
JOB AID: DOCUMENTING PATERNITY INFORMATION IN MiCSES

Purpose:

Paternity establishment information is used to determine the Paternity Establishment Percentage (PEP) for incentives. Paternity data for calculating PEP is obtained from the *DEMO – Member Demographics* screen.

Entering and/or updating paternity information for dependents on the DEMO screen is essential for maintaining the minimum PEP of 90 percent. The purpose of this job aid is to assist child support professionals with entering and/or updating a dependent's paternity information.

It is important to fully complete the **Paternity Est** (Paternity Establishment) tab on the DEMO screen; in particular, the **BOW** (Born out of Wedlock) field and the **PAT EST CD** (Paternity Establishment Code) field. Together, these two fields are used for federal reporting of PEP data. Records with incorrect or incomplete coding in these fields will not count toward federal reporting. Information in all sections of the **Paternity EST** tab is used for case processing and case management.

NOTE: There are two known issues that affect paternity establishment information in MiCSES. Until these issues are corrected, IV-D workers must ensure that paternity establishment information is complete and accurate. These two issues and IV-D worker actions for handling them are described below.

1. Potentially incorrect paternity information for dependents on multiple IV-D cases

The **PAT EST CD** (Paternity Establishment Code) field on the DEMO screen indicates whether or not paternity has been established for a member. This field is at the *member* level. However, the **EST Method** (Paternity Establishment Method) (for example: marriage) and the **EST DT** (Paternity Establishment Date) fields are at the *case member* level, which means that if the dependent is an active dependent on multiple cases, the dependent could have differing paternity establishment information on those cases.

If the dependent is on more than one IV-D case, the IV-D worker will update the paternity information on the *Child Info* tab of the *Case Member* popup on the DEMO screen for each associated IV-D case.

2. Mismatched Establishment values on the *CASE – Case Member Details* screen

The CASE screen has three possible values for the **EST Type** (Establishment Type) field: O – ORDER ESTABLISHED, P – PATERNITY TO BE ESTABLISHED, and S – ORDER NEEDS TO BE ESTABLISHED. Values **P** and **S** do not match the values for the **EST Method** (Establishment Method) field on the DEMO screen.

Updating any field for a dependent in the member details grid on the lower half of the CASE screen may cause an error in the dependent's paternity establishment record on the DEMO screen.

IV-D workers must not update fields for the dependent in the member details grid of the CASE screen after member paternity information is entered or updated on the DEMO

screen. If an update on the CASE screen is necessary, IV-D workers should check member paternity information on the DEMO screen afterward for possible errors.

Update Paternity Information

Below are steps for updating paternity information for a dependent that was born to unmarried parents and now has paternity established.

1. Navigate to the *CLST – Case Search List* screen in order to open the IV-D case and find the dependent’s record.
2. Search for the IV-D case.
3. Click the **Dependent Information** tab.
4. Click the appropriate dependent record
5. Navigate to the DEMO screen.
6. Click the **Paternity Est** tab

The screenshot shows the 'DEMO - MEMBER DEMOGRAPHICS' screen for member ID 00825772. The 'Paternity Est' tab is selected. The 'Member Paternity Info' section is highlighted with a red box and contains the following fields:

- BOW: Y
- Est Method: A
- Pat Est CD: Y
- Est Date: 06/04/2014
- Ack State: MI
- DCH File No: 2014121214

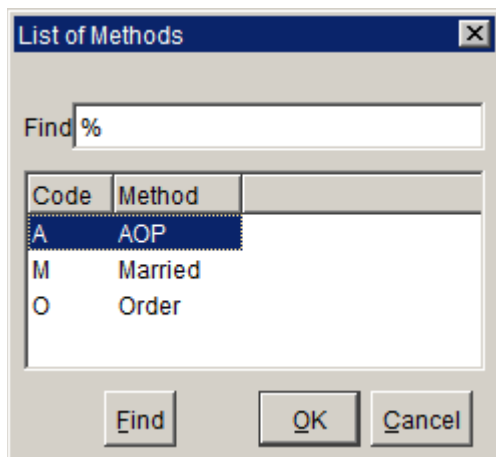
Other visible fields include:

- CP Relationship with Child: Name NANCY ANN MAINE, Gender F, Relation Mother, Lock Gender
- NCP Relationship with Child: Name JOHNNY PHIL UTAH, Gender M, Relation Father, Lock Gender
- Parent Info: Mother's Name NANCY MAINE, Mother's Maiden Name MAINE, Father's Name JOHNNY PHIL UTAH, Guardian's ID
- Birth Info: Birth Cert No 00005678, Year of Birth, City LANSING, State MI

DEMO – Member Demographics Screen, **Paternity Est** Tab

Complete the *Member Paternity Info* Section

1. Double-click the **Est Method** (Establishment Method) field



2. Select the appropriate method of paternity establishment.
3. Click the **OK** button.
4. Press the **<TAB>** key.
5. Double-click the **Pat Est CD** (Paternity Established Code) field.
6. Select Y – Yes.
7. Press the **<TAB>** key.
8. Enter the paternity establishment date for the child in the **EST Date** field. If the child was born to married parents, the establishment date is the child’s birth date.
9. Press the **<TAB>** key.
10. Enter the two-character state code where paternity was acknowledged in the **Ack. State** field. The state code must be entered in capital letters. Attempting to enter lower case letters will cause an error message to display.
11. Press the **<TAB>** key.
12. Enter the Department of Community Health file number in the **DCH File No** field.

Update the *NCP Relationship to Child* Section

1. Double-click the **Relation** field in the *NCP Relationship with the Child* section.

Code	Relationship
F	Father
M	Mother
P	Putative Father

2. Select *F* – *Father* from the list of values.
3. Click the **OK** button.

Update the *Parent Info* Section

DEMO – Member Demographics Screen, Paternity Est Tab

1. Enter the legal father's name in the **Father's Name** field.
2. Click the **Update** icon.