

Common Screens			F1 (help) available on most screens		Revised 01/2010
Screen	Access By:	Information Received	Screen	Access By:	Information Received
<b>FIND</b>	WEBM WEBM,FIND,SSN WEBM,FIND,Last (or Last,First) WEBM,FIND,Prime# WEBM,CMNEW WEBM,CMNEW,CASE# WEBM,FSNEW	Provides a search for clients on the system; allows access to FS, CM and other cases associated with a client (i.e., SMUX, BEIN, WAGE, ECLM, IPV and overpayment screens). CASEM screen allow users to transfer FS or CM data to CMNEW or FSNEW screens, modify data, then transfer to UCMS or FCAS.	<b>FCAS</b>	<b>FCAS,L,F or SSN, T# or F#</b>	FS case selection screen. It is a list of cases. No data entry can be done on FCAS. If search is done by name a list will display. Select the record and press enter to access FSUP.
<b>FSUP</b>	FCAS,SSN	Food Stamp master record. Shows name, HH members, case information for certification period. Page three displays issuance history for the past 12 months. Accessible through FIND and FCAS.	<b>FSRN</b>	FSRN,SSN (SSN must be of the primary person on the case.)	Income types and amounts by month.
<b>UCMS</b>	UCMS,CASE#	Used for initial data entry, ongoing entry and updating case information on existing master record. Accessible from FIND.	<b>SCMS</b>	SCMS,CASE#	Displays same day case status and actions taken including summary; grant computation; check amount and earnings information.
<b>PCMS</b>	F23 from UCMS PCMS,CASE#,PL	Used for initial data entry, ongoing entry and updating CM case information on existing master record. This is <u>person</u> information regarding each HH member. Information on PCMS is seen on CMUP.	<b>CMUP</b>	Use function key {F24} from either UCMS or PCMS Screen. Cannot access directly.	Used for initial data entry, ongoing entry and updating case information on existing master record. Information displays a case summary. Information input on this screen is also seen on each PCMS Screen.
<b>CASEM</b>	F22 from FIND screen. WEBM,CASEM,CASE# (either 6 or 9 digits)	Lists all persons related to all CM and FS cases. Use to create new CM or FS cases quickly. If Source case exists, enter Y in Srce and all case level data will be brought to new case.	<b>DCMS</b>	DCMS,BR#,Case #	Action will delete a transaction on same day it was performed. Will not work if case has been updated real time to MMIS or processed (overnight).
<b>WCMI</b> <b>WCMN</b>	WCMI,CASE# WCMN,L,F,X	Displays client maintenance data prior to any changes made today. Shows all basic data pertinent to case including overpayments, name, address, insurance codes, etc.	<b>WISH</b>	WISH,CASE#	Displays CM, RF and SP checks issued. Provides access to RCIQ. Used to calculate GNT amount for FS record. Auto-updates of GNT are made based on WISH.

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<b>BEIN</b>	BEIN,SSN	Identifies SSA/SSI benefits. Shows SSB/SSI/ MEDICARE amounts and status. Accessible from FIND under BENDEX.	<b>BEIN1</b>	F21 from BEIN	Displays demographic information on a person.			
<b>BEIN2</b>	F21 from BEIN1	Multiple SSN's are displayed; includes information about Medicare and federal countable income.	<b>BEIN3</b>	F22 from BEIN, BEIN1 or BEIN2	Displays resource and overpayment information. Includes earned income, past payment and Medicaid history.			
<b>BEIN4</b>	F22 from BEIN3	Displays SSA unearned income information.	<b>TPQY</b>	WQY1,SSN F23 from BEIN	TPQY allows you to request updated info. on a client from the SSA. Response displays on WQY2/W204. It is also used to request qualifying quarters history. The response displays on QCHS. A <i>Consent for Release of Information</i> (SSA-3288) must be completed and signed by each person whose work history is being accessed and has not signed			
<b>WQY2</b>	WQY2,SSN [enter] Select name [enter] Select SSN [enter]	Used to view TPQY response. If the client has more than one claim, you will see a list of SSN's or CAN's. Select one at a time. This will take you to the detail screen (W204) for that claim. F3 to return to the list.						
<b>W204</b>	F21 from TPQY	Consists of a header and three sections of data: SSB, SSI and address. Each section can be selected for more detail. May be different information on BEIN/SDX and WQYC/W204. In that situation consider WQY2/W204 data to be most current. W204 replaces WQY3.	<b>W205</b>	F14 from W204	Displays Title 2 SSB and SSD data. Basic information is displayed on W204, details can be viewed on W205. F3 to return to W204.			
			<b>W206</b>	F16 from W204	Displays Title 16 SSI data. Basic information is displayed on W204, details can be viewed on W206. F3 to return to W204.			
<b>W207</b>	F17 from W204	Displays address details. A client may have different addresses for each claim type. In the case of Rep Payees, address for SSI may be different than SSB address etc.	<b>QCHS</b>	Access through TPQY	Quarters of coverage history system. See FSM.9.E.2 for more information. (Previously WQTR).			
<b>View Direct</b>	RD2 [enter]	View direct (on-line reports). Recipient ID: SPD use HSXXXX(XXXX = branch cost code). Password is the same branch cost code.	<b>WIP1</b>	WIP1,SSN WIP1,L,F	IPV disqualifications list. Select client by typing any character to left of SSN [enter]			
			<b>WIP2</b>	WIP2,SSN Access from WIP1	IPV disqualification update. Displays details about a specific disqualification.			

