ERROR CODES FOR THE SERVICE REPORTING SYSTEM

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In this subchapter of the manual are two tables identifying possible error
codes and telling how the error should be corrected. The worker will be
notified of these errors by an "Exception Listing". The case number and the
client name identify the particular case in which the identified error
occurred. The symbol of an asterisk (*) indicates the error is for a critical
data item.

The error tables are divided into two sections, each covering its own type of
specially identified errors. Part I, entitled "Errors in Data Items 1-76," is
exactly as the title says while Part II, "Action Error Codes" identifies
errors that occurred because of some action (opening, closing, etc.) that was
attempted.

PART I: ERRORS IN DATA ITEMS 1 – 76

The error code is a two-character code indicating the error: The first posi-
tion indicates which section had the error, while the second indicates the
actual error. An asterisk beside the code indicates the data item is criti-
cal. There are three exceptions to the meaning of the first position code.
These exceptions occur due to multiple items of the same type. This occurs in
section E and section G. Section E error codes have a number 1 through 6 in
the first position, corresponding to lines 10 through 15. Section G error
codes have a letter H through M in the error first position, corresponding to
lines 17 through 22. The third exception is for error codes beginning with
the letter E, such as E1. These apply to E cases (caseweight character is E).

"Item no." indicates the actual data item that was in error.

"Error condition" identifies what the actual error was that caused the error
code to appear.

"Worker response" indicates what the worker needs to do to eliminate the
error.

Error Code	Item No.	Error Condition	Worker Response
*A1	1	Case number is incorrect or missing	The first and last position may be a number or a letter. All other posi- tions are numbers only. Resubmit using new RS-1121.
*A2	2	Preparation worker number is missing or incorrect	If the worker number is incorrect or missing on your new RS-1121 you will need to submit the RS-1121 with the correct worker number entered. If it appears to be a valid number, have your supervisor check the worker number table.

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PART I: ERRORS IN DATA ITEMS 1 — 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*A3	3	Preparation date is incorrect or missing	This date was incorrect due to one of the following: Month other than 01-12, day other than 01-31 or year less than current year. Also date must be complete, valid for the month and not a future date. Resubmit RS-1121 with the complete date entered.
*A4	4	Form sequence is incorrect	You may not have used the most recent RS-1121 form for this action. If the action is: application, application and acceptance, application and rejection, or application and acceptance and closing, the sequence number must equal 001. The sequence number must be 001 if a new case number is assigned with the action. If the action is not one of the above or the case number is not new, the sequence number must be greater than 001. When this error occurs it prevents any other entries from being made on the case at the same time. Resubmit using most recent sequence.
*A6	6	County number is incorrect or missing	The county number was either omitted or incorrect. The county number must be entered (using your RS-1121) to get it assigned to the proper county. If the entry is not numeric, zeros will be moved to item 5 (District Number).
*A7	7	Worker number is incorrect or missing	See Worker Response for *A2. When a case is transferred from another county, worker number must be CS00.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*A8	8	State ID is incorrect or missing	The first seven positions must be numeric, with the last and eighth position being alphabetical code A-J only. Check with terminal operator.
*AA	9	Social security number is missing or incorrect	Social security number must be numeric. The social security number entry may be all 9s or all 0s but not a combination of 9s and 0s. Resubmit using RS-1121.
*B0	Section B and or C	Data in Section B and or C are missing	The action you have attempted (application, acceptance, application and acceptance, acceptance and closing, or application and acceptance and closing) requires specific data items to be completed in section B and or C which are missing. Review data item requirements under application, acceptance, and closing and complete the missing items. Resubmit the RS-1121 with these data items.
*B1	12	Last name is missing or invalid	The entry should be client's correct name. Resubmit RS-1121.

