PRISM Basics for Financial Workers
Sign on to PRISM

Minnesota BlueZone Mainframe sign on screen.

You will be offered a choice of desktop configurations. Choose a desktop configuration and click on it or press the keyboard <Enter> key to go to the State of Minnesota screen.

From this point forward you will use the numeric keypad <Enter> key or the <Ctrl> key on the right side of the keyboard to transmit data and move from screen to screen, shown as <ENTER>. (The keyboard <Enter> key works as a carriage return to go from line to line in PRISM.)

Type – “CICSPT4” and press one of the PRISM transmit keys <ENTER>.

On the logon screen, type your worker ID and your password and press <ENTER>.

- Passwords must be eight characters long.
- Passwords must include numeric, alpha, and special characters.
- Special characters may not be used for the first and last characters of your password.
- Passwords are not case sensitive.
- Passwords must be changed every 30 days.
- After 10 minutes of no activity, PRISM times out and requires you to reenter your password.
- If you enter your password incorrectly three times, PRISM suspends your worker ID.

To un-suspend your ID. You need to call the DHS Child Support Enforcement Division at (651) 431-4400.
On the next screen, type “QQPI” (Inquiry) and press <ENTER>.

```
QQPI
ACFAE139 CICS @N57 Sign on OK: User=PWCST01 NAME=CS TRAINEE01
```

Read the security warning and press <ENTER> to get to the Main Menu of PRISM.

**Steps to Logoff of PRISM**

1. Press the <F2> key.

2. A pop-up box appears which asks if you want to exit. Press the <F2> key again.

3. Type `logoff` over the text and press <ENTER>.

4. The State of MN screen appears.

5. Close the screen and the internet session.
Navigation on PRISM

Keyboard
- Tab – moves the cursor from green field to green field
- Enter – moves the cursor from line to line to the first green field on each line
- Ctrl – the Ctrl key on the right side of the keyboard functions as <ENTER>
- Shift-Tab – moves the cursor as a backwards tab

Other Keys
- Home – moves the cursor to the first green field on the screen
- End – clears the data from the field
- Insert – changes the appearance of the cursor and may prevent data entry
- Delete – removes text one letter at a time
- Arrow Keys – moves cursor on screen

Numeric Keypad
- <Enter> – functions as transmit and continue action button

Function Keys
F1 through F24 – Special keys with assigned functions.
Definitions for each active function key are displayed at the bottom of each screen.
Some standard functions:
- F1 – provides help information
- F2 – key to press to end session
- F3 – return to previous screen or menu
- F7 – move to previous data on a screen
- F8 – move to next data on a screen
- F9 – function will change, common functions are print and sort
- F10 – move screen panel to the left
- F11 – move screen panel to the right
- F18 – return to MAIN menu

Direct Command Line
Located on the bottom of most screens. Type menu or screen names on this line and press <ENTER> to go directly to the requested screen.
Menu Screens

Menus in PRISM display in levels. The Main Menu appears when you first log into PRISM. The Main Menu contains a list of submenus that are available. Submenus and screens can be accessed in two ways:

(1) Type the 4-letter code on the Direct Command line and press <ENTER>.
(2) Place the cursor on the desired code displayed and press <ENTER>.

Submenus

Submenus contain lists of screens related to a specific person, case, function, or category. They may also contain other Menu screens. They may contain Case-based or Person-based screens.

Person Based MCI# Menus:

PEME = Person Menu
CHME = Child Menu
CPME = CP Menu
NCME = NCP Menu

Case Based Case# Menus:

CAMM = Case Management Menu
CAME = Case Activity Menu

Function Based Menus:

ENME = Enforcement Menu
LEME = Legal Menu
LOME = Locate Menu

Category Based Menus:

DEFM = Default Flow Menu
FIME = Financial Menu
Copy of the Main Menu (MAIN)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMM</td>
<td>Case Management Menu</td>
<td>DEFM</td>
<td>Default Flow Menu</td>
</tr>
<tr>
<td>DOGM</td>
<td>Document Generation Menu</td>
<td>ENME</td>
<td>Enforcement Menu</td>
</tr>
<tr>
<td>FIME</td>
<td>Financial Menu</td>
<td>LEME</td>
<td>Legal Menu</td>
</tr>
<tr>
<td>LOME</td>
<td>Locate Menu</td>
<td>PEME</td>
<td>Person Menu</td>
</tr>
<tr>
<td>REPM</td>
<td>Referral Program Menu</td>
<td>XRME</td>
<td>Cross Reference Menu</td>
</tr>
</tbody>
</table>

Direct Command: ______________________________________________________ ( MAIN
F1=Help,F2=Quit,F13=TRBL,F18=Main,F19=Glob

Select **PEME** to go to Submenu
- Level 1

Copy of a Submenu Level 1 – PEME (Person Menu)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHME</td>
<td>Child Menu</td>
<td>CPME</td>
<td>CP Menu</td>
</tr>
<tr>
<td>NCME</td>
<td>NCP Menu</td>
<td>PABA</td>
<td>Participant Ext Agency Cross Ref</td>
</tr>
<tr>
<td>PESE</td>
<td>Person Search</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Direct Command: ______________________________________________________ ( PEME
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F13=TRBL,F18=Main,F19=Glob

Select **NCME** to go to Submenu
- Level 2
Copy of a Submenu Level 2 - NCME (NCP Menu)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCDE</td>
<td>NCP Demographics</td>
<td>NCDM</td>
<td>NCP Detail Menu</td>
</tr>
<tr>
<td>NCDM</td>
<td>NCP Detail Menu</td>
<td>NCLM</td>
<td>NCP List Menu</td>
</tr>
<tr>
<td>NCPW</td>
<td>NCP Quarterly Wage</td>
<td>NCSU</td>
<td>NCP Summary</td>
</tr>
<tr>
<td>NCUI</td>
<td>NCP UI Claims Browse</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Direct Command: ______________________________________________________ ( NCME )

F1=Help,F2=Quit,F3=Retrn,F4=Prev,F13=TRBL,F18=Main,F19=Glob

Select **NCDM** to go to Submenu Level 3

Submenu Level 3 – NCDM (NCP Detail Menu)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAD</td>
<td>NCP Asset Detail</td>
<td>NCDD</td>
<td>NCP Address Detail</td>
</tr>
<tr>
<td>NCID</td>
<td>NCP Income Detail</td>
<td>NCKD</td>
<td>NCP Insurance Coverage Detail</td>
</tr>
<tr>
<td>NCPD</td>
<td>NCP Insurance Policy Detail</td>
<td>NCSD</td>
<td>NCP Alias Detail</td>
</tr>
</tbody>
</table>

