

D. OVERVIEW

The Transaction Functional Matrix (TFM) is a comprehensive document that contains descriptions of transaction usage, required data, and data blocks identified as essential for conducting electronic interstate case processing. The Federal Office of Child Support Enforcement (OCSE) supported states' efforts in developing the TFM. Additional suggestions and discussion items arising from the *Good Manners Guide* and the *Interface Guidance Document* were incorporated into the matrix.

A TFM Work Group, consisting of state representatives, OCSE, and the CSENet 2000 team reviewed and discussed issues raised to develop standardized business usage for transactions. The work group determined the elements contained in the TFM, transaction descriptions, usage of transactions, and data blocks identified as essential to conduct business and process CSENet data, as well as recommendations for future software enhancements.

Later, during the Phase II Work Group discussions, states requested a resource tool that could be used to assist them with their programming efforts. This section of the TFM has been finalized in response to that request. Any suggestions considered to be enhancements or changes to the original meaning of the transactions will be considered for inclusion.

The states also recommended the inclusion of all valid transactions in each section. To meet this request, the transactions previously identified by the TFM Work Group for deletion from the Valid Transactions Table have been added to the end of this section. Finally, as suggested by the states, information provided for these transactions is limited to Function, Action, and Reason codes only. Recommended alternative transaction usage is provided to assist states.

D.1 Document Layout

The matrix consists of six main parts:

- Function code,
- Action code,
- Reason code,
- Description/Business usage,
- Required data blocks and elements, and
- Data element description and usage.

D.1.1 FUNCTION CODE

The Function code (also known by its field name, Functional-Type-Code) refers to the child support business activity the transaction supports. Examples of Function codes are Quick Locate (LO1) and Enforcement (ENF).

D.1.2 ACTION CODE

The Action code describes the kind of transaction. Examples include a Request and Response (also known as provision of information). All Request and Updates with the same Reason code have been consolidated in the TFM with the distinction on use provided in the Business Usage Recommendation section.

D.1.3 REASON CODE

The Reason code (also known by its field name, Action-Reason-Code) provides further definition of the business activity the transaction communicates. For example, an Enforcement Acknowledgment (ENF A) may use the Reason code of AADIN to inform the other state that additional information is necessary to proceed with their request. (Note: Not all transactions require a Reason code, such as a Quick Locate Request, LO1 R).

D.1.4 DESCRIPTION/BUSINESS USAGE

Defines a specific transaction by the combination of Function, Action, and Reason codes and provides the business activity and usage for the transaction.

D.1.4.1 Sent by Initiating or Responding Jurisdiction

Recommends whether the initiating (IJ) or responding jurisdiction (RJ) generates the transaction. The following standard definitions are used:

- IJ is the state where the custodial party (CP) resides; and
- RJ is the state where the non-custodial parent (NCP) resides.

D.1.4.2 Recommended Action by Receiving State

Describes type of follow-up activity a state may initiate upon receiving the transaction.

D.1.4.3 Recommended Business Usage

Describes specific recommendations and/or clarifications of data usage.

D.1.5 REQUIRED DATA BLOCKS AND ELEMENTS

Lists data blocks and elements that are currently required for transmitting transactions. Shaded areas identify data blocks recommended as essential to conduct business and automate transaction processing. These recommendations do not replace the requirements presented in Appendix C: *Data Block Record Layout*.

D.1.6 DATA ELEMENT DESCRIPTION AND USAGE

Includes values and/or a description of the specific data element.

D.2 Summary of Assumptions

To ensure standardization, the TFM Work Group recommended specific business usage and general practices that should be used when interpreting and applying TFM recommendations. The following are the assumptions made by the TFM Work Group for transaction usage:

1. Enforcement transactions are used to establish a two-state process when enforcing an existing order.
2. When sending Request transactions (except LO1 and CSI) states should provide all available data to assist the receiving state.
3. Given that some IV-D offices carry generic caseloads, the Contact Name and related fields in the Case data block may contain an entity rather than a person's name.
4. States should use a full range of valid transactions for the business usage as indicated for each. This assists all states' ability to standardize and increase automated processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	A	AADIN	<p>Enforcement Acknowledgment, Additional Information Needed to Proceed</p> <p>Sent By Responding State: This transaction is sent to acknowledge the receipt of an Enforcement Request and to advise that additional information is needed to proceed. It must be sent to the Initiating Jurisdiction within the required Federal Guidelines.</p> <p>Action By Receiving State: Process within Federal Guidelines.</p> <p>Business Usage Recommendation: Enter the information needed in the Information Data Block.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed.
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	A
				FUNCTIONAL TYPE CODE	ENF
				TXN DATE	Date transaction was created
				CASE ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	AADIN
				ATTACHMENTS IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=1
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
INFORMATION-IND	=1				
OVERDUE-IND	=0 (Numeric)				

