

## **APPENDIX J - FSS: CONVERSION SYSTEMS DOCUMENTATION**

This appendix contains the information for the Family Services System (FSS) system 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)

#### 3.1 FSS Background and Purpose

FSS was implemented in 1994 to allow for registration and tracking of all children and families receiving protective services. FSS is designed for use by Family Services county and State staff. Direct users of the system include service social workers, service supervisors, county directors as well as State program directors and other SDHR Family and Children staff. The purpose of Family Service System was to automate all open cases not currently registered on the Alabama Child Welfare Information System (ACWIS) and/or the Child Abuse/Neglect Central Registry (CA/N) databases. Note that a case can not be registered on more than one system concurrently.

Although accessed via the ACWIS Master Menu, FSS is a stand-alone mainframe based system. Data entered in the ACWIS Child subsystem updates FSS if the social security number is the same in both systems.

There are six primary case types that are registered on the FSS: Child Protection, Home Evaluations, Court Ordered Supervision, Child Protection Services Prevention, Independent Living Program, and Children in Need of Supervision. Also, FSS includes a subsystem that gathers and produces data in accordance to the Emergency Assistance to Families and Children Program, which became effective December 1, 1993. The Emergency Assistance Program is aimed at maximizing Federal funding for child welfare services which are approved and authorized based on the policy and procedures contained in the Family and Children Services policy.

#### 3.2 FSS System Architecture

Hardware, OS	OS390-CICS IBM 2066-003 Z series 800 processor 92 channels
Software	Enterprise COBOL v3.0, EASY+ Vx.0, TELON, CICS v1.3 ERD
Data Storage	DB2 v8.0, VSAM KSDS, Sequential files
Communication	TCP/IP
# of tables/files	20 – Tables
# of reports	27
Data Volume	# Users Active – 2402 In Active 3,420 # Cases Active – 6180 Closed – 83,110

The current development environment for FSS consists of 3270 mainframe emulation, TSO and ROSCOE. Each developer has a workstation with Windows XP, EXTRA! (3270 emulation). The development database is DB2 tables and is housed on the State mainframe. Online programs are written in CICS and COBOL using TELON (a code generator). Batch programs are

written in COBOL using TELON and EASY+. JCL is used to submit jobs via the mainframe.

### **3.3 FSS Functional Structure of the System**

The Family Service System is designed as a subsystem of Alabama Child Welfare Information Systems (**ACWIS**) with access through the ACWIS Master Menu. The Family Service System data component has its own database and does not update information that exists in the other subsystems of ACWIS. However, a one-way interaction does exist between ACWIS and FSS in that information entered on the Client Subsystem does update any existing information registered on FSS if the social security number is the same on both systems.

The system identifies cases, the individual members (children and adults) registered to cases, and the relationships between children and adults of cases. It provides a mechanism to track cases that have been entered over a period of time. The information captured includes the type of services case members receive, the reason for receipt of services, changes in the membership and relationship of case members as well as tracking movement by case members providing description of when and where the movement took place. The system builds a historical file of changes in the fields listed below. Also see below data information contained in each field area represented on FSS.

#### **Cases Eligible To Be Registered In FSS**

Those situations that would involve registration of individuals or family members are those listed in the following situations.

- Children and parents/caretakers who are receiving services from the Department of Human Resources.
- When an adult(s) has one or more children open on **ACWIS** who is in the custody of the Department of Human Resources with a permanent plan of return home and there are other children in the home receiving services, a case should be opened on **FSS** for the children in the home receiving services under the Case Type **CP** – Child Protective Services with the applicable Case Reason code. Only adults and children in the home who are receiving services should be opened on FSS. Children cannot to be open on FSS and ACWIS at the same time.
- Children returned home and closed on ACWIS who require after care services are to be opened on FSS. Use Case Type **CP- Child Protective Services** with Case Reason **ACS – Aftercare Services**. If aftercare services are required for more than six months, the county consultant must review the case for concurrence.
- Children closed on ACWIS who continue to receive Independent Living Services are to be opened on FSS with a Case Type of **ILP** and a Case Reason of **ACS** to reflect that they are receiving After Care ILP Services.

**Information entered on the FSS System consists of a breakdown of the following:**

<b>Case Information</b>	Case number; Case Type; Case Reason; Open Status Reason; Case Plan/ ISP, Indicators, Cross-Reference.
<b>Adult Identifying Information</b>	Name, Social Security number, sex, ethnicity, date of birth, case status, case effective date, address and phone number
<b>Child Identifying Information</b>	Name, Social Security number, sex, ethnicity, date of birth, case status, case effective date, ISP date, EPSDT date, Grade, School Name, IEP date, Contact frequency,
<b>Issues</b>	Specific list of reasons why services are being offered to a family i.e. budgeting, housing, income, childcare, and incarceration.
<b>Relationships</b>	List legal relationship that exists between child and primary caregivers.
<b>Ticklers</b>	Upcoming or Pending Dates of Action.
<b>AKA “Also known As”</b>	Allows the user to add to a child or adult information additional names that the person has used in the past or present.
<b>Comments</b>	Additional information regarding the case