Direct Command: ______________________________________________________ ( NCDM )

F1=Help,F2=Quit,F3=Retrn,F13=TRBL,F18=Main,F19=Glob

Select **NCDD** to go to NCP Address Detail
### Action Field Code Definitions

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Action Field Code Description</th>
</tr>
</thead>
</table>
| **B**       | The **Browse** action is used to display a number of records on the screen at one time. Browsing on a Detail screen takes you to the corresponding List screen to view the list of items that can be displayed or modified.  
To **Display** a record on the browse screen, place your cursor on the desired record and press **<ENTER>**. To return to the screen from where you left off, without displaying a new record, press **<F3>** from the browse screen. |
| **C**       | The **Clear** action is used to clear the values displayed on the screen. All values except for the case number or MCI number are reset to zero or blank. This action does not affect any information that is stored on file.  
The primary reason for using the clear action is to add a new record from scratch after displaying a record. |
| **D**       | The **Display** action is used to display the contents of a record on the screen. Along with the display action, you must also enter the case number or MCI number for the record that you wish to display and press **<ENTER>**. |
| **S**       | The **Select** action is used to select the record listed on the browse screen for further processing. The type of further processing depends on what screen you enter on the command line or whether the browse screen returns directly to a maintenance screen. |
Help Screens

PRISM provides system documentation through <F1> help screens.

There are 3 different types of help screens:

1. Screen Level Help
2. Text Help for Field Level
3. Active Help

1. Screen Level Help

This level of help provides information about the entire screen and how it relates to other functions and activities. Example: the type of documents or worklists generated from this screen.

To access screen help press the <F1> key when the cursor is on the Direct Command Line or when it is on any black area of the active screen.

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**CASE STATUS**

**Purpose:** This screen is used to add/modify/display cases and children on PRISM. PRISM interface cases may also be displayed on this screen.

**Description:** The Case Status (CAST) screen displays and maintains specific case information, such as: case program code, case file location, child residency, legal custody, Non IV-D source code, intake completed status, applicant indicator, referral date, and Open/reopen date.

Display only fields include Closure Date, Closure Reason, Arrears Only, and Pat (paternity) Code.

You can display the children associated with the case or add children to the case. Press <F8> to scroll through the list of

---

Page......: 1  / 8
ENTR=Down,F1=Help,F2=Quit,F3=Retrn,F7=Up,F8=Down

Help for: p/DCSE-INITIATION/V4FKAS01/1
2. **Text Help from a Data Field:**

With the cursor on a data field, press <F1> to get an explanation of the field and the code options for that field.

<table>
<thead>
<tr>
<th>Full Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> This field shows whether the client has requested full or partial services. If left blank, PRISM defaults to Y for all case program types.</td>
</tr>
<tr>
<td><strong>Valid codes are:</strong> Y  Full Service  N  Partial Service (MA or MinnesotaCare client requests medical support services only.)</td>
</tr>
</tbody>
</table>

You can enter/update this field in CAST. On other screens, this field is display only. This field may also be updated through a PRISM Interface.

**User Entry Instructions:** Type Y or N and press enter. To update this field, type over the existing code or press the end key to clear the field, and then type Y or N, or leave the field blank.

```
Help for: D/PDFWEX01/IND-FULL-SERVICE/1
```

3. **Active Help:**

Press <F1> on certain fields to get a list of possible selections to enter in the field. Press <F1> again to get additional help about the field.

<table>
<thead>
<tr>
<th>01/10/08</th>
<th>Case Status</th>
<th>9:52 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Action (A,C,D,M,N,R): _</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case: __________ __</td>
<td>Worker:</td>
<td>Stat:</td>
</tr>
<tr>
<td>CP Name:</td>
<td>Prog:</td>
<td></td>
</tr>
</tbody>
</table>

| NCP MCI: | |
| CP Relnsp to Child: _ |
| Appl/Refl Rcvd Date |
| CP is Applicant: _ |
| Intake Completed: _ |
| File Location: ____ |

| VHFYAB33 | ***** Table Value List ***** |
| 01/10/08 | CASE PROGRAM CODE | 9:52 AM |

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFC</td>
<td>AFDC</td>
<td>PA</td>
</tr>
<tr>
<td>CCC</td>
<td>CHILD CARE</td>
<td>NPA</td>
</tr>
<tr>
<td>DWP</td>
<td>DIVERSIONARY WORK PROGRAM</td>
<td>NPA</td>
</tr>
<tr>
<td>FCC</td>
<td>IV-E Foster Care</td>
<td>FC</td>
</tr>
<tr>
<td>MAO</td>
<td>Medical Only Case</td>
<td>NPA</td>
</tr>
</tbody>
</table>

| Table ID: 001 | Code: ___ |
| Direct Command: _ |
| F1=Help,F2=Quit,F3=Retrn,F7=Up,F8=Down,F19=Glob |
| F19=Glob,F20=Audit |

Position cursor or enter screen value to select
List Screens

List screens are display only and cannot be modified. They serve two purposes:

1. Display a summary list of all entries on the corresponding Detail screen

2. Allow a user to select a specific entry to go to the corresponding Detail screen (E.g., Select an entry on ‘NCDL’ and press <ENTER> to take you to ‘NCDD’ Address detail).

Examples of List screens:

- CPDL = CP Address List
- NCDL = NCP Address List
- NCOL = NCP Obligation List
- SUOL = Support Order List

**CP Address List (CPDD)**

| MCI: 0000000435 Type: M Effective for: __________ or All: Y |
| Direct Command: ______________________________________________________ ( CPDD ) |
| F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F13=TRBL,F18=Main,F19=Glob |

**Position cursor or enter screen value to select**
Detail Screens

Detail screens provide specific information about a person, case, or process. You can access detail screens in two ways.

1. Type the Detail screen name on the Direct Command line and press <ENTER>.

2. Select a specific entry item from the corresponding List screen and press <ENTER>. To get back to the List screen ‘B’ Browse on the Action field and press <ENTER>.

