## Paternity Data Clean – Up Reports
## December 23, 2011

North Carolina received the OCSE office of Audit's report for FFY2010. Line 6 of the OCSE 157 did not meet the 95% data liability standard required and was reported as deficient. Line 5 was not found deficient, however numerous errors were cited and there is significant risk of future failure in that line.

**Line 5 and Line 6**

**Line 5 of the OCSE 157 represents Children in Open IV-D Cases at End of Current Federal Fiscal Year, Who Were BOW. This line looks for the BOW indicator to be = Y.**

A common error that was found are children with a BOW indicator set to Y but the application indicated they were born of the marriage.

Even in interstate responding enforcement cases where NC was asked to register another state's order, the auditors were looking for an indication of the paternity status of the children. In these situations, all that is required from the other state as to federally standardized paperwork is the Transmittal #1 & Registration Statement – neither of which addresses the child's paternity status.

Review the accompanying court order to identify how paternity was established. If it is not clear, request information from the other state so the child's status can appropriately be recorded in ACTS.

**Line 6 of the OCSE 157 represents Children in IV-D cases Open During or at End of Federal Fiscal Year with Paternity Established or Acknowledged.** These are children whose paternity was established during or at the end of the fiscal year. This line counts the children who were coded "BOW", were 18 years old or less during the report period, and paternity was successfully established.

Children born of a marriage must not have **no** code in the Paternity Disposition field on C2A. Additionally, if child is coded BOW = N, then there must be **NO** data in the PAT DISPOSITION field. If you have an AOP signed by both parents, there must be a BOW = Y indicator for that child. If the child was born of the marriage, you should not have an AOP.

> **NOTE: Legal/Biological Father issues may be different**.
> If an NCP is determined, by default of the marriage, to be the legal father, but not the biological father, make sure your BOW indicator and Paternity Disposition are set properly.
> Although, in the case of a legal father the BOW *should* be set to N, if you make a change to the paternity disposition, you may also need to change the BOW indicator and make **very good notes**.
> It is possible for the BOW indicator to be set to N and paternity for the child to still be at issue. As long as the case does not have a disposition in the paternity field, we should be okay, with proper documentation.

To ensure that cases are correctly coded in ACTS and match supporting documentation in the paper file, we have published four Data Warehouse queries to assist in identifying these cases.

1. **Data Warehouse report: Born Out of Wedlock County Detail**
   The report can be found in Data Warehouse:
   - Click on Public Folders
   - Click on the folder-DHHS Main Documents
   - Click on the folder-DSS
   - Click on the folder-CSE
   - Click on the folder -State Sanctioned – All CSE Staff
   - Click on OCSE and Financials

The query is designed to list all children in open or closed cases, (closed within the past year), who have a "PEST" event not dispositioned OOPS, and the Born out of Wedlock (BOW) field is blank or has a "N" for No.  Line 6 of the OCSE157, Children with paternity established, does not count these children as having had paternity established unless the Born out of Wedlock (BOW) indicator is marked "Y" for yes, if left blank or populated with an "N" the child is ignored.

Review these children and determine the following:
- Was the child born out of wedlock? If yes, place a "Y" in the BOW indicator field. If no, place an "N" in the BOW indicator field.
- If BOW is "Y" determine if paternity has been established, if yes do not void the "PEST" event, however, if the paternity has not been established disposition the "PEST" event with OOPS, and change the Paternity at Issue field to "Y" for Yes at issue.  I
- If BOW is "N" child not born out of wedlock please go to the "PEST" event and disposition the event with OOPS.

**Note:**
**EXCEPTIONS TO BOW INDICATOR**
- If the only open CS case for a child who is born out of wedlock includes the mother as the NCP (coded "AP"), enter "N" (No) in the BOW INDICATOR field.
- If a case is opened later with the father as NCP, change this field to "Y" (Yes); however, if a case with an alleged father as the NCP is opened first OR cases with both the mother and alleged father as NCPs are opened together, enter "Y" in this field.
- If an open case exists with the NCP listed as "UNKNOWN" or as a named father, enter "Y" in this field.

