

APPENDIX J-ASP: CONVERSION SYSTEMS DOCUMENTATION

This appendix contains the information for the systems that the State is asking the Vendor to convert. All record counts, i.e. number of users, number of workers, etc., are as of 9/1/2005.

1.0 ASSIST (Alabama Social Services Information System)

See document Appendix J – ASSIST

2.0 ACWIS (Alabama Child Welfare Information System)

See document Appendix J – ACWIS

3.0 FSS (Family Services System)

See document Appendix J – FSS

4.0 FCBS (Federal Claiming and Billing System)

See document Appendix J – FCBS

5.0 STAC (Services Tracking, Accounting and Claiming)

See document Appendix J – STAC

6.0 ASP (Adoption Subsidy Payroll)

6.1 Background and Purpose

The Adoption Subsidy Payroll system is a Paradox application developed for the Office of Adoptions to process monthly subsidized payment authorizations for adoptive parents with special needs children. ASP was put into production in 1997. The system is designed to track Non-Recurring Adoption Expenses Subsidy, Federal Subsidy, State Subsidy, State Medical Subsidy, Social Security Income (SSI) Subsidy, Social Security/VA Subsidy, and counseling received by children who currently meet the special needs criteria. ASP is also used to determine eligibility and re-certification of clients. Users of the ASP consist of staff from both the Office of Adoptions and the Office of Finance. County offices do not utilize this application.

6.2 System Architecture

Hardware, OS	NT Server, Dell PCs Windows 98
Software	Paradox 5.0
Data Storage	Paradox 5.0
Communication	TCP/IP
# of tables/files	11 tables
# of reports	18
Data Volume	# of Children – 3,239 # of Payroll Records – 139,971 # Payees/Providers – 1,767 # Subsidy Records – 4,143

6.3 Functional Structure of the System

The following services are the main functions found in the ASP System:

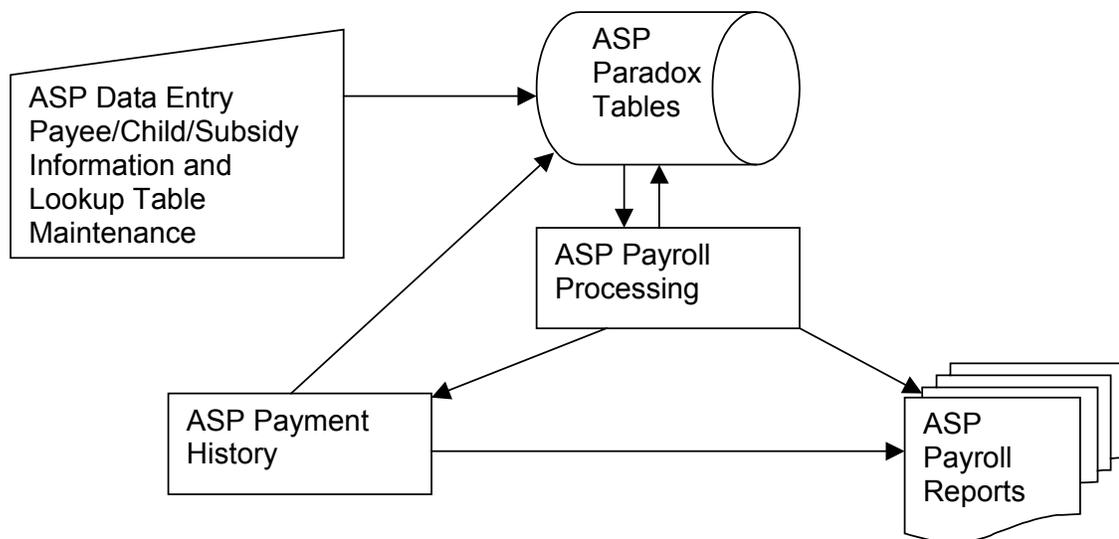
1. Adoption Subsidy
 - 1.1 Enter Payee/Child/Subsidy Information.
2. History
 - 2.1 View Payment History
3. Lookup Tables
 - 3.1 Edit Lookup Table Values
4. Reports
 - 4.1 Generate Monthly Financial & Adoption Subsidy Payroll Reports
5. Maintenance
 - 5.1 Perform house cleaning

6.4 Users of the System

ASP is a centralized system used by the Family Services Division State Office/Office of Adoption. Currently, there is only one user of the system.