Examples of Detail Screens:
- CPDD = CP Address Detail
- NCDD = NCP Address Detail
- NCID = NCP Income Detail
- SUOD = Support Order Detail

CP Address Detail (CPDD)

```
V4FKCC01                      PRISM In: PWQQ60 via QQT4 #C81 PWCST01
01/13/11                      CP Address Detail  2:36 PM
*Action (B,C,D,N):          
MCI: 0000000435  Type: M
MCI: 0000000435  Name: CROW, KAREN L.
SSN: 218-02-0202  DOB: 08/24/81  Gender: F  Number of Cases: 1
Home Phone:          Alt Phone:          Ext:          
Cell Phone:          

Effective Date: 01/01/2011  Address Known: Y

Care Of:           
Addr:    220 3RD ST NW   

City:    AITKIN    St: MN    Zip: 56431 ___  Cntry: USA

Ver: 01/03/2011 By:            Src: MAX    Postal Response: ___

Direct Command: ______________________________________________________ ( CPDD )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F13=TRBL,F18=Main,F19=Glob,F20=Audit

Address 0000000435-M displayed effective for 01/01/11
```
PRISM Screens

PESE (Person Search Screen). Use to look up a person’s MCI# and case #s on PRISM

<table>
<thead>
<tr>
<th>V4FCPS06</th>
<th>PRISM</th>
<th>In: PWQQ60 via QQT4</th>
<th>$412 PWCSST01</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/11/11</td>
<td>Person Search</td>
<td>1:39 PM</td>
<td></td>
</tr>
</tbody>
</table>

- **Last name**: _________________
- **First Name**: ____________
- **Middle Name**: ____________
- **Name Suffix**: ___
- **Gender**: _
- **DOB**: __________
- **Age Range**: Start: __ End: __
- **SSN**: ___ __ ____
- **MCI**: __________
- **Search Phonetic**: N
- **Alias**: N

For all fields except Last Name, First Name, Middle Name, and Name Suffix, use the keyboard on the right side of the keyboard. There is no search function on the screen displayed below.

For all fields except Last Name, First Name, Middle Name, and Name Suffix, use the keyboard on the right side of the keyboard. There is no search function on the screen displayed below.

**Direct Command**

<table>
<thead>
<tr>
<th>Direct Command</th>
<th>F1=Help, F2=Quit, F3=Retrn, F4=Prev, F6=Clear, F13=TRBL, F18=Main, F19=Glob</th>
</tr>
</thead>
</table>

Type ‘PESE’ on the direct command line and press <ENTER>. Use the following steps to look up a person and their case(s) on PRISM:

1. **Type the individual’s Social Security Number in the ‘SSN’ field and press <ENTER>.** If this person is on the list, go to step 5, if not, this message will appear on the bottom of the screen “System can't find person on database. Alias search was invoked” continue to the next step.

2. **Add their last name to the ‘Last’ name field, add first initial to the ‘First’ name field, then press <ENTER>.** This will display a list of possible matches. Use the <F7> and <F8> keys to scroll through the list. If this person is on the list, go to step 5, if not, continue to the next step.

3. **Press <F3> and type the date of birth in the ‘DOB’ field and press <ENTER>.** If this person is on the list, go to step 5, if not, continue to the next step.

4. **Change the ‘Alias’ field from ‘N’ to ‘Y’ if you want PRISM to ONLY search for alias records.** PRISM automatically invokes an alias search if it finds no match with a name or SSN search.

5. **Type an ‘X’ in the action field and press <ENTER> and a new screen ‘Case details’ will display.** If this is the person and case that you are looking for type an ‘S’ to select in the action field and press <ENTER>. Next type ‘CAST’ on the Direct Command line and press <ENTER>. 


**PRISM SCREENS**

**CAST (Case Status)**

Type the case number and ‘D’ in the action field and press <ENTER> to display.

```
PRISM    In: FWQQ60 via QQT4   @N57  FW CST01
01/12/11  Case Status   1 more >

*Action (C,D,N): _

Case: 0000000435 01
Case: 0000000435 01
CP Name: CROW, KAREN L.
NCP Name: CROW, FRED A.

V4FKAS01

CPDE (CP Demographics)

Type the MCI number and ‘D’ in the action field and press <ENTER> to display.

```
PRISM    In: FWQQ60 via QQT4   @N57  FW CST01
01/12/11  CP Demographics   2 more >

*Action (C,D): _

MCI: 0000000435
MCI: 0000000435
Name: CROW, KAREN L.
SSN: 218-02-0202 DOB: 08/24/81 Gender: F Number of Cases: 1 SMI:

Last: CROW   First: KAREN   Middle: L   Suf: __
SSN: 218 02 0202 As of: 01/04/2011 By: __  Src: EVS
EVS Response Code: V   Date: 01/04/11 DecDt: __________ Marr Stat: DIV

Home Phone: ___ ___ ___  Alt. Phone: ___ ___ ___  Ext: ___
Cell Phone: ___ ___ ___  Primer Lang: ___ ___ ___  Ext: ___
POB City: ___________  Cnty: ___________  St: __ Country: ___
Wgt: ___  Hgt(Ft/In): ___ ___ Eyes: ___  Hair: ___  Photo: N  Glasses: _  Beard: _
Unqu Phys Marks: ___________________________________________________

Spec Cond: _______________________________________________________________________

Direct Command: _ ( CPDE )
F1=Help, F2=Quit, F3=Retrn, F4=Prev, F6=Psrch, F7=Up, F8=Down, F10=Left, F11=Right,
F13=TRBL, F18=Main, F19=Glob, F20=Audit
Person 0000000435 displayed successfully
**CPID (Custodial Parent Income Detail) - Panel one.** Type the MCI number and ‘D’ in the action field then press <ENTER> to display. Press <F1> on the employer name to display the employer’s address and telephone number. Press <F11> to display panel two.

```
V4FKAT01 PRISM In: PWQQ60 via QQT @N57 PW CST01
01/12/11 CP Income Detail 1 more >
*Action (B,C,D,N):
MCI: 0000000435 Income Seq Nbr: 01
MCI: 0000000435 Name: CROW, KAREN L.
SSN: 218-02-0202 DOB: 08/24/81 Gender: F Number of Cases: 1
Income Type: WAG WAGES/BONUSES/COMMIS
Employer Id: 0000524387 Type: 01 Location Seq: 0001
Employer Name: OLMSTED MEDICAL CENTER FEIN: 410855387
Begin Date: 01/10/2011 End Date: __________
Term Reason: ___ Occupation: RECEPTION Employee Id: __________
Self-Employed: N Seasonal Employment: N Union Affiliation(Not Job): N
Resvn: N Job/Union Location Local Union Nbr: ____
Care Of: ______________________________ Phone1: ____ ____ ____ Ext: __________
Address: ______________________________ Fax: ____ ____ ____
City: ____________________ St: ___ Zip: ____ ____ ____ Cntry: ___
Ver: 01/10/2011 By: PWCST01 Src: CUP
Direct Command: __________________________________________ (CPID)
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F10=Left,F11=Right,F13=TRBL,F18=Main,F19=Glob
F20=Audit
Income 0000000435-01 displayed successfully
```