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<b>RCIQ</b>	RCIQ [Enter] This entry displays a menu screen for selection.	Displays either an individual check master record, or an abbreviated list of Check Master Records.	<b>SCEH</b>	SCEH [Enter], Type case # and [Enter]	Displays a list of <b>CM</b> (or FS) transactions. Select a transaction to view a prior CM or FS screen.
<b>HZIP</b>	HZIP [Enter]	Follow instructions onscreen. Displays mailing address and zip code for: Oregon, Washington, Wyoming, Nevada, and Idaho. Displays county code for managed care needs.	<b>MCR1</b>	MCR1, CASE#	Displays record of CMS and Special Cash Pay Actions. Retained for 3 months. Displays RACF ID of person performing last action on case.
<b>NOTM</b>	NOTM, NOTICE ID NOTM, FS NOTM, CM NOTM, GS NOTM, SP	Notice Menu (NOTM). Notice requests are accessed by using NOTR or NOTM but NOTR is the correct transaction. Also used to access a formatted screen, (NOTR) to create client notices.	<b>LOGI</b>	LOGI, CASE#	Record of historical information relating to the notices sent to clients and providers.
			<b>Person Alias Update</b>	F16 from WEBM, FIND F16 from CMUP after entering C in Action field.	Used for updating client information (citizenship, date of birth, name, SSN). This screen will update the information on both FSUP and UCMS.
<b>W238</b>	After successfully updating the CM eligibility real time to MMIS, press {F17} on the SCMS screen.	Displays PHP Enrollment screen for CM case. PHP Enrollment screen is used to enroll CM clients into managed care. SPD and AAA staff may also use enrollment screen to exempt clients from managed care. The only time PHP Enrollment process works is after updating CM case real time to MMIS.	<b>W239</b>	Press {F19} on the PHP enrollment screen.	Displays managed care providers. Use the PHP enrollment screen to select providers for client enrollment. Once selected, press {F19} to return to the PHP Enrollment screen.

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<b>BBCN</b>	BBCN [Enter] Then type last name and first name of child.	Displays birth parents, date and county of birth, where parents were born and if parents were married at the time of child's birth. From birth certificate.	<b>BBMN</b>	BBMN,last name,first name	Displays birth information, browse by mothers name.
<b>BMBW</b>	BMBW,maiden name	Displays marriage information, browse by bride.	<b>BMBH</b>	BMBH,last name	Displays marriage information, browse by groom.
<b>BMBD</b>	BMBD,010193 (month/day/year)	Displays marriage information, browse by date of marriage.	<b>BABW</b>	BABW,maiden name	Displays divorce information, browse by bride.
<b>BABH</b>	BABH,last name	Displays divorce information, browse by groom.	<b>BABD</b>	BABD,010194 (month/day/year)	Displays divorce information, browse by date of divorce.
<b>BDBN</b>	BDBN,last name,first name	Displays death information, browse by name of deceased.	<b>BDBD</b>	BDBD,010101 (month/day/year)	Displays death information, browse by date of death and county.
<b>WAGE</b>	WAGE,SSN	Employers and wages by quarter.	<b>EPC2</b>	F22 from wage	Potential unemployment insurance claim.
<b>EBLU</b>	EBLU [enter]	Employment business locator menu screen is used to locate info on people who are self employed. Select search method from menu, (company name, SSN, etc.).	<b>ENAM</b>	ENAM [Enter] This will bring up an entry screen.	If unsure of the client's SSN, use to search employment files for a valid SSN and employment information. Accessible from WAGE and ECLM.
<b>ECLM</b>	ECLM, SSN	Provides a summary of the last five unemployment insurance payments received by the client.	<b>EPAY</b>	F13 from ECLM	Provides history of unemployment insurance payments made. Includes column for overpayment recovery, child support withheld and earnings.
<b>ECL1</b>	F5 from ECLM	Displays claim history list for multiple claims. Select claim [enter].	<b>ELEH</b>	F4 from ECLM	Displays last employer and separation date reported to employment department.
<b>WVIR</b>	WVIR, [enter]	Displays DMV menu. DMV system guide located at <a href="http://www.dhs.state.or.us/training/foodstamps/skills.htm#desktools">http://www.dhs.state.or.us/training/foodstamps/skills.htm#desktools</a>	<b>WVLN</b>	WVLN in fast path, fill in name, [press F6] or WVLN,last name, (space) first name	DMV search records by name.
<b>WVLD</b>	WVLD, ODL# or F21 from WVLN	DMV driver's license display.	<b>WVLV</b>	F22 from WVLD F24 from WVLV	DMV vehicle display. DMV vehicle list display.

