STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

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IV-D MEMORANDUM 2020-016

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: June 8, 2020

SUBJECT: Re-establishment of the Professional License Interface

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces that OCS will re-establish the professional license interface between the Michigan Department of Licensing and Regulatory Affairs (LARA) and the Michigan Child Support Enforcement System (MiCSES). IV-D workers use this information to suspend professional licenses,[1] locate non-custodial parents (NCPs), estimate income when calculating support, evaluate the ability to pay,[2] and enforce child support.

This IV-D Memorandum describes the updates that will change how professional license data is displayed on MiCSES screens, forms and Business Objects reports. These updates will ensure OCS receives and displays accurate license data from LARA until all professional licenses are moved from LARA's License 2000 (L2K) system to its new Michigan Professional Licensing System (MiPLUS).

OCS will implement the following changes with the MiCSES 10.4 Release on June 12, 2020:

- Remove duplicate professional license data from MiCSES.
- Add fields and make updates to several MiCSES screens.

UPDATE(S):

☐ Manual

☐ Form(s)

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[1] Ref: Michigan Compiled Law (MCL) 552.628 for information on requirements to suspend licenses.
[2] Ref: Section 6.39, "Civil Contempt (Show Cause)," of the *Michigan IV-D Child Support Manual* for information on evaluating the ability to pay.

- Ensure the correct data populates in the *License Type* field on the following forms:

  - *Order To Suspend License* (FEN039); and
  - *Order Rescinding License Suspension (Child Support/Parenting Time)* (FEN041).

- Update the following Business Objects reports and MiCSES report:

  - *Member Income and Location Report* (LC-001) (MILR);
  - *Income and Location Report* (LC-002) (ILR);
  - *Proactive Locate – Licensing Report* (LC-012); and
  - *Court Order Information Report* (CCRT).

IV-D workers will not be able to view the changes described in this memorandum until June 16, 2020. The MiCSES team will test the first file before processing it in MiCSES.

This memorandum also explains that open *License Suspension* (LCSP) activity chains for L2K licenses that have moved to MiPLUS will not automatically close after the MiCSES 10.4 Release. IV-D staff may review those activity chains and determine whether to close them and/or open a new activity chain.

Lastly, a change will be made to the Procedural Justice as an Alternative to Contempt (PJAC) output file with the MiCSES 10.4 Release. This will only affect counties participating in the PJAC project and using the report.

DISCUSSION:

LARA upgraded its professional licensing system from the L2K system to the new MiPLUS in June 2017. It began moving professional license data from L2K to MiPLUS at that time and will continue moving license data until April 2021.[3] The MiCSES 10.4 Release will remove duplicate licenses, add new fields, and update screens, forms, and reports.

A. Removal of Duplicate License Data

Throughout the process of LARA moving data from L2K to MiPLUS, OCS has continued receiving professional license data for those license types that have not yet moved to MiPLUS. In April 2019, LARA sent duplicate professional license data to OCS for L2K licenses that had migrated to MiPLUS.[4] The MiCSES 10.4 Release will remove that duplicate data from MiCSES.

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[3] OCS announced the initial migration of professional license data in June 2017. Ref: the June 26, 2017 email notification *Issue Identified: EMS/Nursing Professional License Data*.
[4] Each license had two license numbers – one in the old L2K format and the other in the new MiPLUS format.

B. Addition of New License Fields

With the MiCSES 10.4 Release, the following new fields will appear on screens and reports:

- *License Description* **or** *License Type Desc*;[5] and
- *Secondary Status*.

1. License Types and Descriptions

   LARA's L2K system identified licenses with a numeric code that displays in the *License Type* field on the *Member Licenses* (MLIC), *Enforcement Forms Matrix* (ENFM), and *Enforcement Processor* (ENFP) screens. The *License Type* field displays license descriptions on the *Contempt Ability to Pay Screening* (CAPS) screen, MiCSES forms and reports, and Business Objects reports. The existing *License Type* field will remain on the MLIC, ENFM, and ENFP screens to display the alphanumeric codes for Secretary of State (SOS)[6] licenses and numeric codes for L2K licenses that have yet to move to MiPLUS. The field will also remain on the CAPS screen, forms, and Business Objects reports to continue displaying license descriptions. The *License Type* field will be blank for MiPLUS licenses on the MLIC, ENFM, and ENFP screens.