**CPID (Custodial Parent Income Detail) - Panel two.**

```
V4FKAT01 PRISM In: PWQQ60 via QQT4 @N57 PW CST01
< 1 more CP Income Detail 4:45 PM
*Action (B,C,D,N):
MCI: 0000000435 Income Seq Nbr: 01
MCI: 0000000435 Name: CROW, KAREN L.
SSN: 218-02-0202 DOB: 08/24/81 Gender: F Number of Cases: 1
Employer Id: 0000524387 FEIN: 410855387 Name: OLMSTED MEDICAL CENTER
** Income Information **
Wage: __1200.00_________ Freq: BIW Monthly Amt:
Hours Per Period: ____________ Wage Type:
Ver: 01/10/2011 By: PWCST01 Src: POF
Acct# / ID#: __________
** Health Care Coverage Information **
Med Cov Avail: Y Date Unavail: __________
Den Cov Avail: Y Date Unavail: __________
** Military Information **
Grade: ___ Status: ___
Direct Command: __________________________________________ (CPID)
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F10=Left,F11=Right,F13=TRBL,F18=Main,F19=Glob
F20=Audit
Scrolling performed.
```
**SUOD (Support Order Detail) - Panel one.** Type the Case number and ‘D’ in the action field and press <ENTER> to display. Press <F11> for panel two.

```
<table>
<thead>
<tr>
<th>V4FEAM01</th>
<th>PRISM</th>
<th>In: PWQQ60 via QQT4</th>
<th>@N57 PW CST01</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/13/11</td>
<td>Support Order Detail</td>
<td>3 more &gt;</td>
<td></td>
</tr>
</tbody>
</table>
*Action (B,C,D,N): d_
**Case:** 0000000435 01 Enforce Dt: 10/13/2009 CO FIPS: 27 001 CO Type: DSS
**Case:** 0000000435 01 Worker: 001CS002 Stat: OPN Func: EN
CP Name: CROW, KAREN L. Prog: MNC
NCP Name: CROW, FRED A. File Loc:

Legal Hdg Seq: 01 Ofc: 001 Legal Tracking: Proc: __ Date: _________ Seq: __
Court File Nbr: D-07-00066 Court Admin Type: 04 Entry Dt: 10/13/2009
CO Method: JUD With Prejudice: _ Sign Dt: 10/13/2009
Order Fips Desc: AITKIN Obligation Eff Dt: CCH 11/01/2009
Hearing Officer: 0000050127 ACKERSON,D. CO Seq Nbr: 01

Reserved Reimbursement Only Order: N
Basic Support: N Number of Tax Exemptions CP: __ NCP: __
Medical Support: N AIW: Y
Child Care: N Bond Required: N
Spousal Maintenance: N Deviation Reason: __
Reimbursement: N NCP Income This Order: __
Reevaluation Date: __________ CP Income This Order: __________
Direct Command: ______________________________________________________ ( SUOD )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F10=Left,F11=Right,F13=TRBL
F18=Main,F19=Glob,F20=Audit
```

**SUOD (Support Order Detail) - Panel two.**

```
<table>
<thead>
<tr>
<th>V4FEAM01</th>
<th>PRISM</th>
<th>In: PWQQ60 via QQT4</th>
<th>@N57 PW CST01</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 1 more</td>
<td>Support Order Detail</td>
<td>2 more &gt;</td>
<td></td>
</tr>
</tbody>
</table>
*Action (B,C,D,N): |
**Case:** 0000000435 01 Enforce Dt: 10/13/2009 Order FIPS: 27 001 CO Type: DSS
**Case:** 0000000435 01 Worker: 001CS002 Stat: OPN Func: EN
CP Name: CROW, KAREN L. Prog: MNC
NCP Name: CROW, FRED A. File Loc:
Parenting Time: NCP % 017 CP % 083
Medical Cov For: C Medical Policy Holder: NCP Priv Med Cov Ord: N
Dental Cov For: C Dental Policy Holder: NCP Priv Den Cov Ord: N
Uninsured/Unreimbursed Exp: NCP % 050 CP % 050 $ Med Support: NO_

<table>
<thead>
<tr>
<th>1 of 1</th>
<th>MCI</th>
<th>Name</th>
<th>Pat</th>
<th>Med</th>
<th>Den</th>
<th>Emancipation</th>
<th>Estb Cov Cov Addr Code Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000000436 CROW, AMY N.</td>
<td>N RE RE</td>
<td>Y</td>
<td>GR 07/04/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Direct Command: ______________________________________________________ ( SUOD )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F10=Left,F11=Right,F13=TRBL
F18=Main,F19=Glob,F20=Audit
Scrolling performed.
```
CPPD (CP Insurance Policy Detail). Type the MCI number and ‘D’ in the action field and press <ENTER> to display.

```
MCI: 0000000644 Policy#: 12209 Seq#: 01
MCI: 0000000644 Name: WOOL, JAKE A.
SSN: 467-51-1209 DOB: 08/07/82 Gender: M Number of Cases: 1

Health Carrier Name: BLUE CROSS BLUE SHIELD Phone: 651 555 5555 Ext: 
Addr: BLUE CROSS ROAD
City: EAGAN St: MN Zip: 55122 Cntry: USA
Cntct Last: _________________ First: ____________ MI: _

Policy Type: G Plan Type: HEA Claims Sbmtd I Qual: Mbr#: 
Grp#: 1111 Holder Last: _________________ First: ____________ MI: _
Emplr Id#: 0000277942 Emplr: TEMP FORCE
Beg Dt: 07/01/2010 End Dt: Ver: 09/15/2010 By: PWNAS96 Src: EMP
Covrg Type(s): 05 DRUGS/COPAY 06 HMO
Clinic Name: BRAINERD Site: 
Direct Command: ( CPPD )
```

CHPL (Check By Payee List). Type the MCI number and ‘D’ in the action field and press <ENTER> to display. Next - type ‘S’ in the action field and press <ENTER> to display the Check Disbursement Details.

```
MCI: 0000000435 Name: CROW, KAREN L.
SSN: 218-02-0202 DOB: 08/24/81 Gender: F Number of Cases: 1

<table>
<thead>
<tr>
<th>Issue</th>
<th>Disbursement</th>
<th>Check</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act</td>
<td>Date</td>
<td>Check Nbr</td>
<td>Amount</td>
</tr>
<tr>
<td>09/16/10</td>
<td>N191010945</td>
<td>178.24</td>
<td>MUL</td>
</tr>
</tbody>
</table>

*** End of Data ***
```

```
MCI: 0000000435 From Date: 01/12/2011 To Date: 01/01/1995
Direct Command: ( CHPL )
```

F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F9=Print,F13=TRBL,F18=Main
F19=Grnd,F21=Asc
CHPL (Check Disbursement Detail.)