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
B2	13	Suffix is not a valid code	This suffix must be a valid code or blank. Valid codes are JR, SR, I, II, and 1 through 99. When only one of the two boxes is going to be used (such as with 1 or #), always make the entry in the first box on the left and leave the right box blank. Resubmit RS-1121.
*B3	14	First name is missing or invalid	The entry must be a client's correct name, and it must always be made starting in the first box on the far left of the item. Resubmit RS-1121.
B4	15	Middle name is missing or incorrect	See worker response for *B3. This item may be pounded out by placing a # sign in the first box on the far left of the item.
*B5	12-15	Complete name missing	Resubmit RS-1121 with the client's complete name.
B7	16&17	Street address is invalid	Each box may be alphabetic, numeric, &, /, period, or comma; but the first box on the far left of either item cannot be blank if any other boxes in that item have entries. Resubmit RS-1121 with a corrected address.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*B8	18 or 19	City and or state is missing or incorrect	Each box is coded alphabetically only. The first box on the far left can't be blank. Coding does allow for a maximum of two spaces. Example: West(1)Des(2)Moines. Resubmit RS-1121 with correct city and state.
*B9	20	Zip code missing or invalid	For part one, each entry must be numeric, but not all 0s or all 9s. Part two is coded like part one, except that part two may be blanks or it may have a # sign in the first box on the far left when no entries are being made after the # sign. Resubmit RS-1121 with correct zip code.
*BA	20	Zip code not Iowa code	Data item 19 indicates zip should be an Iowa code. Iowa codes are greater than 49999 and less than 53900. Resubmit RS-1121 with correct code.
BB	22	Phone number is incorrect or missing	The entry must be numeric, or a pound sign (#) followed by no other entries. It may not be 000 or 999. The first three of the remaining seven boxes must not be coded all 0s and the last four boxes must not be coded all 0s or all 9s. Resubmit RS-1121 with correct number.
BC	23	Date of birth is incorrect or missing	Resubmit RS-1121 with valid birth date (month = 01-12, day = 01-31, and year with all positions numeric). Date cannot be future or equal to the print date found under item 10.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
BD	23	Date of birth is in error	Date of birth indicates a child (less than 18 years) and marital status is code S, but service code is 18 or 47 (adult services only). If date is correct, check service and marital status. Resubmit RS-1121 with correct birth date, service code or marital status.
BE	24	Sex code is missing or incorrect	Sex was not M or F. Use your RS-1121 and resubmit with the correct code entered.
BF	25	Handicap code is missing or invalid	There must be at least one code entered, starting with the first box on the far left of the item. If the first box has a valid code, then the last two boxes may be blank or have pound signs (#). If the last two are not blanks or pound signs, then each entry must be valid and unique. Resubmit RS-1121 with code or corrected code.
BG	25	Handicap not coded or coded I	Service 18, 47, 51, 52, 80, 98, or a day care service (14, 17, 61, or 64) with goal of 4 and objective S, is entered. These require a handicap to be entered. Resubmit RS-1121 with corrected data.
BH	26	Ethnic code is missing or invalid	Review the ethnic codes using XIV-A, and resubmit your RS-1121 with the correct code entered. Ethnic code is required at time of application.
BI	27	Marital status code is missing or invalid	Review the marital status code using XIV-A. If service 47 is entered, then this item must be entered. Resubmit RS-1121 with the correct code entered.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
BJ	28	Employment code is missing or invalid	Review the employment status codes using XIV-A and resubmit RS-1121 with the correct code entered.
BK	29	Education code is missing or invalid	Review the education codes using XIV-A and resubmit RS-1121 with the correct code entered.
BL	30	Occupation code is missing or invalid	Review the occupation codes using XIV-A and resubmit RS-1121 with the correct code entered.
BN	31	Living arrangement code is missing or invalid	Review the living arrangement codes, using XIV-A. When service coded is 32, 34, 47, 51, 52, 57, 80, or 98, then this item must be completed. Resubmit RS-1121 with the correct code entered.