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<b>SPVF</b>	SPVF,SSN	Lists providers paid thru Seniors and People with Disabilities as in-home care providers. Displays provider number.	<b>HINQ</b>	HINQ,P,provider number	Displays in-home provider info, client(s) they provide services to, dates and net amount of checks.
<b>HINV</b>	Mark a voucher, F11 from HINQ	Displays claim details including authorized and adjudicated amounts.	<b>HDTL</b>	F11 from HINV	Displays wage details including gross pay, mileage and deductions.
<b>DPPL</b>	DPPL,LN,(space) FN DPPL,SSN DPPL,phone# [enter twice]	Lists providers of client services, including provider number. Provider billing claims are recorded and notices of payment amounts are generated to client and provider.	<b>DPPM</b>	DPPM,provider number F17 from DPPL	Provider Master record. Displays detailed provider information, including provider status.
<b>DPPS</b>	DPPS,provider number F2 from DPPM	Displays providers payment history.	<b>DPCS</b>	DPCS,CASE# DPCS,SSN	Displays parent's child care payment history/co-pay met.
<b>DPCR</b>	F23 from DPPS Use function keys	Displays amount paid on the claim, provider's total charges and amount of co-pay.	<b>WCCS, SC WCCS, SL</b>	WCCS,SC,Case # WCCS,SL,Provider #	Displays situation screen for client. Displays clients listed with this provider.
<b>WSIT</b>	WSIT,SSN	JOBS child care situation. Used to make a connection between client and child care provider.	<b>WJSS</b>	F4 from WSIT	Used to create JCCB child care voucher. Shows voucher issuance date, status and child care hours.
<b>JSSH</b>	JSSH, SSN	JAS client support service history, displays requests entered on JASR and WSIT/WJSS.	<b>JASR</b>	JASR, SSN	JAS support service request, used to add new or update existing payment requests.

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<b>SMUX</b>	SMUX,SSN SMUX,CASE# SMUX,L,FFF,Y Y=Spelled Correctly	Provides access to obligor's support file. Displays support case activity. Identifies support files related to a obligor. Provides a listing of payments made by obligor to obligee through state system and date payment was issued. Accessible through FIND	<b>SMAC</b>	From SMU1 type SMAC over SMU1 [enter]	Use to enter narrative information on a child support case or to send an alert to a child support worker. A narrative will appear on the DCS case log. An alert will appear on a DCS worker's list of alerts. For SMAC instructions see FSM. Child Support.G.3.
<b>SMCL</b>	From SMU1 type SMCL over SMU1 [enter]	Displays official case log of actions on the case.	<b>WPAY</b>	From SMU1 type WPAY over SMU1 [enter]	DCS payment history from prior year.
<b>SJ7F</b>	From SMU1 type SJ7F over SMU1 [enter]	Displays DCS case information about obligor, obligee, beneficiaries, payments, claim of risk or good cause, etc.	<b>SESR</b>	From SMU1 type SESR over SMU1 [enter]	Displays DCS worker contact information. Copy SED BRNCH code from SMU1. Add SED BR/DA in SED BRNCH code [enter].
<b>SMEH</b>	SMEH over SMU1, arrow over CASE #, BRANCH CODE (may be auto filled)	Displays when and to whom direct deposit and ReliaCard payments were issued.	<b>SMR1</b>	SMR1,CASE#,SE AID,,4XX -or- From SMU1, type SMR1 over SMU1 [enter]	Displays detailed information regarding particular billing/receipt (400) segment, including support amount applied to cash child support and amount applied to cash medical support.
<b>SMBN</b>	From SMU1 type SMBN over SMU1 [enter].	Displays beneficiary information. Access screen to SMIC. Following child support case number add: your security ID, beneficiary number [enter]	<b>SMIC</b>	From SMBN type SMIC over SMBN [enter]	Displays additional beneficiary information, including whether health insurance was ordered and policy holders name.
<b>SOYA</b>	SOYA,beneficiary's SSN	Displays Oregon Youth Authority information pertaining to a beneficiary case.			