VUPFEW01  PRISM  In: PWQQ60 via QQT4 UJ94 PWCT01
  01/12/11  - Check Disbursement Detail -  9:38 AM

MCI: 0000000435  Name: CROW, KAREN L.
SSN: 218-02-0202  DOB: 08/24/81  Gender: F  Number of Cases: 1

Check Nbr : N191010945  Check Amt :  178.24  Bank Ref Nbr:
Issue Date: 09/16/10  Check Status: CAS  County Fee Total:
Payee : KAREN L CROW  Foster Care Total:
C/O :                      
Address: 101 MINNESOTA AVE

City : AITKIN  St: MN  Zip: 56431

Disbursements

<table>
<thead>
<tr>
<th>Receipt Nbr</th>
<th>Type</th>
<th>NC/PT</th>
<th>Amt</th>
<th>Case Id</th>
<th>Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>100915 000001 000 001 021 02</td>
<td>PCN</td>
<td>180.04</td>
<td>0000000435 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100915 000001 000 001 021 02</td>
<td>SMD</td>
<td>-1.80</td>
<td>0000000435 01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Data ***

Direct Command: ______________________________________________________ (CHPL)
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F9=Print,F13=TRBL,F18=Main
F19=Glob

Disbursement Type Code (Where the money went)

*PCN  PAID CURRENT- NPA (CP)
*PAN  PAID ARREARS – NPA (CP)
*OSN  OSN_OUT-OF-STATE NPA (CP)
DDPL (Direct Deposit by Payee list). Type the MCI number and ‘D’ in the action field and press <ENTER> to display. Next - type ‘S’ in the action field and press <ENTER> to display the Direct Deposit Disbursement Detail.

<table>
<thead>
<tr>
<th>Actn</th>
<th>Issued</th>
<th>Id</th>
<th>Amount</th>
<th>Status</th>
<th>Date</th>
<th>Orig Date</th>
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</thead>
<tbody>
<tr>
<td>S</td>
<td>10/04/10</td>
<td>A</td>
<td>178.24</td>
<td>SNT</td>
<td>10/04/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/13/10</td>
<td>A</td>
<td>178.26</td>
<td>SNT</td>
<td>10/13/10</td>
<td></td>
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<tr>
<td></td>
<td>11/02/10</td>
<td>A</td>
<td>180.04</td>
<td>SNT</td>
<td>11/02/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/10/10</td>
<td>A</td>
<td>155.04</td>
<td>SNT</td>
<td>11/10/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/02/10</td>
<td>A</td>
<td>180.04</td>
<td>SNT</td>
<td>12/02/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/08/10</td>
<td>A</td>
<td>180.04</td>
<td>SNT</td>
<td>12/08/10</td>
<td></td>
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<tr>
<td></td>
<td>12/22/10</td>
<td>A</td>
<td>180.04</td>
<td>SNT</td>
<td>12/22/10</td>
<td></td>
</tr>
</tbody>
</table>

*** End of Data ***

DDPL (Direct Deposit Disbursement Detail).

<table>
<thead>
<tr>
<th>Date Open</th>
<th>Id</th>
<th>Nbr</th>
<th>Nbr</th>
<th>Disbursement</th>
<th>Amount</th>
<th>Id</th>
<th>Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/10</td>
<td>00003</td>
<td>038</td>
<td>02</td>
<td>PCN</td>
<td>180.04</td>
<td>000000043501</td>
<td>0000000473</td>
</tr>
<tr>
<td>10/02/10</td>
<td>00003</td>
<td>038</td>
<td>02</td>
<td>SMD</td>
<td>-1.80</td>
<td>000000043501</td>
<td>0000000473</td>
</tr>
</tbody>
</table>

*** End of Data ***

Direct Command: ______________________________________________________ (DDPL)
NCQW (Quarterly Wage Browse) Type the MCI number and ‘D’ in the action field and press <ENTER> to display.

V4FLIB01 PRISM In: PWQQ60 via QQT4 Y879 PWCT01
01/10/11 Quarterly Wage Browse 9:34 AM
MCI: 0000001968 Name: SIAMESE, GUS W.
SSN: 475-70-0001 DOB: 03/25/71 Gender: M Number of Cases: 1

Actn Qtr Date SRC Name Employer Name Revw
---- ---------- --- ------------------------- ------------------------- ----
D 04/01/2010 FCR SIAMESE GUS JACK'S ROOFING & INSTALL
- 07/01/2010 FCR SIAMESE GUS PETE'S CONSTRUCTION
- 01/01/2010 FCR SIAMESE GUS RON WEBER & ASSOC OF NE

*** End of Data ***

MCI 0000001968 State EIN: ____________ FEIN: __________
Direct Command: ( NCQW )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F13=TRBL,F18=Main,F19=Glob

NCQW (Quarterly Wage Detail).

VUFLIN01 PRISM In: PWQQ60 via QQT4 Y879 PWCT01
01/10/11 - Quarterly Wage Detail - 9:38 AM
MCI: 00000001968 Name: SIAMESE, GUS W.
SSN: 475-70-0001 DOB: 03/25/71 Number of Cases: 1

LAST: SIAMESE FIRST: GUS MI: W
SSN: 475-70-0001 Src: FCR St: 33 Fed Agency: DOD:
Employer: JACK'S ROOFING & INSTALLATION FEIN: 341546859
Addr: HIGHWAY 93 S Owner/Operator Ind:
CONCORD NH 03331-1234

Qtr Beg Dt Amount Weeks/Hours Reviewed:
04/01/2010 548.00

Direct Command: ( NCQW )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F6=Upd,F7=Up,F8=Down,F13=TRBL,F18=Main
F19=Glob,F20=Audit
Quarterly Wage 0000001968--34154 displayed effective for 04/01/10
DEWS (DEED Wage Summary).

<table>
<thead>
<tr>
<th>Action</th>
<th>Begin Date</th>
<th>Name</th>
<th>Employer</th>
<th>Worked</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/01/10</td>
<td>COLA, INGA</td>
<td>MEDTRONIC</td>
<td>2500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/01/10</td>
<td>COLA, INGA</td>
<td>MEDTRONIC</td>
<td>2500.00</td>
<td></td>
</tr>
</tbody>
</table>

*** End of Data ***

Direct Command: ___________________________ (DEWS)

F1=Help, F2=Quit, F3=Retrn, F4=Prev, F7=Up, F8=Down, F9=Print, F13=TRBL, F18=Main, F19=Glob

NCUI (NCP UI Claims Browse). Type a ‘D’ to display in the action field and press <ENTER>.