6.5 ASP System Design

6.5.1 ASP Data Flow



6.5.2 ASP Subsystems

There are no subsystems in ASP.

6.6 Security and Confidentiality

- **Logon Identification Management**

Logon Identification (ID) is one of the primary means for controlling access to DHR information technology resources. The Logon ID is used by DHR network security systems to **identify** the user (e.g., PS99123 or JDOE199A). The following standards apply to Logon ID management:

- Logon IDs will be issued only at the request of the individual user's Director or Security Administrator, and only if the individual has signed a *Confidentiality Agreement*.
 - Logon IDs will be established and assigned to users by approval of the Office of Security & Disaster Recovery (S&DR).
 - When a Logon ID is issued, the user is required to change the initial password within ninety-six (96) hours to one known only to the user.
 - A Logon ID must be used only by the individual to which it is assigned.
 - User Logon ID lists must be secured and stored in a secure access area.
 - Individual Logon IDs will be revoked on all systems, as appropriate, when individual users permanently separate from the site.
 - Group Logon IDs are prohibited in production systems.
 - The designated Security Administrator or the CIS S&DR Office must be notified by the supervisor of the separating network user.
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- **Password Management**

A *Password* is one of the primary means for controlling access to DHR information technology resources. The Password is used by DHR network security systems to *authenticate* the user (e.g., AB001CD or 99ABCD01). The Password must be kept secret, known only to the worker. The following standards apply to Password management:

 - Passwords must be protected from unauthorized disclosure or misuse by administrative, physical, and technical controls and if possible, committed to memory.
 - Passwords must be from 6 to 8 alphanumeric characters in length unless specifically excepted.
 - Passwords must be comprised of some combination of alphanumeric characters from A through Z and 0 through 9. No spaces or special characters are allowed.
 - Passwords may not be reused; that is, one may not use a password that was used previously.
 - Passwords must be changed at periodic intervals no greater than sixty (60) days, depending upon the sensitivity of the system or security policy requirements.
 - Passwords should give no clue to names, content of data, or systems being protected.
 - A Password must be changed whenever it has been compromised or any time there is a reason to suspect that the password has been compromised.
 - A Password must be revoked when an individual departs for extended leaves of absence scheduled for greater than thirty (30) business days.
 - The CIS S&DR Office or the designated Security Administrator should be notified by the supervisor of a worker's extended leave status.

6.7 System Management

The technical management of ASP is provided by the Center for Information Services, which safeguards the system by monitoring:

- Access to data;
- Quality and consistency of data
- The growth rate of the files in the computer.

