

Child Support Program Mainframe Screens Quick-Reference

For Self-Sufficiency and OHA Staff

Note: Access to information on Child Support Program (CSP) screens depends on the program the worker is administering and the purpose of the access. This means that some staff may not have access to all the screens below.

Security ID: As noted below, some CSP screens require that the DHS or OHA worker enter a security ID to access the screen. If you do not know your security ID, please contact your local DHS SSP Child Support Point Person or send an email to policy, TANF.

SESR

Displays Division of Child Support employee information, including caseloads, telephone, fax numbers and mailing addresses.

```
SESR                EMPLOYEE INFORMATION DISPLAY                09/23/2004  10:25 AM
-----
CMD: SESR,                PAGE: 1  OF 000
RACF USER : 2              EMPL/CASELOAD: 3          CASELOAD INF          UPDATE INF
LAST NAME : 4              5                      6
FIRST      : 7              MI: 8
SED BR/DA  : 9              TITLE : 10  ACT :11
BR/DA NAME: 12
MAIL ADR1  : 13
MAIL ADR2  : 14
MAIL CITY  : 15
MAIL ST    : 16  ZIP: 17
TELE EMP   : 18              EXT: 19              UPD DATE              UPD USER
TELE BRN   : 22              FAX: 23              EMP 20                BRN 21
EMAIL EMP  : 24
NET ID EMP : 25
NARR       : 26
MSG        : 27
F3=EXIT   F5=REFRESH  F7=BACKWARD  F8=FORWARD
```

Navigating SESR:

- From a blank DHR screen, type SESR *or* on the SMU1 screen, type SESR over “SMU1” and press enter.
- On the blank SESR screen, type in the worker’s name (space #4, 5, 6), RAC-F number (space #2) or caseload identification number space (#3). Press enter. (*Note:* The caseload identification number is found on the SJ7F screen. Locate the code on the top right of the screen, two fields to the left of the date.)

SJ7F

Displays basic information regarding parents, caretakers, children, employers, TANF, child support obligation, arrears, payments and case status.

```
SJ7F 1 2ASA3ACME 4LSA5LUME 6
03 7 8 11 03 12
29 9 10 10 14
10 13 10
OBLO DOB 15 OBLE DOB 16
SSN 17 OFST- 18 OYA- 19 SSN 20 F- 21 P-
12 GRANT-AMT 23 FILE 24 25 WK WORK
12 22 AGREED-AMT 26 THRU 27 034 28
03 CT-ORD-AMT 29 DUE 30 CUA 31
WAGE ASSIGN 32 PHO 33 BR 34 ARS 35
101 36
102
103
37 0403240 75.00 0403310 30.00 0404050 38.00 0412200 150.00
601 100112 38
602 100317

END OF DATA 39 *PROL QUALIFIED*
```

Navigating SJ7F:

- On a blank mainframe screen, type: webm,find,SSN *or* webm,find,name. This takes you to the Find screen.
- Put in any character to the left of “SS” on the screen. Press F13 (shift F1). This takes you to the SMU1 screen.
- To go from SMU1 to SJ7F: press F1 *or* type SJ7F over the top of “SMU1” in the top left corner of the screen and press enter.

OR

- On a blank mainframe screen, type: SJ7F,child support case number and press enter.