   MiPLUS identifies licenses with a description that will display in the new *License Type Desc* field or *License Description* field. Adding these fields to screens will ensure IV-D workers can easily view the correct license information and quickly determine the type of profession for which the NCP has been licensed.

   a. Specializations

      Many professional licenses will include a specialization for the License Type. The specialization identifies the specific type of professional license. For example, an orthodontist's License Type will show as "Dentist - Orthodontist." In this case, "Orthodontist" is the specialization.

   b. Temporary Military Spouse and Special Volunteer License Types

      Temporary Military Spouse and Special Volunteer license types will display with a subtype to identify the type of professional license (e.g., Dentist) and, if applicable, a specialization (e.g., Orthodontist). For example: "Temporary Military Spouse - Dentist - Orthodontist."

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[5] Some screens will have a *License Type Desc* field or *License Description* field. Only one of these fields will appear on each screen or report.

[6] The SOS licenses are driver's licenses. The updates described in this IV-D Memorandum do not include substantive updates to the driver's license information.

2. Secondary Status

The status of L2K licenses that have not moved to MiPLUS will populate the *License Status* or *Status* field on MiCSES screens and Business Objects reports. Before the MiCSES 10.4 Release, the MLIC, ENFM and ENFP screens displayed two shortened statuses: "Active" or "Unverified." Business Objects reports and the CAPS screen displayed the full status sent from LARA (e.g., Active – Active).

With the MiCSES 10.4 Release, license statuses from the L2K system will remain in the *License Status* field. However, the status will appear as*:*

- Active; or
- Lapsed.

For licenses that have moved from L2K to MiPLUS, MiCSES screens and Business Objects reports will display a primary license status and a secondary license status. The secondary status will provide more information about the license's primary status. MiPLUS license information will populate both of the following fields:

- *License Status* or *Status:* This existing field will indicate whether the license is Active or Lapsed.
- *Secondary Status:* This new field will indicate one of three statuses: Active, Lapsed, or Limited. Although there are many possible secondary statuses, only three primary/secondary status combinations[7] will be transferring to the MLIC screen from the Data Warehouse with the MiCSES 10.4 Release. All of the possible primary/secondary status combinations will appear on Business Objects reports and the CAPS screen.

A status will appear in both the *License Status* or *Status* field and the *Secondary Status* field on the MLIC screen only in one of these combinations:

License Status	Secondary Status
Active	Active
Lapsed	Lapsed
Active	Limited

An Active license is a license that is currently valid. A Limited license is a valid license with limitations. A Lapsed license is a license that is no longer valid. IV-D workers can suspend Active and Limited licenses.

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[7] Ninety-nine percent of the licenses with an Active status will transfer to the MLIC screen, and 75 percent of Lapsed statuses will transfer to the MLIC screen. The small percentage of status data not transferring to the MLIC screen is an issue with existing functionality. A ticket has been entered to fix this issue.

C. Changes to MiCSES Screens

1. MLIC Screen

   The MLIC screen is a IV-D member-level screen. It provides information on IV-D member driver's licenses from SOS and professional licenses from LARA.

   With the MiCSES 10.4 Release, OCS will make the following changes to the MLIC screen:

   - Add two new fields:[8] *License Type Desc* and *Secondary Status*;[9] and
   - Move the license descriptions for professional and SOS license types from the *License Types* field to the *License Type Desc* field.[10]

2. CAPS Screen

   IV-D workers use the information on the CAPS screen for review and modification, NCP locate, and evaluating an NCP's ability to pay.

   OCS will add a *Secondary Status* field[11] to the Locate tile on the CAPS screen, and this field will be populated with data from MILR.[12]

3. ENFP Screen

   The ENFP screen is used to manage enforcement remedy activity chains, including the LCSP activity chain. Updates to the ENFP screen will ensure that forms generated using the LCSP activity chain capture information from updated fields on the MLIC and ENFM screens.[13] In the *Source ID* field's *License Information* pop-up window, OCS will add a *License Type Desc* field.[14]

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[8] Ref: *MiCSES Screen Description: MLIC – Member Licenses* for information on how these fields will appear on the MLIC screen.

[9] Ref: Section B of this IV-D Memorandum for more information on the *License Type Desc* field and the *Secondary Status* field.