**Note**
**EXCEPTION TO "PAT AT ISSUE" FIELD**
- If the only open case for a child who is born out of wedlock includes the mother as the NCP (coded "AP"), enter "N" (No) in the PAT AT ISSUE field.

- If a case is opened later with the father as the NCP, change this field to "Y" (Yes); however, if a case with an alleged father as the NCP is opened first OR cases with both the mother and the alleged father as NCPs are opened together, enter "Y" in this field.
- If the only open CS case with a child who is born out of wedlock contains the mother as the NCP, enter "N" (No) in the PAT AT ISSUE field.

**2. Data Warehouse report: "BOW and or PAT AT ISSUE indicator is blank".**
The report can be found in Data Warehouse:
- Click on Public Folders
- Click on the folder-DHHS Main Documents
- Click on the folder-DSS
- Click on the folder-CSE
- Click on the folder -State Sanctioned – All CSE Staff
- Click on Standard Reports

This query is designed to ensure that both the BOW and PAT AT ISSUE indicators are populated in ACTS correctly.
- If a child is born of a marriage, no paternity disposition is required.
- However, the PAT AT ISSUE must be populated with either N or Y.

**3. Data Warehouse report: "BOW = N and PAT AT ISSUE = Y"**
The report can be found in Data Warehouse:
- Click on Public Folders
- Click on the folder-DHHS Main Documents
- Click on the folder-DSS
- Click on the folder-CSE
- Click on the folder -State Sanctioned – All CSE Staff
- Click on Standard Reports

- If the BOW is set to "N", then paternity is by default NOT AT ISSUE, and should be set to "N".
- If you have a legal/biological father situation, the initial settings should be BOW = N and Pat at Issue = N.

The only time the Pat at Issue should be "Y" would be if the legal father had been determined, by a court action, to NOT be the father of the child on the case. At that time only would the Pat At Issue be changed to "Y". If this is your situation, please make **extensive and thorough notes** on the case events to document the ongoing actions.

**4. Case manager's can use the Data Warehouse report, "Cases Reported on Line 5 and Line 6 with AP Name".**
The report can be found in Data Warehouse:
- Click on Public Folders
- Click on the folder-DHHS Main Documents
- Click on the folder-DSS
- Click on the folder-CSE
- Click on the folder -State Sanctioned – All CSE Staff
- Click on OCSE and Financials

This query will provide a listing of all children reported on lines 5 and 6. It is recommended that a sample of cases be reviewed for each case manager. **Supervisors must make sure that data in ACTS matches the supporting documentation in the paper file.**

**Supporting Documentation**
Supporting documentation in the paper files should match the information in ACTS. Supporting documents for children born out of wedlock or children born of a marriage can be one or more of the following:
- Affidavit of Parentage or
- Order indicating child was born out of wedlock or
- Birth Certificate or
- Marriage certificate or
- IV-D Application or
- Other documents provided by the custodial parent or DSS).

**More Tips**
- If the case is a coded NPA, there must be a signed Application in the record.
- C8F is the supplemental screen off C8C on which we enter marriage data if applicable for the participants. This is good documentation for us.
- Paternity Questionnaire **-** The Questionnaire is designed to collect all information necessary to determine if paternity is at issue for a child and to process the paternity establishment action. The form can be completed by the client and used by the case manager to assess whether paternity is at issue for a child. By gathering detailed information at the time a case is opened, documentation such as the BOW Indicator and PAT at ISSUE fields can be correctly completed to allow ACTS to appropriately track case activities.
  - It is available at the CSE Internal web site:
    http://cse.dhhs.state.nc.us/Default.aspx .  Select the CSE Forms & Documents Page and then Paternity Establishment Forms & Documents.
- Notes, Notes and more Notes!

- **Ask the question, Is Paternity At Issue?**
    1. Is a father named on birth certificate?
    2. Was an Affidavit of Parentage filed?
    3. Was the child legitimated?
    4. Has a court order addressed paternity?

- **Paternity Is NOT At Issue If . . .**
  - Child is born to a married couple
  - Affidavit of Parentage is on file with Vital Records
  - A NC court has entered an order for paternity
  - Paternity has been established in another State

**Do you have the supporting documentation in the paper file and does it match the ACTS data?**

**For more information see the Child Support Manual Chapter I Topic 2 Section B**