SMCL

Child support case log. Displays all significant events that have taken place on a child support case. New entries to SMCL are created by the system or by a worker. All entries on SMCL remain on the case for as long as the case remains on the Child Support System. Entries entered on SMCL cannot be deleted or changed.

```
SMCL                                CASE ACTION LOG                                07/21/2009 11:25 AM
-----
CMD: SMCL, CASE NUMBER                                MORE: +
ACT CD: _____ ACT: _____ DATE RANGE: _____ TO _____
OBLIGOR, JOHN                                OBLIGEE, BETTY
SEQ NO EFFECT-DT ACTION                                ACT CD/ACT RACF-ID DA
000287 07/20/2009 ALERT COMPLETED                                ALRC ALR HJD0000
                                000278 - GENERAL INFO ALERT
000288 07/20/2009 ORD CTC F/FILING                                OTCF EST HJD0000 Y
                                PNFR T/047 CFF;CC T/O,OE,IMAGING;45-116
                                SENT TO VSTATS
000289 07/20/2009 ORDER DISTRIBUTED TO ALL PARTIES.                                ODIS EST HJD0000
000290 07/20/2009 DAY 1 IN EST 90 DAY FED BEGINS                                EST1 EST WSE0050 Y
000291 07/20/2009 SYSTEM ASSIGNMENT T/EST                                MEST EST WSE0050 Y
000292 07/20/2009 OBLIGOR OFF PA                                OFPA 4-A WSE0050 Y
000285 07/07/2009 ALERT COMPLETED                                ALRC ALR HJD0000
                                000283 - REVIEW WCMI F/NEW OBR INF
000286 07/07/2009 ALERT COMPLETED                                ALRC ALR HJD0000
                                000284 - P/CMS OBLIGOR ON PA
000273 06/30/2009 CSF 02 0712 ADMIN ORD EST PAT                                W125 WPR HJD0000
                                N/HRG REQ;SENT TO OS F/PROC;PT COST 90.0
                                0
MSG:
F2=SJ7F F3=EXIT F4=SMAC F5=REFRESH F6=SMSC F7=BKWD F8=FWD F10=SMU1
A DHS :00.2 3/7
```

Navigating SMCL:

- From a blank mainframe screen type SMCL,child support case number,Security ID, press enter.

OR

- From SJ7F, press F6

OR

- From another child support screen, type SMCL over the transaction code, press enter.

SMEH

Displays Electronic Funds Transfer (EFT), Direct Deposit (DDP) and Stored Value Card (SVC) payments that have been sent on a child support case.

SEG	DATE	AMT	RCVG FIPS BANK-ID	RECIPIENT NAME BANK NAME	BANK ACCOUNT NUM DEPOSIT TYPE
405	02/12/09	651.50	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D
406	03/11/09	651.50	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D
407	04/08/09	651.50	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D
408	05/08/09	651.50	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D
409	06/08/09	233.00	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D
410	06/10/09	651.50	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D
411	07/09/09	406.50	00 12345678-9	OBLIGEE, BETTY ABC CREDIT UNION	D

MSG: U030 - DISPLAY COMPLETE
F3=EXIT F7=BACKWARD F8=FORWARD

A DHS :00.0 3/7

Navigating SMEH:

- From a blank mainframe screen, type SMEH,case number, Security ID. Press enter.

SMIC

Displays detailed information about a particular beneficiary's information, including insurance information.

```
A - DHS
File Edit Transfer Fonts Options Tools View Window Help
: [Icons] 1 3 4 5 6 7 [F1] [F2] [PA1] [PA2] [PA3]

SMIC EXPANDED BENEFICIARY INFORMATION 07/21/2009 11:03 AM

CMD: SMIC, CASE NUMBER ,101 BENE 01 OF 02

CHILD IV-D PARTICIPANT NO QA7XXXX NMSN ADD/DEL -
CHILD FIRST NAME JOANNA
CHILD LAST NAME OBLIGOR
CHILD BIRTH CITY
CHILD BIRTH STATE DTH DT
RESIDES WITH RECIPIENT Y
HEALTH INSURANCE ORDERED N

HEALTH INSURANCE PROVIDER INFORMATION POLICY 00 OF 00
POLICY HOLDER REL CD CMT
POLICY HOLDER EMP
UNION NAME PHO EXT
INSURANCE CO NAME PHO EXT
STREET
CITY,STATE,ZIP
POLICY/ID NO GROUP NO
EFFECTIVE DATE END DATE
DATE POLICY ADDED

MSG:
PF3-EXIT PF4-COPY PF5-NEW PF6-PASTE PF7-BWD PF8-FWD PF10-PREV PF11-NEXT
A DHS :00.1 3/7
```

Navigating SMIC:

- From a blank mainframe screen, type SMIC, child support case number. Press enter.
- SMIC screen will default to the first beneficiary. Use F7 or F8 to move from one beneficiary to another.

OR

- From a blank mainframe screen, type SMIC, child support case number, beneficiary number. Press enter. (The beneficiary number is listed on SMU1 before the name of the child. This number always begins with a "1".)

SMR1

This screen is used to display detailed information about a particular billing/receipt segment (400 segment), including the amount applied to cash child support and the amount applied to cash medical support.