[10] This update only moves the list of values from one field to another. No other changes will be made to the existing functionality for SOS data.

[11] Ref: *MiCSES Screen Description: CAPS – Contempt Ability to Pay Screening* for more information on how the *Secondary Status* field will appear on the CAPS screen.

[12] Ref: *Business Objects Report Description: Member Income and Location Report (LC-001) (MILR)* for information on how the *Secondary Status* field will appear on MILR.

[13] Ref: *MiCSES Screen Description: ENFP – Enforcement Processor* screen for more information on how license information will appear on the ENFP screen.

[14] The *License Type* field will contain the alphanumeric code for the driver's licenses and the numeric code for the L2K professional licenses.

4. ENFM Screen

The ENFM screen provides access to editable documents related to enforcement remedies. OCS will make the following changes to the ENFM screen:[15]

- Update the list of values in the *Source ID* field; and
- Add a *License Description* field in the *Member and License* pop-up window.

D. Updates to the FEN039 and FEN041

With the MiCSES 10.4 Release, the *License Type* field on the FEN039 and FEN041 will be populated with data from the *License Type Desc* field on the MLIC screen. It is currently populated with data from the *License Type* field on the MLIC screen.

E. Updates to Business Objects Reports and the MiCSES CCRT Report

Updates in the MiCSES 10.4 Release will make professional license information more consistent across MiCSES and Business Objects reports.[16]

1. Business Objects Reports

The following changes will be made to the MILR, ILR,[17] and LC-012[18] reports:

- A *Secondary Status* field will be added; and
- The *License Type* field[19] will be populated with data from the MLIC screen's *License Type Desc* field followed by a hyphen and the license number (e.g., Dentist - Orthodontist - 354654654).

2. CCRT Report

The *License Type* field[20] will populate with data from the *License Type Desc* field on the MLIC screen.

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[15] Ref: *MiCSES Screen Description: ENFM – Enforcement Forms Matrix* screen for more information on how these changes will appear on the ENFM screen.

[16] There were two separate reference lists of licenses for L2K, one list of licenses for MiCSES, and one list of licenses for Business Objects reports. This update combines both L2K lists and the list for MiPLUS into one synchronized list that will be used for all reports and MiCSES screens.

[17] Ref: *Business Objects Report Description: Income and Location Report (LC-002) (ILR)* for more information on how these changes will appear on ILR.

[18] Ref: *Business Objects Report Description: Proactive Locate – Licensing (LC-012)* for more information on how these changes will appear on the LC-012 report.

[19] Ref: Section B(1) of this IV-D Memorandum for examples of how information will appear in the *License Type* field. The *License Type* field on Business Objects reports will display information as it appears in the *License Type Desc* field on the MLIC screen.

[20] Ref: *MiCSES Report Description: Court Order Information Report (CCRT)* for more information on how this field will appear on the CCRT report.

F. Open License Suspension Chains

L2K licenses that have moved to MiPLUS have a new license number. Open LCSP activity chains for L2K licenses that have moved to MiPLUS will not automatically close after the MiCSES 10.4 Release. IV-D staff may review those activity chains and determine whether to close them and/or open a new activity chain. OCS will create a spreadsheet that lists the L2K licenses with open LCSP activity chains and post it in the mi-support Document Distribution Center. OCS will send out an email notification when the spreadsheet is available.

G. Procedural Justice as an Alternative to Contempt (PJAC) Output File

With the MiCSES 10.4 Release, the PJAC process output file[21] will retrieve data from the MLIC screen's *License Type Desc* field. This only impacts counties participating in this project and using this report.

NECESSARY ACTION:

This IV-D Memorandum obsoletes IV-D Memorandum 2019-013, *Professional License Data Updates* and Exhibit 2019-013E1, *LARA Professional License Data Websites*.

REVIEW PARTICIPANTS:

    Enforcement Work Improvement Team
    Case Management Work Improvement Team
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CC:

    None

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[21] OCS entered into an agreement with MDRC (formerly known as the Manpower Demonstration Research Corporation) to conduct a project aimed at evaluating the effect of PJAC on child support cases that are about to go through show cause for non-compliance. This project produces an output file that requires NCP demographic information which includes licensing information.

SUPPORTING REFERENCES:

Federal
None

State
MCL 552.628

ATTACHMENT(S):

None

EPF/ALC