### 3.4 Users of the FSS System

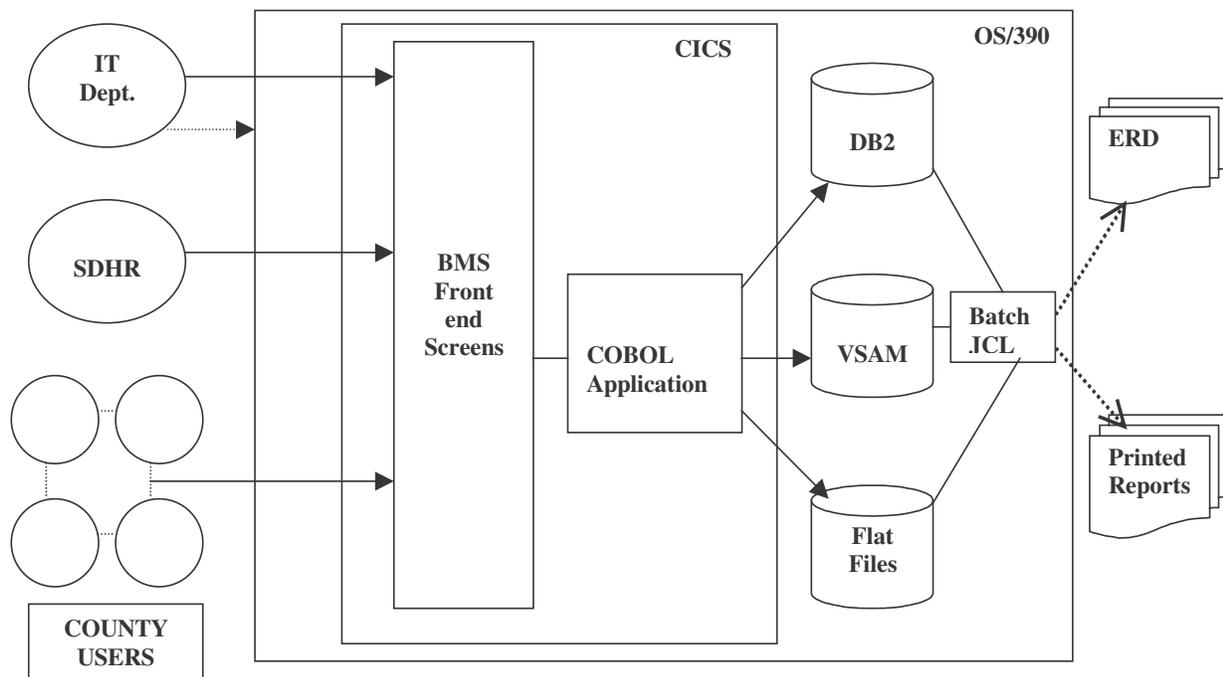
There are several types of users and a variety of ways in which they may benefit from the system.

- **Service Workers:**
  - Data Entry and Case updates
- **Service Supervisors:**
  - Provides data for more equitable distribution of caseloads;
  - Provides a supervisory tool for evaluating service worker’s productivity and identifying training needs;
  - Provides data for monitoring overall caseload activity;
  - Provides easy access to aggregate data for reporting;
  - Provides data for case staffing; and
  - Provides data for determining resource needs.
- **County Directors**
  - Provides aggregate data for statistical reporting and analysis;

- Provides data for evaluating resource needs; and
- Establishes fiscal accountability
- **State Program Directors/ Family and Children’s Services Staff**
  - Provides aggregate data for statistical reporting and analysis’
  - Documents trends;
  - Provides data for identifying areas of staff training
  - Provides uniformly collected data for analysis on county and State basis;
  - Provides standardized statistics; and
  - Provides accessible sample bases.

### 3.5 FSS System Design

#### 3.5.1 Data Flow



#### 3.5.2 Subsystems

There are no subsystems in FSS.

### **3.6 Security and Confidentiality**

FSS is designed with built-in procedures to insure security and confidentiality.

- Policies of confidentiality assure that:
  - Only data essential for effective decision-making is collected on children, legal parents, providers, and prospective adoptive parents;
  - Unique information numbers (SSN and a system generated provider number) are used to keep data accurate and discrete;
  - Data collected for planning, evaluation and research purposes is aggregated or summarized;
  - The distribution of data in the form of reports and access to records through inquiry screens is limited to authorized users only.
- The system's security procedures enforce the Departmental and Family Services Division policies of confidentiality, in that:
  - Access to the system is based on a user password and social security number;
  - FSS State Office staff oversees the security and maintenance of the system. Only this group and other selected State staff in the Family Services Division may gain access to all the records in the system.
- Passwords are issued to authorized users as follows:
  - A password of six characters (alpha and/or numbers) is selected by each individual;
  - The worker's social security number and password must be keyed in when gaining access to the system; however, the password is never displayed on the screen;
  - The password should not be revealed by the user;
  - If the password is forgotten or compromised, it is to be reported to the State Office IT staff and a new password will be recorded.

### **3.7 System Management**

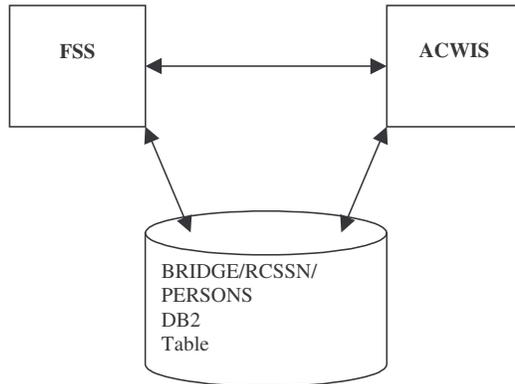
The technical management of FSS is provided by the Center for Information Services which safeguards the system by monitoring:

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

### **3.8 Back Up and Recovery Procedures**

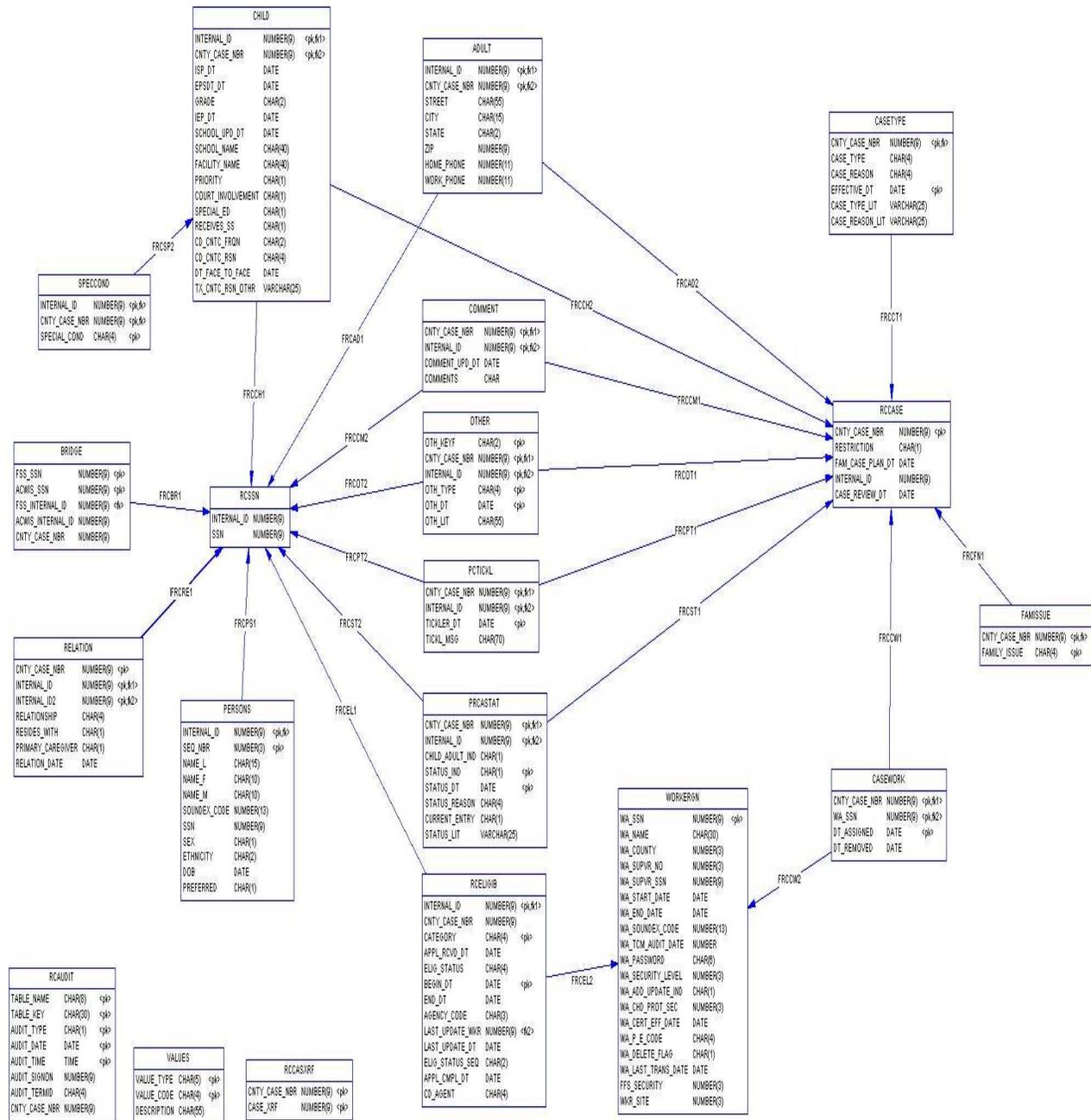
A back-up copy of the total data base is taken each day and also after each batch update program is run. Therefore, if a major system failure should occur the database would not lose more than one day's transactions. Only one day of data entry activity would need to be re-entered.

### 3.9 FSS Interfaces



<b>Purpose of Interface</b>	<ul style="list-style-type: none"> <li>The IV-E eligibility data of both the Foster care children in ACWIS and also the Protective case children in FSS is maintained in the FSS Sub system.</li> <li>The ACWIS-FSS interface will facilitate the determination and tracking of IV-E eligible Children who are registered in ACWIS</li> </ul>
<b>Interface Process</b>	<ul style="list-style-type: none"> <li>During the child registration/update process in ACWIS the data (child information) is passed to the FSS. RCSSN, PERSONS and BRIDGE tables are created/updated using this information from ACWIS.</li> <li>Similarly whenever a child is registered/discharged in FSS , RCSSN.PERSONS and BRIDGE tables are created/updated.</li> <li>The SSN of the child is the connecting field between the ACWIS and FSS cases.</li> <li>Thus the RCSSN,PERSONS, BRIDGE tables serve as repository of data which is shared between ACWIS and FSS for eligibility Tracking.</li> </ul>
<b>Type of Tables/Files for data storage</b>	<ul style="list-style-type: none"> <li>BRIDGE DB2 Table, RCSSN DB2 Table, PERSONS DB2 table.</li> </ul>
<b>Type of Interface</b>	<ul style="list-style-type: none"> <li>Two way interface using online COBOL CICS programs (PSCWO012 &amp; PSRCO154)</li> </ul>
<b>Frequency of Interface</b>	<ul style="list-style-type: none"> <li>Every time a new child is entered or the current child info is updated in ACWIS/FSS</li> </ul>
<b>Volume</b>	<ul style="list-style-type: none"> <li>Average of 300 times per month</li> </ul>
<b>Data Structure</b>	<ul style="list-style-type: none"> <li>Refer to the RCSSN,PERSONS,BRIDGE tables of FSS section 3.11.</li> </ul>