The screenshot shows a terminal window titled "A - DHS" with a menu bar (File, Edit, Transfer, Fonts, Options, Tools, View, Window, Help) and a toolbar. The main display area contains the following information:

SMR1 RECEIPT SEGMENT DISPLAY 07/21/2009 11:19 AM

CMD: SMR1, CASE NUMBER, XXX, RECEIPT LINE # PAGE: 001-001
RCT LINE: 406 PAYEE: OBLIGEE, BETTY

DUE DATE: 03 01 09 AMT BILLED: 0.00 MICRO NUMBER: 0903069999
PAY TYPE: 0 AMT RECVD: 651.50 TRANS CODE: 51

FEEES

ANNUAL: 0.00 PROCESS: 0.00 ENFORCE: 0.00 GENETIC: 0.00

AVP AMOUNT: 0.00 CSD AMOUNT: 0.00 AFS AMOUNT: 0.00

SUP AMOUNT: 651.50 MED AMOUNT: 0.00 CHECK AMT: 651.50
DIST DATE: 03 11 09 CHECK NMBR: 77777777 CHECK STATUS:
RETURN DT: 00 00 00 ADJUST: 0.00 WELFARE ST: M

MSG:

PF3-EXIT PF7-BWD PF8-FWD PF12-PRINT
A DHS :00.1 3/7

The bottom of the screen shows a Windows taskbar with the start button, several open application windows, and a system tray with the time 11:18 AM.

Navigating SMR1:

- From a blank mainframe screen type SMR1,child support case number. Press enter.
- Enter either the sequence number in the “receipt segmen” field or F8 through the sequence numbers.

SMSD

Displays a list of all support accounts for a child support case. Lists accounts by the DHS case number, obligee (for obligee accounts) or the pay-to segment for pay-to accounts. Provides the total balance for each account and the total child support case balance.

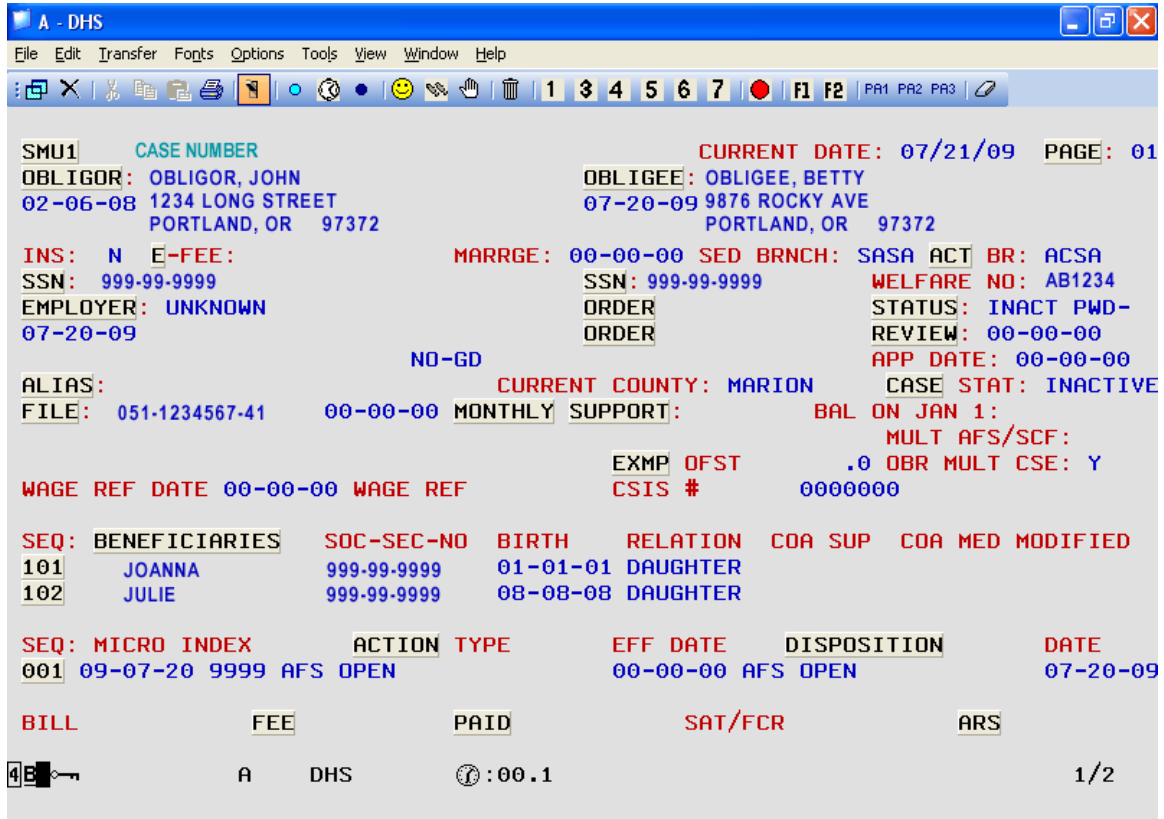
SMSD		SUPPORT CASE SUMMARY BALANCE		08/24/2009 10:50 AM	
CMD: SMSD				MORE:1	
OBLO:					
ANN FEE	ASSD: 2	DT ASSESSED: 3	AMT DISB: 4	FEE BAL	5
URA: 6		CUR BAL: 7	ARR BAL: 8	TOTAL: 9	
UMA: 10		MED BAL: 11	MAR BAL: 12	TOTAL: 13	
		AVP BAL: 14		TOTAL: 15	
		FUTURES: 17	ADJUST: 18	ACCT BAL: 16	
				TOTAL: 19	
				ENFORCEABLE BALANCE: 20	
A GRANT PL TYP	PYE ST OPEN	CLOSE	CUR BAL	ARR BAL	TOTAL
21 22 23 24	25 26 27	28	29	30	31
MSG: 32		F3=EXIT F4=SMSE F6=SMSF F7=BACKWARD F8=FORWARD			
A DHS		①:00.0		3/11	