BP	32	Official status is missing or invalid	Review the official status codes using XIV-A, and resubmit RS-1121 with the correct code entered.
BQ	32	Official status incorrect or not coded for an abuse case	Service code 47 requires a valid code. Valid codes are 11 - 23. Resubmit RS-1121 with correct code.
BR	33	Need for service missing or invalid (position one)	Consult XIV-A; resubmit RS-1121 with correct code.
BS	33	Need for service missing or invalid (position two)	Consult XIV-A; resubmit RS-1121 with correct code.
BT	33	Need for service missing or invalid (position three)	Consult XIV-A; resubmit RS-1121 with correct code.
BU	33	Need for service missing or invalid (position four)	Consult XIV-A; resubmit RS-1121 with correct code.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
BW	34	Developmental dis-ability code is missing or invalid	Resubmit RS-1121 with correct code; consult XIV-A. Must be coded with 1 or 2; cannot be blank or pound sign (#).
*C1	35	Application code is missing or invalid	Review the application codes using XIV-A and resubmit RS-1121 with the correct code and an 800 in the acceptance code of item 36.
*C3	35	Application date is missing, invalid or future	The date was incorrect due to one of the following: month other than 01-12, day other than 01-31, or year not valid. Number of days must be valid for the month and entire date cannot be future. When entering a date where one already exists, this new date cannot be a duplicate of the current date. Resubmit RS-1121 with the complete date and 800 in acceptance code of item 36.
*C4	36	Acceptance code is missing or invalid	If there is a valid date a code must be entered. Resubmit RS-1121.
*C6	36	Acceptance date is missing, invalid or future	The date was incorrect due to one of the following: month other than 01-12, day other than 01-31, or year not valid. Number of days must be valid for the month and entire date cannot be future. When entering a date where one already exists, this new date cannot be a duplicate of the current date. Resubmit new RS-1121 with the complete date and 800 in acceptance code of item 36.
*C7	36	Acceptance date is prior to application date	The date coded is prior to applica-tion date. Review XIV-A and resub-mit RS-1121 with date equal to or greater than application date.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
C8	37	Review/transfer code is missing or invalid	If there is a current date, a code is required. Review XIV-A and resubmit RS-1121.
C9	37	Review/transfer date is missing	If there is a current code, a date is required. The date must be a valid date and not a future date. Review XIV-A and resubmit RS-1121.
*CB	38	Disposition code is missing or invalid	If there is a valid date, a code is required. If asterisks appear in the code and date and the case was not to be closed or rejected then a pound sign (#) can be used to remove the asterisks. Review XIV-A and resubmit RS-1121.
*CC	38	Disposition date is missing or invalid	If there is a valid code, this date is required and cannot be future. This error code is always issued in conjunction with the CB error. Review XIV-A and resubmit RS-1121.
CD	38	Disposition date prior to application date	Date is prior to application (on pending case) or acceptance date (on active case). Date can be equal to or greater than the date in question but not future. Review XIV-A and resubmit RS-1121.
*D0	Section D & E	Data in section D or E omitted	The action you attempted (acceptance, application and acceptance, or application, acceptance and closing) requires specific information to be completed in section D and or E which is missing. Review information requirements under application, acceptance or closing and complete the required data, then resubmit the RS-1121 with the information.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*D1	40	Basis of eligibility is missing or invalid	This is required on every case which is beyond application. Basis codes are related to specific purchased services; also, protective eligibility [96xx and 99xx] is limited to specific services. When this error is generated with an xL error, it means: the basis was asterisked and a termination code 6 was incorrectly used to restore basis; or the basis was changed correctly with a termination code 6, but the goal is asterisked on the case. Review XIV-A and resubmit.