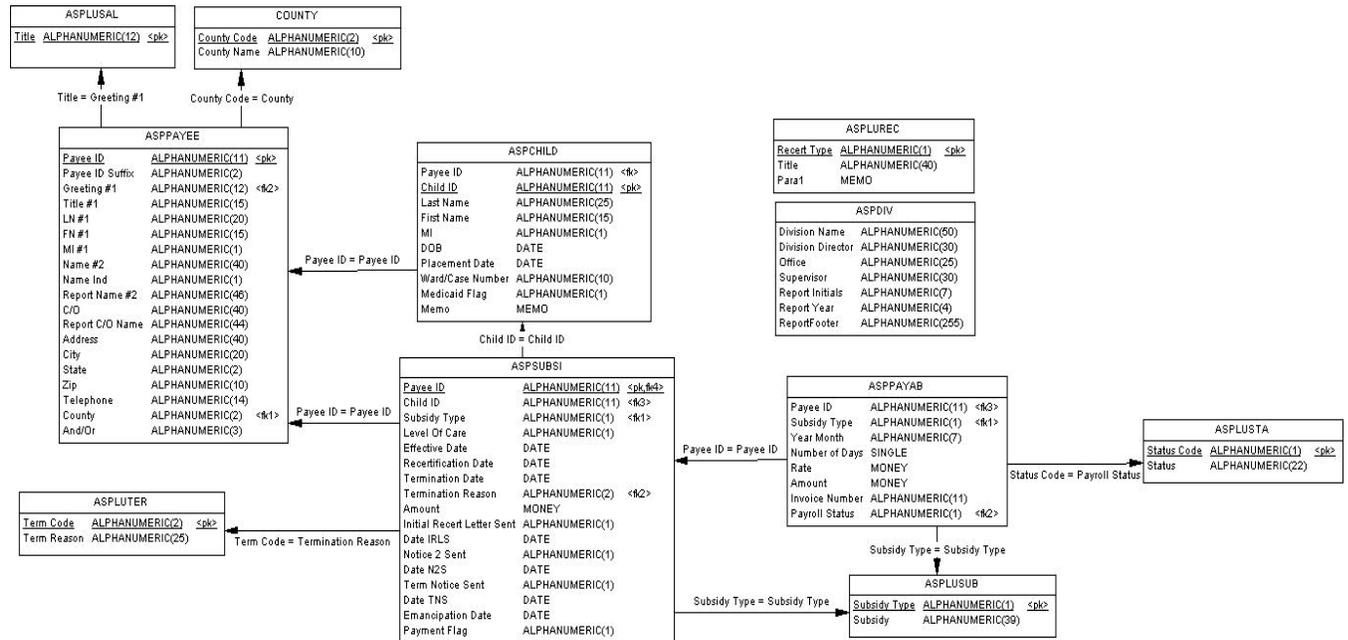
6.8 Back Up and Recovery Procedures

A back-up copy of the total database is taken each day and also after each batch update program is run. Therefore, if a major system failure should occur the database would not lose more than one day's transactions. Only one day of data entry activity would need to be re-entered.

6.9 Interfaces

There are no subsystems in ASP.

6.10 ASP Data Model



6.11 ASP Data Dictionary

6.11.1 ASP Tables

FILE NAME	TYPE	REMARKS
ASPCHILD	Paradox	Child Information Table
ASPDIV	Paradox	Division Information table
ASPLUREC	Paradox	Re-certification Lookup Table
ASPLUSAL	Paradox	Salutation Lookup Table
ASPLUSTA	Paradox	Status Lookup Table
ASPLUSUB	Paradox	Subsidy Lookup Table
ASPLUTER	Paradox	Termination Lookup Table
ASPPAYAB	Paradox	Payroll Information Table
ASPPAYEE	Paradox	Payee Information Table
ASPSUBSI	Paradox	Subsidy Table
COUNTY	Paradox	County Lookup Table

6.11.1.1 ASPCHILD

Field Name	Data Type	Description	Reference/Default Value	Key
Payee ID	ALPHANUMERIC(11)	SSN of the Payee		FK
Child ID	ALPHANUMERIC(11)	SSN of the Child		PK
Last Name	ALPHANUMERIC(25)	Child's Last Name		
First Name	ALPHANUMERIC(15)	Child's First Name		
MI	ALPHANUMERIC(1)	Child's Middle Name		
DOB	DATE	Child's Date of Birth		
Placement Date	DATE	Child's placement date		
Ward/Case Number	ALPHANUMERIC(10)	Ward/ Case Number		
Medicaid Flag	ALPHANUMERIC(1)	Medicaid Flag (does child receive Medicaid)	Y – Yes N – No	
Memo	MEMO	Extra comments on child		

6.11.1.2 ASPDIV

Field Name	Data Type	Description	Reference/Default Value	Key
Division Name	ALPHANUMERIC(50)	Division Name		
Division Director	ALPHANUMERIC(30)	Name of Division Director		
Office	ALPHANUMERIC(25)	Section name, for example (Office of Audit).		
Supervisor	ALPHANUMERIC(30)	Name of supervisor who will be the contact person in the re-certification and termination letters		
Report Initials	ALPHANUMERIC(7)	The initials you want to show on the letters. For example, AA/cca.		
Report Year	ALPHANUMERIC(4)	Four digit year	Format YYYY	
ReportFooter	ALPHANUMERIC(255)	Footer information for bottom of report		

6.11.1.3 ASPLUSAL

Field Name	Data Type	Description	Reference/Default Value	Key
Title	ALPHANUMERIC(12)	Salutation Record		PK