Navigating SMSD:

- From a blank mainframe screen, type SMSD,CSP number,security id and press enter.

SMU1

Summary of case information, including basic information about the obligor and obligee (name, address, SSN, DOB, employer, case status, etc.), information about beneficiaries on the case, information about legal actions taken on the case, information about persons or agencies to which payments may be sent or received from another state responding to Oregon CSP requests for enforcement, and financial information.



Navigating SMU1:

- On a blank mainframe screen, type: webm,find,SSN *or* webm,find,name. This takes you to the Find screen.
- Put in any character to the left of “SS” on the screen. Press F13 (shift F1). This takes you to the SMU1 screen.

OR

- On a blank mainframe screen, type: SMU1,child support case number and press enter.
- On SMU1, page forward by typing p/n in the top, left corner. Go to the last page by typing p/L. Page back by typing p/-1.

SMUX

Displays child support cases by social security number, name of obligor/obligee or TANF case number. This screen may be accessed using the social security number for the obligor or obligee, the TANF case number; or the name of the obligor, obligee or pay-to.

CASE NO	SED	E/R	NAME	SSN	CITY	WELFARE	I
001AAAAAAC41		R	OBLIGOR , JOHN	999999999	HER		D
003AAAAAAD41		R	OBLIGOR , JOHN D	999999999	PHI	GD9999	A
005AAAAAAD41		R	OBLIGOR , JOHN T	999999999	SHE	ER9999	T
005AAAAAA341		R	OBLIGOR , JOHN F II	999999999	SAN		M
013AAAAAAC41		R	OBLIGOR , JOHN E JR	999999999	CUL	EG9999	
017AAAAAA641		R	OBLIGOR , JOHNATHAN	999999999			A
017AAAAAAE41		R	OBLIGOR , JOHN L	999999999	SNO	AL9999	D
017AAAAAAE41		R	OBLIGOR , JOHN T	999999999	SHE	HL9999	J
019AAAAAA841		R	OBLIGOR , JOHN W	999999999			J
019AAAAAAC41		R	OBLIGOR , JOHN	999999999		EV9999	J
019AAAAAA741		R	OBLIGOR , JOHN	999999999		CF9999	
029AAAAAA541		R	OBLIGOR , JOHN P	999999999	WHI		K
029AAAAAAC41		R	OBLIGOR , JOHN	999999999		EV9999	J
033AAAAAAC41		R	OBLIGOR , JOHN A	999999999	RIO	BM9999	E
033AAAAAAC41		R	OBLIGOR , JOHANNA W	999999999	GRA	CF9999	
033AAAAAAC41		R	OBLIGOR , JOHN	999999999		HM9999	S
039AAAAAAE41		R	OBLIGOR , JOHN W	999999999	SPR		S
039AAAAAAF41		R	OBLIGOR , JOHN P	999999999	SPR	BG9999	T
039AAAAAAE41		R	OBLIGOR , JOHN M	999999999	EUG	BI9999	D