### 3.10 FSS Data Model



### 3.11 FSS Data Dictionary

#### 3.11.1 FSS File/Table Descriptions

TABLE NAME	TYPE	REMARKS
ADULT	DB2	<ul style="list-style-type: none"> <li>Stores data of Adult registered in FSS.</li> <li>Key is Internal_id</li> </ul>
BRIDGE	DB2	<ul style="list-style-type: none"> <li>Interface FSS and ACWIS</li> <li>Stores FSS and ACWIS Child SSN and Internal_id</li> </ul>
CASETYPE	DB2	<ul style="list-style-type: none"> <li>Identify the Case intake type (Protective service/Prevention/Court Ordered etc. Refer 3.11.2) and subsequent update to the nature of case</li> </ul>
CASEWORK	DB2	<ul style="list-style-type: none"> <li>Store data about the current and past worker assigned to the case with date range</li> </ul>
CHILD	DB2	<ul style="list-style-type: none"> <li>Store data about the Children registered with FSS</li> </ul>
COMMENT	DB2	<ul style="list-style-type: none"> <li>General comment about the case entered by the case worker</li> </ul>
FAMISSUE	DB2	<ul style="list-style-type: none"> <li>Indicates if any specific family issue is applicable to the case (e.g. Domestic Violence, Household Management, Mental Health/ Emotional Stability)</li> </ul>
OTHER	DB2	<ul style="list-style-type: none"> <li>Other information about Case</li> </ul>
PCTICKL	DB2	<ul style="list-style-type: none"> <li>Stores upcoming or pending date of action</li> </ul>
PERSONS	DB2	<ul style="list-style-type: none"> <li>Stores demographics info about child and adult</li> </ul>
PRCASTAT	DB2	<ul style="list-style-type: none"> <li>Stores case status information (open/close)</li> </ul>
RCAUDIT	DB2	<ul style="list-style-type: none"> <li>Audit information</li> </ul>
RCCASE	DB2	<ul style="list-style-type: none"> <li>Case/Internal id information</li> </ul>
RCCASXRF	DB2	<ul style="list-style-type: none"> <li>County case and internal case cross reference</li> </ul>
RCELIGIB	DB2	<ul style="list-style-type: none"> <li>IV-E eligibility information</li> </ul>
RCSSN	DB2	<ul style="list-style-type: none"> <li>Internal id and SSN cross reference</li> </ul>
RELATION	DB2	<ul style="list-style-type: none"> <li>Child relation information</li> </ul>
SPECCOND	DB2	<ul style="list-style-type: none"> <li>Special condition information</li> </ul>
VALUES	DB2	<ul style="list-style-type: none"> <li>Stores reference values</li> </ul>
WORKERGN	DB2	<ul style="list-style-type: none"> <li>Worker password/security information</li> </ul>

#### 3.11.2 FSS File/Table Segments/Layouts

##### 3.11.2.1 ADULT

Field/Row	Data Type	Description	Reference/Values	Key
INTERNAL_ID	DECIMAL(9)			PK
CNTY_CASE_NBR	DECIMAL(9)	County case number		
STREET	CHAR(55)			
CITY	CHAR(15)			
STATE	CHAR(2)			
ZIP	DECIMAL(9)			
HOME_PHONE	DECIMAL(11)			
WORK_PHONE	DECIMAL(11)			

### 3.11.2.2 BRIDGE

Field/Row	Data Type	Description	Reference/Values	Key
FSS_SSN	DECIMAL(9)			
ACWIS_SSN	DECIMAL(9)			
FSS_INTERNAL_ID	DECIMAL(9)			
ACWIS_INTERNAL_ID	DECIMAL(9)			
CNTY_CASE_NBR	DECIMAL(9)	County case number		

### 3.11.2.3 CASETYPE

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
CASE_TYPE	CHAR(4)			
CASE_REASON	CHAR(4)			
EFFECTIVE_DT	DATE			
CASE_TYPE_LIT	VARCHAR(25)	Case type text		
CASE_REASON_LIT	VARCHAR(25)	Case reason text		

### 3.11.2.4 CASEWORK

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
WA_SSN	DECIMAL(9)			
DT_ASSIGNED	DATE			
DT_REMOVED	DATE			

### 3.11.2.5 CHILD

Field/Row	Data Type	Description	Reference/Values	Key
INTERNAL_ID	DECIMAL(9)			
CNTY_CASE_NBR	DECIMAL(9)	County case number		
ISP_DT	DATE			
EPSDT_DT	DATE			
GRADE	CHAR(2)			
IEP_DT	DATE			
SCHOOL_UPD_DT	DATE			
SCHOOL_NAME	CHAR(40)			
FACILITY_NAME	CHAR(40)			
PRIORITY	CHAR(1)			
COURT_INVOLVEMENT	CHAR(1)			
SPECIAL_ED	CHAR(1)			
RECEIVES_SS	CHAR(1)			
CD_CNTC_FRQN	CHAR(2)	Code contact frequency		
CD_CNTC_RSN	CHAR(4)	Code contact reason		
DT_FACE_TO_FACE	DATE			
TX_CNTC_RSN_OTHR	VARCHAR(25)	Text contact reason other		

### 3.11.2.6 COMMENT

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
INTERNAL_ID	DECIMAL(9)			
COMMENT_UPD_DT	DATE	Comment update date		
COMMENTS	VARCHAR(1248)			

### 3.11.2.7 FAMISSUE

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
FAMILY_ISSUE	CHAR(4)			

### 3.11.2.8 OTHER

Field/Row	Data Type	Description	Reference/Values	Key
OTH_KEYF	CHAR(2)			
CNTY_CASE_NBR	DECIMAL(9)	County case number		
INTERNAL_ID	DECIMAL(9)			
OTH_TYPE	CHAR(4)	Other type		
OTH_DT	DATE	Other date		
OTH_LIT	CHAR(55)	Other text		

### 3.11.2.9 PCTICKL

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
INTERNAL_ID	DECIMAL(9)			
TICKLER_DT	DATE	Tickler date		
TICKL_MSG	CHAR(70)	Tickler message		

### 3.11.2.10 PERSONS

Field/Row	Data Type	Description	Reference/Values	Key
INTERNAL_ID	DECIMAL(9)			
SEQ_NBR	DECIMAL(3)	Sequence number		
NAME_L	CHAR(15)			
NAME_F	CHAR(10)			
NAME_M	CHAR(10)			
SOUNDEX_CODE	DECIMAL(13)			
SSN	DECIMAL(9)			
SEX	CHAR(1)			
ETHNICITY	CHAR(2)			
DOB	DATE			
PREFERRED	CHAR(1)			