6.11.1.4 ASPLUSTA

Field Name	Data Type	Description	Reference/Default Value	Key
Status Code	ALPHANUMERIC(1)	Status Code ID		PK
Status	ALPHANUMERIC(22)	Status Record		

6.11.1.5 ASPLUSUB

Field Name	Data Type	Description	Reference/Default Value	Key
Subsidy Type	ALPHANUMERIC(1)	Subsidy Type ID		PK
Subsidy	ALPHANUMERIC(39)	Subsidy Type		

6.11.1.6 ASPLUTER

Field Name	Data Type	Description	Reference/Default Value	Key
Term Code	ALPHANUMERIC(2)	Termination Code ID		PK
Term Reason	ALPHANUMERIC(25)	Termination ID		

6.11.1.7 ASPPAYAB

Field Name	Data Type	Description	Reference/Default Value	Key
Payee ID	ALPHANUMERIC(11)	SSN of the Payee		PK
Subsidy Type	ALPHANUMERIC(1)	Subsidy Type reference ID	Refer to 6.11.3.3 Subsidy Types	
Year Month	ALPHANUMERIC(7)	Year and Month of Payment		
Number of Days	SINGLE	Number of Days		
Rate	MONEY	Rate of Payment		
Amount	MONEY	Payment Amount		
Invoice Number	ALPHANUMERIC(11)	Invoice Number		
Payroll Status	ALPHANUMERIC(1)	Payroll Status	Refer to 6.11.3.2 Payroll Status	

6.11.1.8 ASPPAYEE

Field Name	Data Type	Description	Reference/Default Value	Key
Payee ID	ALPHANUMERIC(11)	SSN of the Payee		PK
Payee ID Suffix	ALPHANUMERIC(2)	Suffix ID		
Greeting #1	ALPHANUMERIC(12)	Salutation (Mr., Mrs., Ms. etc.)	Refer to 6.11.3.1	

			Salutation	
Title #1	ALPHANUMERIC(15)	Payee's Title (Ph.D, M.A., L.P.C., etc)		
LN #1	ALPHANUMERIC(20)	Last Name		
FN #1	ALPHANUMERIC(15)	First Name		
MI #1	ALPHANUMERIC(1)	Middle Initial		
Name #2	ALPHANUMERIC(40)	Second Payee Name		
Name Ind	ALPHANUMERIC(1)	S/F Indicator:	F – Facility/Business name S – Spouse	
Report Name #2	ALPHANUMERIC(46)	Second Payee name Combined with and/or		
C/O	ALPHANUMERIC(40)	Care Of Name if needed for mailing purposes		
Report C/O Name	ALPHANUMERIC(44)	Report Name with C/O concatenated		
Address	ALPHANUMERIC(40)	Street Address of Payee		
City	ALPHANUMERIC(20)	City of Payee		
State	ALPHANUMERIC(2)	State of Payee		
Zip	ALPHANUMERIC(10)	Zip Code of Payee		
Telephone	ALPHANUMERIC(14)	Telephone Number of Payee		
County	ALPHANUMERIC(2)	Ref to County ID for lookup	Refer to 6.11.3.5 County	
And/Or	ALPHANUMERIC(3)	Enter for two payees to have “and” or “or” printed on payroll check, default will be “and”	Default = “and” And / Or	

6.11.1.9 ASPSUBSI

Field Name	Data Type	Description	Reference/Default Value	Key
Payee ID	ALPHANUMERIC(11)	SSN of the Payee		FK
Child ID	ALPHANUMERIC(11)	SSN of the adopted child		FK
Subsidy Type	ALPHANUMERIC(1)	Ref to Subsidy Lookup Table	Refer to 6.11.3.3 Subsidy Types	PK
Level Of Care	ALPHANUMERIC(1)	Level of Care		
Effective Date	DATE	Date Effective		
Recertification Date	DATE	Date of Recertification		
Termination Date	DATE	Date of Termination		
Termination Reason	ALPHANUMERIC(2)	Reference to Termination Reason Lookup	Refer to 6.11.3.4 Termination Reason	
Amount	MONEY	Amount of the subsidy		
Initial Recert Letter Sent	ALPHANUMERIC(1)	Indicates with an X whether an initial re-certification letter has been generated.	X entered automatically by the ASP system	
Date IRLS	DATE	Date Initial Recertification Letter Sent		
Notice 2 Sent	ALPHANUMERIC(1)	indicates with an X whether a 2nd notice for re-certification has been generated	X entered automatically by the ASP system	