<table>
<thead>
<tr>
<th>Action</th>
<th>Claim Date</th>
<th>Claim ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09/05/2010</td>
<td>201001</td>
<td>TROUT, JOHN</td>
</tr>
<tr>
<td></td>
<td>12/07/2008</td>
<td>200801</td>
<td>TROUT, JOHN</td>
</tr>
</tbody>
</table>

*** End of Data ***

Direct Command: ___________________________ (NCUI)

F1=Help, F2=Quit, F3=Retrn, F4=Prev, F7=Up, F8=Down, F13=TRBL, F18=Main, F19=Glob
**NCUI (NCP Claims Browse). Press <F6> to see payments.**

**VUFLJX01**  
PRISM  In: PWQQ60 via QQT4 YO26 PWCT01  
01/13/11  NCP UI Claims Browse  10:18 AM  

*Action (C,D):*  
MCI: 0000001306 Name: TROUT, JOHN  
SSN: 443-01-6543 DOB: 06/22/77 Gender: M Number of Cases: 1

Name Last: TROUT  First: JOHN  MI:  
Other Name Last:  First:  MI:  
DOB: 06/22/1977  SSN: 443-01-6543  Old SSN:  -  -  
Address: 193 ROBIE ST NE  
City : ST. PAUL  State: MN  Zip: 55107 2774

Claim Information  
Claim ID: 201001  Last Week Paid Date: 12/12/2009  
Claim Date: 09/05/2010  Emp Nbr Returned to Work:  
Claim Type: STUI  Date Returned to Work:  
Claim Status: ACTV

Direct Command:  
( NCUI )  
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F6=Pymt,F13=TRBL,F18=Main,F19=Glob,F20=Audit

Claim 0000001306-201001 displayed successfully

**UI Benefit Payment History**

**VUFLJZ01**  
PRISM  In: PWQQ60 via QQT4 YO26 PWCT01  
01/13/11  NCP UI Claims Browse  1 more >

<table>
<thead>
<tr>
<th>Date</th>
<th>W/E</th>
<th>MCI: 0000001306</th>
<th>Claim ID: 201001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Direct Command:</td>
<td>( NCUI )</td>
</tr>
</tbody>
</table>

Direct Command:  
( NCUI )  
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F10=Left,F11=Right,F13=TRBL
F18=Main,F19=Glob
FCUI (Federal Case Registry Unemployment Insurance) - Reports UI benefits paid by other states. Type the MCI number and ‘D’ in the action field and press <ENTER>. Next type a ‘D’ in the action field to display each quarter and press <ENTER>.

<table>
<thead>
<tr>
<th>Actn</th>
<th>SSN</th>
<th>Name</th>
<th>Rep Qtr</th>
<th>Benefit IW Revw</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>475700004</td>
<td>TABBY, GUS W.</td>
<td>20101</td>
<td>891.00 N</td>
</tr>
<tr>
<td>-</td>
<td>475700004</td>
<td>TABBY, GUS W.</td>
<td>20102</td>
<td>1181.00 N</td>
</tr>
<tr>
<td>-</td>
<td>475700004</td>
<td>TABBY, GUS W.</td>
<td>20104</td>
<td>3190.00 N</td>
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</table>

*** End of Data ***

Federal Case Registry (Unemployment Insurance Benefit quarterly detail)

<table>
<thead>
<tr>
<th>SSN</th>
<th>St FIPS:</th>
<th>Qtr:</th>
</tr>
</thead>
<tbody>
<tr>
<td>475-70-0004</td>
<td>33</td>
<td>1 qtr 2010</td>
</tr>
</tbody>
</table>

Reporting State: NH

Last: TABBY
Address Date: 1 qtr 2010
Street: 435 S MAIN ST

City: CONCORD
State: NH
Zip: 033013463
Country:

Start UI Income Withholding(Y/N): N
Reviewed: _

Direct Command: (FCUI)
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F6=Up,F7=Down,F13=TRBL,F18=Main,F19=Glob,F20=Audit

FCR-UI UI-0000001977-475700004-3 displayed successfully
CHPA (Child Paternity). MAB = Married At Birth

VUPMAD01  PRISM  In: PWQQ60 via QQT4  YO26 PWCS01  01/13/11  - Child Paternity -  11:02 AM
*Action (B,D):
MCI: 0000001979
MCI: 0000001979 Name: TABBY, IAN W.
SSN: 476-10-0004 DOB: 02/14/03 Gender: M Number of Cases: 1
Derived Paternity Status: M Married At Child's Birth

1 of 1 Born in Wedlock (Y/N): Y

Case/ NCP Pat Inac Case Case Pat
Ln Relsnp of CP NCP Name/MCI Relsp Bas Reas Stat Wrkr Id Estab Date
1 0000001978 01 TABBY, GUS W. FAT MAB ___ OPN 001CS004 02/14/2003
MOT 0000001977

Direct Command: ______________________________________________________ (CHPA)
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=Up,F8=Down,F13=TRBL,F18=Main,F19=Glob,
F20=Audit
Child 0000001979 displayed successfully

NCSD (NCP Alias Detail). Type MCI number and then type a ‘B’ to Browse in the action field and press <ENTER>.

V4PKAF01  PRISM  In: PWQQ60 via QQT4  YI54 PWJJB02  01/13/11  NCP Alias Detail  11:22 AM
*Action (A,B,C,D,M,N,P):
MCI: 0000001309 Seq #: __
MCI: Name: ___
SSN: - - DOB: / / Sex: Race: # of Cases This Person:

Alias Name
Last: _______________ First: ___________ MI: ___________ Suff: ___
SSN: __ __ ___ EVS Response Code: Date:

Source: ___ As Of: __________

Direct Command: ______________________________________________________ (NCSD)
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F13=TRBL,F18=Main,F19=Glob,F20=Audit
**NCSD** (NCP Alias List)

<table>
<thead>
<tr>
<th>As of</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>SSN</th>
<th>EVS Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/10</td>
<td>BASS</td>
<td>NATHAN</td>
<td></td>
<td></td>
<td>KNOWN ALT</td>
</tr>
<tr>
<td>01/05/11</td>
<td>BASS</td>
<td>JACK</td>
<td></td>
<td>-</td>
<td>KNOWN ALT</td>
</tr>
<tr>
<td>01/03/11</td>
<td>BASS</td>
<td>JONATHAN</td>
<td></td>
<td>-</td>
<td>LEGAL NAME</td>
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</tbody>
</table>

*** End of Data ***

**GCSC** (Good Cause Safety Concerns). Type a ‘D’ to display in the action field, type the Case number and press <ENTER>.