### 3.11.2.11 PRCASTAT

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
INTERNAL_ID	DECIMAL(9)			
CHILD_ADULT_IND	CHAR(1)	Child Adult indicator		
STATUS_IND	CHAR(1)			
STATUS_DT	DATE			
STATUS_REASON	CHAR(4)			
CURRENT_ENTRY	CHAR(1)			
STATUS_LIT	VARCHAR(25)			

### 3.11.2.12 RCAUDIT

Field/Row	Data Type	Description	Reference/Values	Key
TABLE_NAME	CHAR(8)			
TABLE_KEY	CHAR(30)			
AUDIT_TYPE	CHAR(1)			
AUDIT_DATE	DATE			
AUDIT_TIME	TIME			
AUDIT_SIGNON	DECIMAL(9)			
AUDIT_TERMID	CHAR(4)			
CNTY_CASE_NBR	DECIMAL(9)	County case number		

### 3.11.2.13 RCCASE

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)			
RESTRICTION	CHAR(1)			
FAM_CASE_PLAN_DT	DATE	Family case plan date		
INTERNAL_ID	DECIMAL(9)			
CASE_REVIEW_DT	DATE			

### 3.11.2.14 RCCASXRF

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
CASE_XRF	DECIMAL(9)			

### 3.11.2.15 RCELIGIB

Field/Row	Data Type	Description	Reference/Values	Key
INTERNAL_ID	DECIMAL(9)			
CNTY_CASE_NBR	DECIMAL(9)	County case number		
CATEGORY	CHAR(4)			
APPL_RCVD_DT	DATE	Application received date		
ELIG_STATUS	CHAR(4)	Eligibility status		
BEGIN_DT	DATE	Begin date		

END_DT	DATE	End date		
AGENCY_CODE	CHAR(3)			
LAST_UPDATE_WKR	DECIMAL(9)	Last update worker		
LAST_UPDATE_DT	DATE	Last update date		
ELIG_STATUS_SEQ	CHAR(2)	Eligibility status sequence		
APPL_CMPL_DT	DATE	Application completed date		

### 3.11.2.16 RCSSN

Field/Row	Data Type	Description	Reference/Values	Key
INTERNAL_ID	DECIMAL(9)			
SSN	DECIMAL(9)			

### 3.11.2.17 RELATION

Field/Row	Data Type	Description	Reference/Values	Key
CNTY_CASE_NBR	DECIMAL(9)	County case number		
INTERNAL_ID	DECIMAL(9)			
INTERNAL_ID2	DECIMAL(9)			
RELATIONSHIP	CHAR(4)			
RESIDES_WITH	CHAR(1)			
PRIMARY_CAREGIVER	CHAR(1)			
RELATION_DATE	DATE			

### 3.11.2.18 SPECCOND

Field/Row	Data Type	Description	Reference/Values	Key
INTERNAL_ID	DECIMAL(9)			
CNTY_CASE_NBR	DECIMAL(9)	County case number		
SPECIAL_COND	CHAR(4)			

### 3.11.2.19 VALUES

Field/Row	Data Type	Description	Reference/Values	Key
VALUE_TYPE	CHAR(5)			
VALUE_CODE	CHAR(4)			
DESCRIPTION	CHAR(55)			

### 3.11.2.20 WORKERGN

Field/Row	Data Type	Description	Reference/Values	Key
WA_SSN	DECIMAL(9)	Worker SSN		
WA_NAME	CHAR(30)	Worker name		
WA_COUNTY	DECIMAL(3)	Worker county		
WA_SUPVR_NO	DECIMAL(3)	Worker Supervisor no		
WA_SUPVR_SSN	DECIMAL(9)	Worker Supervisor SSN		
WA_START_DATE	DATE	Worker start date		
WA_END_DATE	DATE	Worker end date		

WA_SOUNDEX_CODE	DECIMAL(13)		
WA_TCM_AUDIT_DATE	DECIMAL		
WA_PASSWORD	CHAR(6)		
WA_SECURITY_LEVEL	DECIMAL(3)		
WA_ADD_UPDATE_IND	CHAR(1)		
WA_CHD_PROT_SEC	DECIMAL(3)		
WA_CERT_EFF_DATE	DATE		
WA_P_E_CODE	CHAR(4)		
WA_DELETE_FLAG	CHAR(1)		
WA_LAST_TRANS_DATE	DATE	Worker last transaction date	
FSS_SECURITY	DECIMAL(3)		
WKR_SITE	DECIMAL(3)		

### 3.11.3 FSS Reference Data

#### 3.11.3.1 Listing of Case Reasons by Case Types

CASE TYPE		CASE REASON	
<b>CP</b>	CHILD PROTECTIVE SERVICES (CASES OPENED AS A RESULT OF A CAN)	<b>NI</b>	NEGLECT – INDICATED
		<b>NNI</b>	NEGLECT – NOT INDICATED
		<b>EI</b>	EMOTIONAL ABUSE – INDICATED
		<b>ENI</b>	EMOTIONAL ABUSE – NOT INDICATED
		<b>PI</b>	PHYSICAL ABUSE – INDICATED
		<b>PNI</b>	PHYSICAL ABUSE – NOT INDICATED
		<b>SI</b>	SEXUAL ABUSE – INDICATED
		<b>SNI</b>	SEXUAL ABUSE – NOT INDICATED
		<b>ACS</b>	AFTER CARE SERVICES
		<b>RFC</b>	REUNIFICATION SERVICES
<b>CPSP</b>	CHILD PROTECTION SERVICE PREVENTION (CASES OPENED AS A RESULT OF A PREVENTION ASSESSMENT)	<b>LTOS</b>	ONGOING SERVICES LESS THAN 14
		<b>PVOS</b>	PREVENTION ON-GOING SERVICES
<b>COS</b>	COURT ORDERED SUPERVISION	<b>COS</b>	COURT ORDERED SUPERVISION
<b>HE</b>	HOME EVALUATION (ALL HOME EVALUATIONS)	<b>HECO</b>	HOME EVALUATIONS REQUESTED BY ANOTHER COUNTY/AGENCY OR IN COUNTY HE ON ONGOING CASES
		<b>HEST</b>	HOME EVALUATIONS REQUESTED BY ANOTHER STATE
		<b>HECT</b>	HOME EVALUATIONS REQUESTED BY COURT
<b>CHIN</b>	CHILDREN IN NEED OF SUPERVISION	<b>CHIN</b>	CHILDREN IN NEED OF SUPERVISION
<b>OTH</b>	OTHER	<b>OTH</b>	OTHER-SPECIFY BY TYPING A LITERAL DESCRIPTIVE REASON
<b>ILP</b>	INDEPENDENT LIVING PROGRAM	<b>ACS</b>	AFTER CARE SERVICES
<b>CLS</b>	CLOSED	<b>RR</b>	RISK REDUCED
		<b>GA</b>	GOAL ACHIEVED
		<b>DHR</b>	CHILD PLACED IN DHR CUSTODY/RESPONSIBILITY
		<b>MOS</b>	MOVED TO ANOTHER STATE

