record Type Code	OTHP Record Type Description	OTHP Record Type Code	OTHP Record Type Description
4	Other	M	Military
9	SS Office	N	Non-Member
B	Financial Info	P	Professional License Agency
D	States ⁹	Q	Tax Assessor
E	Employer	U	Unions
F	Financial Institution – Lienholder	W	Workers’ Compensation
G	Pension Plan	X	Unemployment Agency
H	Financial Institution – FIDM	Y	Miscellaneous Payees
I	Insurers	Z	Single Other Agency

2.3 IV-D staff must submit a completed DHS-2011 to SIU staff requesting the merge¹⁰ of any of the following OTHP types:

OTHP Record Type Code	OTHP Record Type Description
E	Employer
G	Pension Plan
I	Insurers
M	Military
W	Workers’ Compensation
X	Unemployment Agency

⁸ SOI OTHP types include Employer, Military, Pension Plan, Workers’ Compensation, and Unemployment Agency. The OTHP type Financial Info (B-type) includes recipient OTHP information for all default county and state financial receivables used for administrative purposes. Examples of B-type OTHP records include county bench warrant (e.g., OTHP ID “26003BW” for Alger County), fee accounts (e.g., OTHP ID “26005SF” for Allegan County), and recovery accounts (e.g., OTHP ID “RT” for tax recovery accounts), etc.

⁹ This OTHP type was used to identify addresses for other state child support enforcement agencies prior to the development and maintenance of the FIPS table. OCS staff recommend that IV-D staff do not ask SIU staff to add and/or modify records for this OTHP type. IV-D workers will follow the policies and procedures outlined in AT 2006-014.

¹⁰ For more information regarding the merging of employers, see AT 2004-027, *Employer Mergers and Acquisitions – Special Circumstances Requiring OCS Policy or Operations Intervention Regarding Income Withholding Notices (IWNs)*. Current MiCSES functionality allows for merging only Employer (E-type), Military (M-type), Unemployment Agency (X-type), Insurers (I-type), Workers’ Compensation (W-type) and Pension Plan (G-type) OTHP records. Additionally, MiCSES will only merge the same OTHP type records. For example, MiCSES will allow X-type merges, but only to other X-type records.

Note: If an OTHP ID is not attached to a member, IV-D staff may place a call with the MiCSES Helpdesk staff to delete the OTHP ID. MiCSES Helpdesk staff will query the record, determine if it is attached to any member or case within MiCSES, and delete the record when appropriate. Because OTHP information is used for historical purposes, many OTHP IDs cannot be deleted. If the OTHP record is attached to any case or member information in MiCSES, the OTHP ID will **not** be deleted. SIU staff do not have the ability to delete OTHP records.

- 2.4 IV-D staff must complete the DHS-2011 with verified information that they have obtained by contacting the source of the OTHP record and in accordance with the *Procedures for Submitting the Request for New Entry, Merge or Modification of Other Party Information (OTHP)*.
- 2.5 IV-D staff may also submit a completed DHS-2011 to SIU staff for entry and/or modification of the OTHP types listed in section 1 of this AT.
- 2.6 IV-D staff must send all completed DHS-2011s to the SIU staff by:
 - A. Email to: DHS-OCS-OTHP@michigan.gov;¹¹ or
 - B. Fax to: (517) 335-3030, Attention: OTHP Table Maintenance.

3 Responding to Entry, Modification or Merge OTHP Record Type Requests Maintained by SIU Staff

- 3.1 SIU staff will:
 - A. Review DHS-2011s for complete and verified information;
 - B. Research and validate information on the DHS-2011 when the requester asks for this assistance on the DHS-2011;
 - C. Enter, modify and merge OTHP records;¹²
 - D. Enter a note on the *Notes Processor (NOTE)* screen under the OTHP ID of the record correctly entered, modified or merged;
 - E. Process requests within two business days when the research or validation is not requested; and
 - F. Clean up duplicate records in OTHP.
- 3.2 For requests received via **email**, SIU staff will send to the requester:
 - A. An email confirming receipt of the request; and
 - B. A follow-up email when the record(s) has been entered, modified or merged on the OTHP screen.

¹¹ IV-D workers must use a "michigan.gov" email address when sending a DHS-2011 for an OTHP ID that is assigned to a member of a child support case (Ref: AT 2005-069, **REVISED:** *Transmission of Restricted Information via Email*).

¹² SIU staff target a 48-hour turnaround for entry or modification requests when all required information is provided. When IV-D staff ask SIU staff to assist in the verification of the information, SIU may not complete work within the targeted timeframes.

- 3.3 For requests received via **fax**, SIU staff will:
- A. Send the requester an email when the record(s) has been entered, modified or merged, if a return email address was provided; or
 - B. Contact the requester via telephone if a return email address was not provided.

Note: SIU staff may return DHS-2011s to the requester if SIU staff are unable to complete the request because of incomplete or inaccurate information.

4 Future Changes to User Role Ability to Add or Modify OTHP Types

As of April 13, 2007, MiCSES users assigned the CTA user role will be able to change user role access to add and/or modify OTHP types. The lists provided in sections 1 and 2 of this document provide access information as of April 13, 2007. If access to the OTHP type changes after April 13, 2007, for member roles, then the MiCSES Helpdesk will send an email notification to all MiCSES users, and OCS staff will modify this AT with appropriate changes and corresponding access.

LEGAL REFERENCES: Federal
None

State
None

POLICY REFERENCES: AT 2004-027, *Employer Mergers and Acquisitions – Special Circumstances Requiring OCS Policy or Operations Intervention Regarding Income Withholding Notices (IWNs)*

AT 2005-069, **REVISED:** *Transmission of Restricted Information via Email*

AT 2006-014, *Centralized Maintenance of the Federal Information Processing Standard (FIPS) screen in the Michigan Child Support Enforcement System (MiCSES)*

AT MAINTENANCE: Retain AT until further notice.
Obsolete AT 2006-027, *Centralized Maintenance of the Other Party Information (OTHP) Screen in the Michigan Child Support Enforcement System (MiCSES)*.

EFFECTIVE DATE: Upon receipt.

REVIEW PARTICIPANTS: Enforcement Work Improvement Team

Friend of the Court Association Review Board
PLG

CONTACT PERSON:

Ryann Moore
Policy Analyst
MooreR6@michigan.gov
(517) 241-4453

CC:

None

ATTACHMENTS:

Attachment 1 – *Request for New Entry, Merge or Modification of Other Party Information (OTHP) (DHS-2011)*
Attachment 2 – *Procedures for Submitting the Request for New Entry, Merge or Modification of Other Party Information (OTHP)*
Attachment 3 – *Other Party Information (OTHP) Frequently Asked Questions (FAQs) to Assist With Processing of the Request for New Entry, Merge or Modification of Other Party Information (OTHP) (DHS-2011)*

MFS/RM