Date N2S	DATE	Date Second Recertification Sent		
Term Notice Sent	ALPHANUMERIC(1)	indicates with an X whether a final termination notice was sent/generated	X entered automatically by the ASP system	
Date TNS	DATE	Date Termination Notice Sent		
Emancipation Date	DATE	Date child is to be emancipated		
Payment Flag	ALPHANUMERIC(1)	Payment Flag		

6.11.1.10 COUNTY

Field Name	Data Type	Description	Reference/Default Value	Key
County Code	ALPHANUMERIC(2)	County ID		PK
County Name	ALPHANUMERIC(10)	County Name		

6.11.2 Defined Relationships between ASP Files

Child Table	Parent Table	Defined Relationship (FK = PK)
ASPCCHILD	ASPPAYEE	Payee ID = Payee ID
ASPPAYAB	ASPSUBSI	Payee ID = Payee ID
ASPPAYAB	ASPLUSUB	Subsidy Type = Subsidy Type
ASPPAYAB	ASPLUSTA	Payroll Status = Status Code
ASPPAYEE	COUNTY	County = County Code
ASPPAYEE	ASPLUSAL	Greeting #1 = Title
ASPSUBSI	ASPLUSUB	Subsidy Type = Subsidy Type
ASPSUBSI	ASPLUTER	Termination Reason = Term Code
ASPSUBSI	ASPCCHILD	Child ID = Child ID
ASPSUBSI	ASPPAYEE	Payee ID = Payee ID

6.11.3 Reference Data

6.11.3.1 Salutation

Title
Dr.
Miss.
Mr.
Mr. And Mrs.
Mr. Or Mrs.
Mrs.
Ms.

6.11.3.2 Payroll Status

Status Code	Status
P	Payroll Printed
R	Ready to Print Payroll

6.11.3.3 Subsidy Types

Subsidy Type	Subsidy
1	Non-Recurring Adoption Expenses Subsidy
2	State Medical Subsidy
3	State Subsidy
4	Federal Subsidy
5	SSI Subsidy
6	Social Security/VA Subsidy

6.11.3.4 Termination Reason

Termination Code	Termination Reason
01	Age
02	Death
03	Failure to be re-certified
10	Other
11	Child No Longer in Home
12	Returned to DHR/Agency
13	Death of Payee
14	Adoption Final
15	Subsidy Changed to FED
16	Request of Provider
17	No Finalization

6.11.3.5 County

01 AUTAUGA	21 CRENSHAW	41 LEE
02 BALDWIN	22 CULLMAN	42 LIMESTONE
03 BARBOUR	23 DALE	43 LOWNDES
04 BIBB	24 DALLAS	44 MACON
05 BLOUNT	25 DEKALB	45 MADISON
06 BULLOCK	26 ELMORE	46 MARENGO
07 BUTLER	27 ESCAMBIA	47 MARION
08 CALHOUN	28 ETOWAH	48 MARSHALL
09 CHAMBERS	29 FAYETTE	49 MOBILE
10 CHEROKEE	30 FRANKLIN	50 MONROE
11 CHILTON	31 GENEVA	51 MONTGOMERY
12 CHOCTAW	32 GREENE	52 MORGAN
13 CLARKE	33 HALE	53 PERRY
14 CLAY	34 HENRY	54 PICKENS
15 CLEBURNE	35 HOUSTON	55 PIKE
16 COFFEE	36 JACKSON	56 RANDOLPH
17 COLBERT	37 JEFFERSON	57 RUSSELL
18 CONECUH	38 LAMAR	58 ST CLAIR
19 COOSA	39 LAUDERDALE	59 SHELBY
20 COVINGTON	40 LAWRENCE	60 SUMTER

61 TALLADEGA
62 TALLAPOOSA
63 TUSCALOOSA

64 WALKER
65 WASHINGTON
66 WILCOX

67 WINSTON
77 BESSEMER
78 OUT OF STATE