<b>RUN</b>	CHILD IN RUNAWAY STATUS
<b>NLH</b>	CHILD NO LONGER IN HOME/NOT IN DHR CUSTODY
<b>RCS</b>	RELIEVED OF COURT SUPERVISION
<b>CAA</b>	CUSTODY AWARDED TO ANOTHER AGENCY
<b>CT19</b>	CHILD TURNED AGE 19
<b>PCD</b>	PRIMARY ADULT DECEASED
<b>CD</b>	CHILD DECEASED
<b>HEC</b>	HOME EVALUATION COMPLETED
<b>TPAR</b>	TERMINATION OF PARENTAL RIGHTS
<b>OAS</b>	OPENED TO ADULT SERVICES
<b>RPAR</b>	RELINQUISHMENT OF PARENTAL RIGHTS
<b>PSNN</b>	PREVENTION SERVICES NOT NEEDED
<b>PVCN</b>	PREVENTION CONVERTED TO CA/N
<b>PCFC</b>	PREVENTION CONVERTED TO FOSTER CARE
<b>TRXX</b>	TO TRANSFER TO ANOTHER COUNTY, ENTER TR FOLLOWED BY THE TWO DIGIT COUNTY NUMBER

### 3.11.3.2 Child Open Status Reason Codes

<b>NI</b>	NEGLECT – INDICATED
<b>NNI</b>	NEGLECT – NOT INDICATED
<b>EI</b>	EMOTIONAL ABUSE – INDICATED
<b>ENI</b>	EMOTIONAL ABUSE – NOT INDICATED
<b>PI</b>	PHYSICAL ABUSE – INDICATED
<b>PNI</b>	PHYSICAL ABUSE – NOT INDICATED
<b>SI</b>	SEXUAL ABUSE – INDICATED
<b>SNI</b>	SEXUAL ABUSE – NOT INDICATED
<b>PAR</b>	PARENTAL REQUEST
<b>COS</b>	COURT ORDERED SUPERVISION
<b>RLQ</b>	RELINQUISHMENT
<b>HECO</b>	HOME EVALUATIONS REQUESTED BY ANOTHER COUNTY
<b>HEST</b>	HOME EVALUATIONS REQUESTED BY ANOTHER STATE
<b>HECT</b>	HOME EVALUATIONS REQUESTED BY COURT
<b>CHIN</b>	CHILD IN NEED OF SUPERVISION
<b>RCR</b>	DHR RELIEVED OF CUSTODY/RESPONSIBILITY
<b>SA</b>	SEXUAL ACTIVITY ASSESSMENT LESS THAN 14
<b>PA</b>	PHYSICAL ACTIVITY ASSESSMENT LESS THAN 14
<b>NA</b>	NEGLECT ACTIVITY ASSESSMENT LESS THAN 14
<b>PVOS</b>	PREVENTION ON-GOING SERVICES
<b>CPSP</b>	CHILD PROTECTIVE SERVICES PREVENTION

### 3.11.3.3 Child Closed Status Reason Codes

<b>RR</b>	RISK REDUCED
<b>GA</b>	GOAL ACHIEVED
<b>DHR</b>	CHILD IN DHR CUSTODY/RESPONSIBILITY
<b>HEC</b>	HOME EVALUATION COMPLETED
<b>RCS</b>	RELIEVED OF COURT SUPERVISION
<b>CAA</b>	CHILD'S CUSTODY AWARDED TO ANOTHER AGENCY
<b>MOS</b>	MOVED OUT OF STATE
<b>CD</b>	CHILD DECEASED
<b>RUN</b>	RUNAWAY
<b>TPR</b>	TERMINATION OF PARENTAL RIGHTS
<b>CT19</b>	CHILD TURNED 19
<b>CNLH</b>	CHILD NO LONGER IN HOME
<b>OAS</b>	OPENED TO ADULT SERVICES
<b>RPAR</b>	RELINQUISHMENT OF PARENTAL RIGHTS
<b>TR99</b>	TRANSFER TO COUNTY 99
<b>UNCP</b>	UNABLE TO COMPLETE PREVENTION ASSESSMENT
<b>PSNN</b>	PREVENTION SERVICES NOT NEEDED
<b>PVCN</b>	PREVENTION CONVERTED TO CA/N
<b>PCFC</b>	PREVENTION CONVERTED TO FOSTER CARE

### 3.11.3.4 In Person Contact Frequency Codes

<b>AR</b>	AT RISK
<b>NR</b>	NOT AT RISK

### 3.11.3.5 In Person Reason Not Seen Codes

<b>CNF</b>	CHILD NOT FOUND – ATTEMPTS MADE
<b>MOCS</b>	MOVED OUT OF COUNTY/STATE
<b>VOCS</b>	VISITING OUT OF COUNTY/STATE
<b>CICU</b>	CHILD HOSPITALIZED IN ICU
<b>FFCS</b>	FAMILY FLEES COUNTY/STATE
<b>RUN</b>	CHILD ON RUNAWAY STATUS
<b>CD</b>	CHILD DEATH
<b>OTH</b>	Other