>=SMU1 R=SMUR F=SJ7F H=SMUH PRESS ENTER, PAGE-UP OR PAGE-DOWN KEY
A DHS :00.0 1/12

Navigating SMUX:

- On a blank mainframe screen, type: SMUX,SSN *or* SMUX, TANF case number *or* SMUX,last name,first name
(Note: You can also search by last name only, which will bring up all obligors and obligees with that last name.)
- To select a case and go to SMU1, type > to the left of the case and press enter.
- To go to SJ7F, type F to the left of the case and press enter.

SMUA

Displays the amount of the assistance paid for the current month and the total amount expended since the case was open.

The screenshot shows a mainframe terminal window for the 'SMUA UNREIMBURSED ASSISTANCE INQUIRY' program. At the top left, the program name 'SMUA' is displayed in blue. The title 'UNREIMBURSED ASSISTANCE INQUIRY' is in red. The date and time '09/21/2010 8:16 AM' are in blue on the top right. Below the title, a command line 'CMD: SMUA, AFS CASE NUMBER, SECURITY ID' is shown in green, followed by 'PAGE: 001-001' in blue. The main area of the screen is mostly blank, with three green labels 'ASSISTANCE', 'REIMBURSED ASSISTANCE', and 'URA' positioned horizontally. Each label is underlined with a thin green line. At the bottom left, there is a 'MSG:' label in green. In the bottom center, there are red labels 'PF3-EXIT' and 'PF12-PRINT'. To the right of these are 'A DHS' and a clock icon followed by ':00.0'. In the bottom right corner, the page number '3/7' is displayed.

Navigating SMUA:

- From a blank mainframe screen, type: SMUA,DHS or OHA case number and press enter

OR

- From WCMI, type SMUA over the transaction code and press enter.

SOPA

Displays obligor, obligee and employer information.

```
SOPA                      CSP Outside Partner Access          10/05/2011    8:28 AM
-----
CMD: SOPA,                Page: 001-001

Obligor:                  Obligee:
SSN:                      SSN:
Address:                   Address:
City:                      St:      Zip:      City:                      St:      Zip:

Employer:                  Employer:
Address:                   Address:
City:                      St:      Zip:      City:                      St:      Zip:
Fein Id:                   Fein Id:

Employer Additional Name      Employer Additional Name

Do Not Print This Screen From DHR/DHS. "View Only"

MSG: A005 REQUIRED FIELD MISSING - CASE NUMBER
                                F3-Exit
AB  A   DHS   :00.1                                     3/7
```

Navigating SOPA:

- On a blank mainframe screen, type SOPA,child support case number,security id and press enter.

OR

- From another child support screen, type SOPA over the top of the transaction code on the screen that is displayed. Make sure the security ID is also entered.

SOYA

Displays Oregon Youth Authority (OYA) information pertaining to a beneficiary case. All referral information for an OYA case is displayed on this screen.

SOYA		OYA REFERRAL INFORMATION		09/24/2002 6:59 P	
CMD: <u>SOYA, Beneficiary SSN</u>					
OYA JJIS NMBR 1	BR OYA 2	PROGRAM 3	WKR OYA 4		
SUP CASE 5	BR DCS 6	FIPS CNTY 7	JUR OYA 8		
BEN NAME 9		BEN DOB 10	BEN SSN 11		
ASST CASE 12	PRIM NMBR 13	STATUS 14	END DATE 15		
MONTHLY CARE AMT \$ 16	UNREMB ASST \$ 17	OBLO REL 18			
1ST OBLIGOR			2ND OBLIGOR		
OBLO NAME 19		OBLO NAME 19			
OBLO STR 20		OBLO STR 20			
2ND LINE 21		2ND LINE 21			
OBLO CITY 22		OBLO CITY 22			
OBLO ST 23	OBLO ZIP 24	OBLO ST 23	OBLO ZIP 24		
OBLO SSN 25	OBLO DOB 26	OBLO SSN 25	OBLO DOB 26		
OBLO SEX 27	TELE 28	OBLO SEX 27	TELE 28		
MSG:					
PF3-EXIT					

Navigating SOYA:

- From a blank DHR screen, type:
- SOYA,beneficiary's SSN.