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	A	AADIN		CASE DATA BLOCK	
				CASE-TYPE	Fill as appropriate
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE-1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				PARTICIPANT DATA BLOCK	
				NAME-LAST	Participant Last Name
				NAME-FIRST	Participant First Name
				RELATIONSHIP	Fill as appropriate
				PARTICIPANT-STATUS	=O (Alpha)
				INFORMATION DATA BLOCK	
				STATUS-CHANGE-CODE	=O (Alpha)
				INFORMATION-TEXT	Fill as appropriate

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	A	ANOAD	<p>Enforcement Acknowledgment, No Further Information Required</p> <p>Sent By Responding State: This transaction is sent to acknowledge the receipt of a complete Enforcement Request. It must be sent to the Initiating Jurisdiction within the required Federal Guidelines.</p> <p>Action By Receiving State: Process within Federal Guidelines.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed.
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	A
				FUNCTIONAL TYPE CODE	ENF
				TXN DATE	Date transaction was created
				CASE ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	ANOAD
				ATTACHMENTS IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=1
				ORDER-DATA-IND	=0 (Numeric)
COLLECTION-DATA-IND	=0 (Numeric)				
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	A	ANOAD		CASE DATA BLOCK	
				CASE-TYPE	Fill as appropriate
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE-1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				PARTICIPANT DATA BLOCK	
				NAME-LAST	Participant Last Name
				NAME-FIRST	Participant First Name
				RELATIONSHIP	Fill as appropriate
				PARTICIPANT-STATUS	=O (Alpha)

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	C		<p>Enforcement Cancel Previous Request</p> <p>Sent By Initiating State: Used by Initiating Jurisdiction to notify the Responding Jurisdiction that a Request transaction was sent in error. To be sent only after the Request transaction was sent to the CSENet 2000 server and prior to receiving an Acknowledgment from the Responding Jurisdiction (with Case ID).</p> <p>Action By Receiving State: Process according to state procedures.</p> <p>Business Usage Recommendation: Provide either the NCP SSN or DOB.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed.
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	C
				FUNCTIONAL TYPE CODE	ENF
				TXN DATE	Date transaction was created
				CASE ID	Your Case ID
				<u>OTHER-CASE-ID</u>	Other Case ID
				ATTACHMENTS IND	=N
				CASE-DATA-IND	=0 (Numeric)
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=1
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				NCP IDENTIFICATION DATA BLOCK	
				<u>NAME-LAST</u>	NCP Last Name
				<u>NAME-FIRST</u>	NCP First Name
				<u>SSN-1/SSN-2/SSN-3</u>	NCP SSN

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	C			PARTICIPANT DATA BLOCK	
				NAME-LAST	Participant Last Name
				NAME-FIRST	Participant First Name
				RELATIONSHIP	Fill as appropriate
				PARTICIPANT-STATUS	=O (Alpha)
ENF	M		<p>Enforcement Reminder, Response Overdue Sent By Receiving State: Used by either the Initiating Jurisdiction or Responding Jurisdiction to advise the other state that the expected response has not been received. The Reminder may address various timeframes, e.g., 10, 15, 20, 75 (etc.) day requirements. Ensure that ample time is allowed prior to sending a Reminder.</p> <p>Action By Receiving State: Process within Federal Guidelines.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed.
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	M
				FUNCTIONAL TYPE CODE	ENF
				TXN DATE	Date transaction was created
				CASE ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ATTACHMENTS IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=1
				ORDER-DATA-IND	=0 (Numeric)

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	M			COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE-TYPE	Fill as appropriate
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE-1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				PARTICIPANT DATA BLOCK	
				NAME-LAST	Participant Last Name
				NAME-FIRST	Participant First Name
				RELATIONSHIP	Fill as appropriate
				PARTICIPANT-STATUS	=O (Alpha)

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	M	GRPOU	<p>Enforcement Reminder, Attachment(s) Overdue</p> <p>Sent by Responding State: Used to notify the Initiating Jurisdiction that the required documents that support a Request transaction have not been received. It is recommended the Reminder be sent between 15 and 30 days from receipt of a Request transaction.</p> <p>Action By Receiving State: Provide requested information within Federal Guidelines.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed.
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	M
				FUNCTIONAL TYPE CODE	ENF
				TXN DATE	Date transaction was created
				CASE ID	Your Case ID
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	GRPOU
				ATTACHMENTS IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=1
ORDER-DATA-IND	=0 (Numeric)				
COLLECTION-DATA-IND	=0 (Numeric)				
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	M	GRPOU		CASE DATA BLOCK	
				CASE-TYPE	Fill as appropriate
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE-1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				PARTICIPANT DATA BLOCK	
				NAME-LAST	Participant Last Name
				NAME-FIRST	Participant First Name
				RELATIONSHIP	Fill as appropriate
				PARTICIPANT-STATUS	=O (Alpha)