### 3.11.3.6 Categories of Eligibility Codes

<b>IV-E</b>	FOSTER CARE
	MAINTENANCE PAYMENTS
<b>EA</b>	EMERGENCY ASSISTANCE
<b>TAN1 OR TAN2</b>	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
<b>XX</b>	TITLE XX
<b>WRTI</b>	WITHOUT REGARD TO INCOME

### 3.11.3.7 Emergency Assistance Status Codes

<b>APPR</b>	<b>APPROVED</b> - THE INDIVIDUAL OR FAMILY WITH IDENTIFIED MEMBERS MEET ALL ELIGIBILITY REQUIREMENTS.
<b>PEND</b>	<b>PENDING</b> - THERE IS A POSSIBILITY THAT THE FAMILY IS ELIGIBLE IF OTHER INFORMATION IS OBTAINED.
<b>DNER</b>	<b>DENIED</b> - BECAUSE NO EMERGENCY EXIST
<b>DNLP</b>	<b>DENIED</b> - BECAUSE CHILD HAS NOT LIVED WITH A PARENT/SPECIFIED RELATIVE DURING THE LAST SIX MONTH.
<b>DAED</b>	<b>DENIED</b> - BECAUSE THE AUTHORIZATION EFFECTIVE DATE AND DATE SIGNED BY WORKER IS INCONSISTENT WITH POLICY
<b>DIES</b>	<b>DENIED</b> - BECAUSE INCOME HAS NOT BEEN VERIFIED OR CANNOT BE VERIFIED OR INCOME EXCEEDS STANDARDS.
<b>DNCR</b>	<b>DENIED</b> - NO COUNTY RESPONSE (NO LONGER USED)

### 3.11.3.8 Title XX Status Codes

<b>APPR</b>	ELIGIBLE
<b>NOTE</b>	NOT ELIGIBLE

### 3.11.3.9 TANF Status Codes

<b>APPR</b>	ELIGIBLE
<b>NOTE</b>	NOT ELIGIBLE

### 3.11.3.10 WRTI Status Codes

<b>APPR</b>	ELIGIBLE
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### 3.11.3.11 Title IV-E Status/Disposition Codes

<b>APPR</b>	APPROVED
<b>VAAP</b>	VOLUNTARY AGREEMENT APPROVAL
<b>PEND</b>	PENDING
<b>NR1</b>	REASONABLE EFFORTS ARE NOT ADDRESSED IN ANY COURT ORDER (PRIOR TO 3/27/00)
<b>NR2</b>	TANF RECEIVED DURING SPECIFIED PERIOD
<b>NR3</b>	PLACEMENT TYPE OR FACILITY IS NON-REIMBURSABLE (HOSPITAL, RUNAWAY, RELATED, UNRELATED, DYS, ETC.)
<b>NR4</b>	CHILD'S INCOME (NOT SSI) EXCEEDS BOARD PAYMENT
<b>NR5</b>	PROVIDER LICENSE/APPROVAL EXPIRED
<b>NR6</b>	CHILD MEETS FCMP CRITERIA BUT RECEIVES SSI
<b>NR7</b>	CHILD IN TRIAL HOME VISIT STATUS (6 MONTHS OR LESS)
<b>NR8</b>	CHILD IS ICPC, FCMP FROM ANOTHER STATE
<b>BIRE</b>	NO BEST INTEREST OR REASONABLE EFFORTS IN COURT ORDER
<b>CDFP</b>	COUNTY DEPT. FAILED TO PROVIDE REQUESTED INFORMATION

<b>CFCC</b>	CHILD OF NON FCMP FOSTER CHILD/MOTHER AND REMAINS IN HOME
<b>CIES</b>	CHILD'S OWN INCOME EXCEEDS AFDC STANDARD
<b>CNRO</b>	COUNTY HAS NOT RECEIVED A COPY OF THE COURT ORDER
<b>COAL</b>	CHILD OVER AGE LIMIT (18 FOR FCMP)
<b>COBI</b>	BEST INTEREST NOT IN FIRST COURT ORDER
<b>COHU</b>	CHILD PLACED IN OWN HOME LONGER THAN 6 MONTHS
<b>CONS</b>	COURT ORDER NOT SIGNED/RATIFIED BY A JUDGE
<b>CORE</b>	REASONABLE EFFORTS NOT MADE BY DEPT. PER COURT ORDER
<b>CORU*</b>	CHILD PLACED IN OWN HOME, RELATED HOME, OR UNRELATED HOME
<b>CRES</b>	CHILD'S RESOURCES EXCEED STANDARDS (\$10,000)
<b>CSHB</b>	CHILD IS SAFE HAVEN BABY (REMOVAL HOME UNKNOWN)
<b>CWSR</b>	CHILD NOT LIVING WITH SPECIFIED RELATIVE AT REMOVAL OR SIX MONTHS PRIOR TO REMOVAL
<b>DISC</b>	DISCHARGED FROM CARE
<b>FIES</b>	FAMILY INCOME EXCEEDS AFDC NEED STANDARD IN REMOVAL MONTH
<b>FIUD</b>	FAMILY INCOME UNKNOWN PER COUNTY RECORDS
<b>FRES</b>	FAMILY RESOURCES AT REMOVAL EXCEED STANDARD (\$10,000)
<b>HCUK</b>	HOUSEHOLD COMPOSITION UNKNOWN PER COUNTY RECORDS
<b>ICNP</b>	INITIAL COURT ORDER NOT PROVIDED BY COUNTY
<b>ICPC</b>	INTERSTATE COMPACT PLACEMENT OF NON-FCMP CHILD
<b>IIAD*</b>	INSUFFICIENT INFORMATION AVAILABLE TO DETERMINE FCMP
<b>NDEM</b>	NO DEPRIVATION DURING REMOVAL MONTH
<b>NDRM</b>	NO DEPRIVATION AT RE-DETERMINATION
<b>NEBD</b>	NO AGE/BIRTH VERIFICATION
<b>NEOE</b>	NO EVIDENCE OF ENUMERATION
<b>NPHE</b>	NO PERMANENCY HEARING WITHIN 12 MONTHS ADDRESSING REASONABLE EFFORTS TO FINALIZE PERMANENCY PLAN
<b>NUSC</b>	NOT A US CITIZEN/LEGAL ALIEN
<b>RENT</b>	REASONABLE EFFORTS LANGUAGE NOT IN COURT ORDER WITHIN 60 DAYS OF PLACEMENT
<b>SRCO</b>	SUBSEQUENT REMOVAL FROM HOME AFTER 6 MONTHS AND NO COURT ORDER
<b>SSIR</b>	CHILD RECEIVES SSI, DOES NOT MEET FCMP CRITERIA
<b>VABI</b>	NO COURT ORDER WITH BEST INTEREST LANGUAGE WITHIN 180 DAYS OF PLACEMENT