*D2	41	County of financial responsibility is missing or invalid	This data was incorrect or missing. Review XIV-A and resubmit RS-1121. On E cases only, this item can be pounded out by placing a # sign in the first box.
D3	42	Family composition is missing or invalid	Review the family composition codes in XIV-A and resubmit your new RS-1121 with the correct code entered.
D4	42	Family composition is not compatible	If service is 09, family composition must be A-F. If service is 47, family composition must be G-L. Review XIV-A and resubmit RS-1121.
*D6	43	Number in household is blank	Adults and children items are not entered (blank) or both are coded 00. If both are blank, two D6 errors are generated. If both are 00, one D6 error is generated. Asterisks occur in this item only when the number of entries required in section G are not made (G1 error) on cases with service 10.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
			If entry is required, neither adults or children can be blank and only one can have 00 entry. Entry over asterisks will not take until section G requirements are met. Review XIV-A and resubmit RS-1121.
*D8	44	Monthly family income was missing or invalid	This data is always required. When the basis of eligibility is 70xx or 80xx, this item is compared to item 43 to verify income eligibility. Asterisks occur when income exceeds what is allowable for the number in the household. Review XIV-A and resubmit RS-1121.
*DA	45	Income source code invalid	Review XIV-A and resubmit RS-1121.
*DB	45	Income source code is incorrect	MFI is coded "O" and income source is coded other than "none," or MFI is greater than "0" and source is "none." Review XIV-A and resubmit RS-1121.
*DC	*DC	Income source code	The first code is "none" and there are codes other than the "none" code in the 2nd, 3rd, and 4th position. Review XIV-A and resubmit RS-1121.
*DE	45	Income documentation is coded	Income documentation is entered but no income source was entered, or income is entered but no documentation code was entered. Review XIV-A and resubmit RS-1121.
*DG	46	Workshop earnings are invalid	This item can be blank or have a # sign or a numeric entry. What was attempted was other than these. Review XIV-A and resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*DH	46	Workshop earnings are invalid	This item must be entered if service 51 or 52 is entered. Entry may be 0000. Review XIV-A and resubmit RS-1121. Note: A valid entry will be asterisked if a case with a 51 or 52 service is reviewed, or if a 6 or 7 termination code is entered on a service line with a 51 or 52 service. To avoid asterisks, always reenter data when doing a review, change (6) or correction (7). If asterisks occur, reenter data in item 46.
*DJ	47	Goal is missing or invalid	The goal must be compatible with all the services and objectives entered. When this error occurs with an xL error, it means: the goal was asterisked, and a termination code 6 was incorrectly used to restore it; or the goal was correctly changed with a termination code 6, but the basis of eligibility is asterisked. Review the goal codes using XIV-A and resubmit your RS-1121. Enter the correct goal code with a 7 termi-nation code, or correct the aster-isked basis with a 7 termination code.
DM	48	Abuse type 'T' is missing or invalid	This item must be a valid code, blank, or a pound sign (#). Review XIV-A and resubmit RS-1121.
DN	48	Abuse status 'S' is missing or invalid	This item must be a valid code, blank, or a pound sign (#). Review XIV-A and resubmit RS-1121.
DO	48	Abuse result 'R' is invalid	No coding exists for this item currently. If you receive this error, enter '0'.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
DS	49	Umbrella process is missing or invalid	Review XIV-A and resubmit RS-1121.
*DU	49	Umbrella character is missing or invalid	Review XIV-A and resubmit RS-1121.
DW	49	Umbrella character is not compatible with umbrella code	Review XIV-A and resubmit RS-1121.
*DX	49	Umbrella code is missing or invalid	Review XIV-A and resubmit RS-1121.
*DY	49	Umbrella code	Umbrella code does not match any entered service. Review XIV-A and resubmit RS-1121.
*E3	38	Disposition on E case ignored	Only closing disposition codes go with E cases. Review XIV-A and resubmit RS-1121.
*E5	41	County of financial responsibility missing or incorrect	This item is required on E02 cases and all non-E cases. Review XIV-A and resubmit RS-1121.