*Action (A,B,C,D,M,N): _

Case: 0000000435 01
Case: 0000000435 01

Worker: 001CS002 Stat: OPN Func: EN
CP Name: CROW, KAREN L. Prog: MNC
NCP Name: CROW, FRED A. File Loc:

Effective Date: 11/01/2010
Safety Concerns Current Protection Status
CP (Y/N): _ N Source:
NCP (Y/N): _ N Source:

IV-D Cooperation Code: Y
Good Cause Code: NC NOT CLAIMED
Good Cause Source: MAX MAXIS Cnty: 001 AITKIN
Comments:

Record 0000000435-01 displayed effective for 11/01/10
**DOLR (Dept. of Corrections Locate List Screen).** Type the MCI number at the bottom and press
<ENTER>. If there is a record, a list will appear.

<table>
<thead>
<tr>
<th>MCI: 0014212345</th>
<th>Source: DOC</th>
<th>Reviewed(Y/N): _</th>
<th>Direct Command: _______________________________________________ (DOLR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCI: 0014212345</td>
<td>Name: CROW, DUSTIN J</td>
<td>SSN: 470-78-1256</td>
<td>Gender: M</td>
</tr>
<tr>
<td>Act.</td>
<td>Created</td>
<td>Seq</td>
<td>Reviewed</td>
</tr>
<tr>
<td>_</td>
<td>09/15/2010</td>
<td>16</td>
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<td>10/02/2007</td>
<td>05</td>
<td>Y</td>
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</tbody>
</table>

**DOLR list screen.** Type ‘S’ to select the most recent record and press <ENTER> to see the
detail.

<table>
<thead>
<tr>
<th>MCI: 0014212345</th>
<th>Source: DOC</th>
<th>Reviewed(Y/N): _</th>
<th>Direct Command: _______________________________________________ (DOLR)</th>
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</thead>
<tbody>
<tr>
<td>MCI: 0014212345</td>
<td>Name: CROW, DUSTIN J</td>
<td>SSN: 470-78-1256</td>
<td>Gender: M</td>
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<tr>
<td>Act.</td>
<td>Created</td>
<td>Seq</td>
<td>Reviewed</td>
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<td>09/15/2010</td>
<td>16</td>
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<td>06/01/2010</td>
<td>15</td>
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<tr>
<td>_</td>
<td>11/06/2007</td>
<td>06</td>
<td>Y</td>
</tr>
<tr>
<td>_</td>
<td>10/02/2007</td>
<td>05</td>
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</table>
**DOLR Detail - panel one displays incarceration information**

<table>
<thead>
<tr>
<th>VUFLFR01</th>
<th>PRISM</th>
<th>#E04 PWJJB02</th>
</tr>
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<tbody>
<tr>
<td>09/01/11</td>
<td>Dept of Corrections (DOC) Locate Review</td>
<td>1 more &gt;</td>
</tr>
<tr>
<td>*Action (C,D): _</td>
<td>DOC Information Reviewed : N</td>
<td></td>
</tr>
</tbody>
</table>

MCI: 0014212345  Name: CROW, DUSTIN J.  
SSN: 470-78-1256  DOB: 08/28/76  Gender: M  Number of Cases: 2

ID Control:  Seg Nbr: 01  Last Modified: 02/01/2007
MCI: 0014212345  Name: CROW, DUSTIN JOE  Offender Id: 222022
SSN: 470-78-1256  DOB: 08/28/1976  Gender: M  Marital Status: 10
Legal Name:  Race: W  Nbr. Dependents: 0
Drivers Lic.: C528000627915  State: MN
Military ID : Branch:
Admit Date : / /  Current Status: 13  Current Location: 62C
Facility ID : 99  Work Code:  Work Date: 01/01/1999
DOC Caseworker:  Phone:
Emergency Contact Name:  Type:
Address:  Telephone:

Direct Command:  ( DOLR )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F10=Left,F11=Right,F13=TRBL,F18=Main,F19=Glob F20=Audit

**DOLR detail - panel two displays release information**

<table>
<thead>
<tr>
<th>VUFLFR01</th>
<th>PRISM</th>
<th>#E04 PWJJB02</th>
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<tr>
<td>&lt; 1 more</td>
<td>Dept of Corrections (DOC) Locate Review</td>
<td>4:52 PM</td>
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<td>*Action (C,D): _</td>
<td>DOC Information Reviewed : N</td>
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MCI: 0014212345  Name: CROW, DUSTIN J.  
SSN: 470-78-1256  DOB: 08/28/76  Gender: M  Number of Cases: 2

ID Control:  Seg Nbr: 01  Last Modified: 02/01/2007
MCI: 0014212345  Name: CROW, DUSTIN JOE  Offender Id: 222022
SSN: 470-78-1256  DOB: 08/28/1976  Gender: M  Marital Status: 10
Legal Name:  Race: W  Nbr. Dependents: 0
Release Date: 02/01/2010  Release Agent: Scott Davidson
Release Type: S  Agent Phone:
Release Placement Name:
Release Address:
Release Phone:

Direct Command:  ( DOLR )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F10=Left,F11=Right,F13=TRBL,F18=Main,F19=Glob F20=Audit
<table>
<thead>
<tr>
<th>Page #</th>
<th>Screen Code Key I code</th>
<th>Screen Function/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>PESE</td>
<td>Use to find a Case# and MCI#. Person Search. Use this screen to find a Child Support Person’s MCI # and their related Case #(s). This opens a Person search utility. It’s kind of funky. Start by typing their SNN. If there is no SSN, use the last name of the person and only the first initial of their first name and press &lt;ENTER&gt;. A list screen opens displaying all potential matches. If the person you are looking for is listed type ‘D’ to display in the action field and press &lt;ENTER&gt;.</td>
</tr>
<tr>
<td>15</td>
<td>CAST</td>
<td>Case Status. Type the case # and a ‘D’ in the action field to display and press &lt;ENTER&gt;. The CAST screen displays case information: Paternity Basis, Assigned Worker #, case program code, case file location, child residency, legal custody, Non IV-D source code, Intake completed status, applicant indicator, and referral date. To find the name and phone number of assigned Child Support worker, place the cursor on Worker # and press &lt;F1&gt;.</td>
</tr>
<tr>
<td>15</td>
<td>CPDE, NCDE &amp; CHDE MCI #</td>
<td>Demographic Information for the CP, NCP and Child. Includes: SSN, DOB, and telephone numbers.</td>
</tr>
<tr>
<td>13</td>
<td>CPDD &amp; NCDD MCI #</td>
<td>Address Detail. Mailing address information for the custodial parent and noncustodial parent. Type a ‘B’ in the action field and press &lt;ENTER&gt; to display a list of all addresses on file.</td>
</tr>
<tr>
<td>16</td>
<td>NCID &amp; CPID MCI # $H</td>
<td>NCP and CP employment/ income information. Type a ‘B’ in the action field and press &lt;ENTER&gt; to display a list of all active and former employers. Move the cursor to the active employer and press &lt;ENTER&gt;. Next press &lt;F11&gt; to go to panel 2. Employers of NCPs are required to inform us when the NCP terminates employment. If health care coverage is provided by the employer you can go to NCPD or CPPD to see policy coverage details.</td>
</tr>
<tr>
<td>17</td>
<td>SUOD Case# H</td>
<td>Support order detail. Type a ‘B’ in the action field and press &lt;ENTER&gt; to display a list of all support orders. Move the cursor to the order with the most recent sign date and press&lt;ENTER&gt;. A 4-panel screen opens with details about the support order. Press &lt;F11&gt; to go to panel 2 to see who is ordered to provide health care insurance for each child on the case. Also displayed is if the court order affects each child on the case in terms of Paternity Establishment, and Emancipation criteria. If health care coverage is ordered go to NCPD or CPPD to see if policy is in place. If questions, call the CSO.</td>
</tr>
<tr>
<td>Page #</td>
<td>Screen Code</td>
<td>Screen Function/Description</td>
</tr>
<tr>
<td>-------</td>
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<td>----------------------------</td>
</tr>
<tr>
<td>18</td>
<td>CPPD &amp; NCPD</td>
<td>Health Care Coverage details. Carrier’s name, address, telephone numbers, policy numbers, and coverage types. Type a ‘B’ in the action field and press &lt;ENTER&gt; to display a list of all policies.</td>
</tr>
<tr>
<td>18</td>
<td>CHPL</td>
<td>Check by Payee list. This screen displays a list of warrants (checks) that have been issued to the participant whose MCI number appears in the lower left-hand portion of the screen. It displays the issue date, warrant number, amount, disbursement type, and check status. From the action field you can type ‘S’ to select a warrant and press &lt;ENTER&gt; to listing the case # and mailing address where the check was mailed.</td>
</tr>
<tr>
<td>20</td>
<td>DDPL</td>
<td>Direct Deposit by Payee list. This screen displays a list of Direct Deposit money sent to the custodial parent. If a CP has an active direct deposit record, child support payments are sent electronically to the CP’s bank account. The Status date is the date when the file containing the Direct Deposit detail record was created and sent to CSED’s bank. Two working days after this date the direct deposit will actually be transferred into the CP’s bank account. From the action field you can type ‘S’ to select a payment and press &lt;ENTER&gt; to view the disbursement detail listing the case # and other details about the specific deposit.</td>
</tr>
<tr>
<td>22</td>
<td>DEWS</td>
<td>DEED Wage Summary screen has Minnesota employment records and is used to view and print DEED wage information for a custodial parent (CP) or a noncustodial parent (NCP) on an open IV-D case. Type the participant's MCI # in the MCI # field and press &lt;ENTER&gt;. PRISM will populate the screen with the participant's primary information. Press &lt;F9&gt; to print the screen.</td>
</tr>
<tr>
<td>22</td>
<td>*NCUI &amp; CPUI</td>
<td>Unemployment Insurance benefit information for a NCP or CP on an open IV-D case. The first screen is a list of claims. Type a ‘D’ to display in the action field and press &lt;ENTER&gt; to display the claim details. When the claim detail panel appears, press &lt;F6&gt; to see a list of payments.</td>
</tr>
<tr>
<td>24</td>
<td>*FCUI</td>
<td>Federal Unemployment information. Reported from other states. We may have a record if the person has filed for unemployment in another state.</td>
</tr>
<tr>
<td>25</td>
<td><em>CHPA</em></td>
<td>Child Paternity information. Review the NCP relationship field and the Pat Bas (Paternity Basis) field. Put the cursor over the code and press &lt;F1&gt; to reveal the code definition.</td>
</tr>
<tr>
<td>25</td>
<td>*NCSD &amp; CPSD</td>
<td>Alias names. Use CPSD for CP or CHSD for child, to find their Alias names. Type a ‘B’ in the action field and press &lt;ENTER&gt; to display a list their alias names, birthdates and social security numbers.</td>
</tr>
<tr>
<td>26</td>
<td>GCSC*</td>
<td>This screen is where child support maintains the status of the custodial parent’s (CP) cooperation and good cause claim status. It is also used to record if a CP or NCP has a safety concern. If it is coded Good Cause, contact the worker for more information.</td>
</tr>
<tr>
<td>Screen Code Key I code</td>
<td>Screen Function/Description</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>*DOLR MCI #</td>
<td>Dept. of Corrections (DOC) Locate Review. Search by MCI #. If they are incarcerated, you can view information about where the person is incarcerated and their scheduled release date. Full interface with records from all Minnesota state and county facilities is expected to be completed by 5/2012.</td>
<td></td>
</tr>
<tr>
<td>CPQW &amp; NCQW MCI #</td>
<td>Participants Quarterly wages reported by the employer. Information comes from the federal National Case Registry</td>
<td></td>
</tr>
<tr>
<td>CAAD &amp; CAAT Case#</td>
<td>Case notes. Use this screen to view Case Activities. “N” indicates more notes. TIP: Go to CAAT screen. To display notes about telephone calls on the case, tab to the bottom and type in the case #, tab to the ‘Type’ field and type ‘T’ and press &lt;ENTER&gt;.</td>
<td></td>
</tr>
<tr>
<td>FCPM MCI #</td>
<td>This screen may display a list of participants from other states who match with Minnesota participants in the child support program.</td>
<td></td>
</tr>
<tr>
<td>NCAD &amp; CPAD MCI #</td>
<td>Asset Detail. This screen may list known asset information for the CP or NCP. Assets included on these screens are physical assets (e.g., homes, cars).</td>
<td></td>
</tr>
<tr>
<td>CPCB &amp; NCCB MCI #</td>
<td>CP/NCP Case Browse. This screen displays all cases associated with a CP or NCP. Use it to select which case you’d like to view.</td>
<td></td>
</tr>
<tr>
<td>COEL</td>
<td>Court Ordered Emancipation List. Displays a history of court ordered emancipation records for children on a particular case.</td>
<td></td>
</tr>
</tbody>
</table>