SPTH

Displays a history of pass-through payments for a CSP or TANF case.

SPTH		PASS THROUGH HISTORY				07/21/2009		1:07 PM	
CMD: SPTH, CASE NUMBER						PAGE: 001-001			
SUP CASE:		TANF GRANT: AB1234							
SEL	SUP CASE	GRANT	DATE	RCT NUM	CURR APPLIED	CURR BALANCE	PREV APPLIED	PREV BALANCE	OTH APPLIED
-		AB1234	05/08/2009		0.00	100.00	0.00	0.00	0.00
-		AB1234	05/30/2009		0.00	100.00	0.00	100.00	0.00
-		AB1234	07/01/2009		0.00	100.00	0.00	100.00	0.00
-		AB1234	07/16/2009		0.00	0.00	0.00	100.00	0.00
-		AB1234	07/16/2009		0.00	100.00	0.00	100.00	0.00

By Grant Number

SPTH		PASS THROUGH HISTORY				07/21/2009		1:18 PM	
CMD: SPTH, CASE NUMBER						PAGE: 001-001			
SUP CASE:		CASE NUMBER		TANF GRANT:					
SEL	SUP CASE	GRANT	DATE	RCT NUM	CURR APPLIED	CURR BALANCE	PREV APPLIED	PREV BALANCE	OTH APPLIED
-	CASE NUMBER	AB1234	10/16/2008	414	6.66	43.34	0.00	0.00	0.00
-	CASE NUMBER	AB1234	11/19/2008	416	2.07	47.93	0.00	43.34	0.00
-	CASE NUMBER	AB1234	12/11/2008	418	1.24	48.76	0.00	47.93	0.00
-	CASE NUMBER	AB1234	01/15/2009	407	1.92	48.08	0.00	48.76	0.00
-	CASE NUMBER	AB1234	02/12/2009	409	3.51	46.49	0.00	48.08	0.00
-	CASE NUMBER	AB1234	03/16/2009	411	3.00	47.00	0.00	46.49	0.00
-	CASE NUMBER	AB1234	04/13/2009	412	4.88	45.12	0.00	47.00	0.00
-	CASE NUMBER	AB1234	05/18/2009	413	4.88	45.12	0.00	45.12	0.00

By Case Number

Navigating SPTH:

- From a blank mainframe screen, type SPTH and press enter.
- On the blank SPTH screen, enter the CSP case number in the SUP CASE field or the DHS case number in the TANF grant field. Press enter.

SPTD

Displays detailed history of a selected pass-through payment. SPTD is accessible only through SPTH.

The screenshot shows a terminal window titled 'A - DHS' with a menu bar (File, Edit, Transfer, Fonts, Options, Tools, View, Window, Help) and a toolbar. The main content area displays the following information:

SPTD PASS THROUGH DETAIL 07/21/2009 1:49 PM

CMD: SPTD, CASE NUMBER PAGE: 001-001

SUP CASE: CASE NUMBER GRANT: AB1234 DATE: 12/11/2008 RCT LIN: 418
CUR APL: 1.24 CUR BAL: 48.76 PRV APL: 0.00 PRV BAL: 47.93
OTH APL: 0.00

BENEFICIARY PAGE: 001-001

PERSON NUMBER	SEQ	NAME	CURR APPLIED	CURR BALANCE	PREV APPLIED	PREV BALANCE
ZPPPAPP	102	OBLIGOR, JULIE	1.24	48.76	0.00	47.93

MSG: PF3-EXIT PF7-BWD PF8-FWD PF10-PREV PF11-NEXT PF12-PRINT
A DHS :00.1 3/7

Navigating SPTD:

- On the SPTH screen, enter S next to the line to be selected and press enter.