### 3.11.3.12 Ethnicity Codes

**AI** – AMERICAN INDIAN  
**A0** – AS, BL  
**A2** – AS, BL, HI, PI  
**A4** -- AS, HI  
**A6** -- AS, HI, PI, WH  
**A8** -- AS, PI, WH  
**BH** – BL, HI  
**BP** – BL, PI  
**B0** – BL, HI, PI  
**B2** -- BL, HI, PI, WH  
**HI** – HISPANIC  
**HW** – HI, WH  
**IA** -- AI, AS, BL, HI, PI  
**IC** -- AI, AS, BL, HI, WH  
**IE** -- AI, AS, BL, PI, WH  
**IG** -- AI, AS, HI, PI  
**II** -- AI, AS, HI, WH  
**IK** -- AI, BL, HI, PI  
**IL** -- AI, BL, HI, PI, WH  
**IM** -- AI, BL, HI, WH  
**IN** -- AI, BL, PI  
**IO** -- AI, BL, PI, WH  
**IP** -- AI, BL, WH  
**IQ** -- AI, HI, PI  
**IR** -- AI, HI, WH  
**IS** -- AI, HI, PI, WH  
**IT** -- AI, PI  
**IU** -- AI, PI, WH  
**IV** – AI, WH  
**I0** – AI, AS  
**I1** – AI, BL  
**I2** – AI, HI  
**I3** – AI, PI  
**I4** – AI, WH  
**I5** -- AI, AS, BL  
**I6** -- AI, AS, HI  
**I7** -- AI, AS, PI  
**I8** -- AI, AS, WH  
**I9** -- AI, AS, BL, HI  
**PI** – PACIFIC ISLANDER  
**PW** – PI, WH  
**UN** – UNKNOWN  
**WH** – WHITE  
**AS** – ASIAN  
**A1** – AS, BL, HI  
**A3** -- AS, BL, HI, PI, WH  
**A5** -- AS, HI, PI  
**A7** -- AS, PI  
**A9** -- AS, WH  
**BL** – BLACK  
**BW** – BL, WH  
**B1** -- BL, HI, WH  
**B3** -- BL, PI, WH

**HP** – HI, PI  
**H1** -- HI, PI, WH  
**IB** -- AI, AS, BL, HI, PI, WH  
**ID** -- AI, AS, BL, PI  
**IF** -- AI, AS, BL, WH  
**IH** -- AI, AS, HI, PI, WH  
**IJ** -- AI, BL, HI

### **3.11.3.13 County Codes**

01 - AUTAUGA	23 - DALE	45 - MADISON
02 - BALDWIN	24 - DALLAS	46 - MARENGO
03 - BARBOUR	25 - DEKALB	47 - MARION
04 - BIBB	26 - ELMORE	48 - MARSHALL
05 - BLOUNT	27 - ESCAMBIA	49 - MOBILE
06 - BULLOCK	28 - ETOWAH	50 - MONROE
07 - BUTLER	29 - FAYETTE	51 - MONTGOMERY
08 - CALHOUN	30 - FRANKLIN	52 - MORGAN
09 - CHAMBERS	31 - GENEVA	53 - PERRY
10 - CHEROKEE	32 - GREENE	54 - PICKENS
11 - CHILTON	33 - HALE	55 - PIKE
12 - CHOCTAW	34 - HENRY	56 - RANDOLPH
13 - CLARKE	35 - HOUSTON	57 - RUSSELL
14 - CLAY	36 - JACKSON	58 - ST. CLAIR
15 - CLEBURNE	37 - JEFFERSON	59 - SHELBY
16 - COFFEE	38 - LAMAR	60 - SUMTER
17 - COLBERT	39 - LAUDERDALE	61 - TALLADEGA
18 - CONECUH	40 - LAWRENCE	62 - TALLAPOSSA
19 - COOSA	41 - LEE	63 - TUSCALOOSA
20 - COVINGTON	42 - LIMESTONE	64 - WALKER
21 - CRENSHAW	43 - LOWNDES	65 - WASHINGTON
22 - CULLMAN	44 - MACON	66 - WILCOX
		67 - WINSTON

### **3.11.3.14 State Office Codes**

70 - OFFICE OF ADOPTION
71 - OFFICE OF RESOURCE DEVELOPMENT AND MANAGEMENT
72 - OFFICE OF PROTECTIVE SERVICES/ADMINISTRATIVE RECORD REVIEW/FAMILY PRESERVATION/FAMILY SUPPORT
73 - OFFICE OF FOSTER CARE
74 - OFFICE OF CHILD WELFARE ELIGIBILITY
75 - FAMILY SERVICES
76 - OFFICE OF CHILD WELFARE CONSULTATION
77 - OFFICE OF CONTRACTS, GRANTS & FEDERAL CLAIMING
78 - STATE OFFICE FILE ROOM

#### **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)**

See document Appendix J – ASP