When produced on the error code listing, codes x0 through xM have the 'x' replaced with the number found in the triangle to the left of the line. This number designates specifically what line the error was on. Therefore any item has six possibilities; for example x0 could read 10, 20, 30, 40, 50 or 60.

*x0	50	Objective is missing or incorrect	Review XIV-A for correct codes and coding combination with the service coded. Resubmit RS-1121.
*x1	51	MOP is missing or incorrect	Review XIV-A for correct codes and coding combination with the service coded. Resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*x2	51	A60 is used without a corresponding service	A60 is coded and no other service is coded. At least one other service must be coded and have a nondirect MOP of B, C, D, F, K, L, M or N. Review XIV-A and resubmit RS-1121.
*x3	52	Service code is missing or invalid	Review XIV-A. If the service is 18 or 47, the date of birth must be equal to an adult (18 years or more). Resubmit RS-1121.
			OR
			Asterisks appear in both prefix and suffix because an attempt was made to enter invalid suffix code. Valid suffix codes are 01 for non-decategorization counties; 01 and 60 through 79 for decategorization counties. To correct, reenter cor-rect prefix and suffix codes with a termination code of 7.
*x4	52	Service code is incompatible with basis	The service code is not compatible with the entered basis of eligibil-ity. Review XIV-A and resubmit RS-1121.
*x5	52	Service code is incompatible with MOP	The service entered is not available with the MOP you attempted to enter. Review the table of services by MOP in XIV-A and resubmit RS-1121.
*x6	52	Service coded is non- direct without cor-responding service A60 or A80	Service 60 or 80 with an MOP of A must be coded when a nondirect ser-vice is coded. Review XIV-A and resubmit RS-1121.
*x7	52	Service code incompatible with umbrella	With umbrella code I60, only service A60 can be entered. Review XIV-A and resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*x8	53	Effective date is missing or incorrect	The entry must be a valid date and not a future date. When termination code 6 is used, this item must be changed to a different, valid date which is after the current effective date and not future. Review XIV-A and resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*x9	53	Effective date duplicate	Date coded is identical to date coded on another line, and both lines have the same MOP and service. Resubmit RS-1121.
*xB	54	Provider number is missing or invalid	Check POS Rate List or foster family licensing file. Provider number is required on all purchased services and any foster care service. Review and resubmit RS-1121.
*xD	55	Fee is invalid or missing	Fee is required when service is 14-16 or 61-63. Enter zeros if none. If service is not 14-16 or 61-63, no entry in fee is allowed. Review XIV-A and resubmit RS-1121.
*xF	56	Termination date is missing or not valid	Date must be valid for month, day and year. It is required whenever a termination code 1 through 5 is used. Review XIV-A and resubmit RS-1121.
*xH	6	Conflict between termination date and code	Termination date is not future and termination code 1, 6 or 7 was used. Review XIV-A and resubmit RS-1121.
*xJ	56	Conflict between termination date and code	Termination date is future and termination code indicates "actual" (2-5). Review XIV-A and resubmit RS-1121.
*xK	56	Conflict between goal, objective and or service	When two xK errors are generated, for one line, with asterisks in objective and service, this means one or both are in conflict with the goal. Review table of services by goal and objective in XIV-A and resubmit RS-1121 with valid data.

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PART I: ERRORS IN DATA ITEMS   1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
xK (Cont'd)			When two xK errors are generated for one line with no asterisks this means you attempted to enter a goal which was not accepted. Had it been accepted, the identified objective or service would have been in con- flict. Review table of goals with acceptable objectives and services in XIV-A and resubmit RS-1121 with a valid date.
			When an xL error is generated on the same line with one or two xK errors, no asterisks occur because the xL error prevents any changes from being made to that line. However the conflict identified by the xK should be corrected as soon as possible to avoid asterisks being generated. Review table of goals with acceptable objectives and ser- vices in XIV-A and resubmit RS-1121.
xL	57	Termination code is missing or invalid	Any action to enter, change, correct or close a service, any item on a service line, the basis of eligibi- lity or the goal requires use of a termination code. This error pre- vents updating of any of these items. If termination code first position is 1, 6 or 7, position two must be blank or pound sign (#). If termination code first position is 2-5, position two must be A-Z, not blank or pound sign. Review XIV-A on use of termination codes and resubmit RS-1121.
xM		Conflict with service code 27	When an A27 is on one line of a case a B or C27 cannot be coded on another line.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
F0	Section F & G	Data in section F or G omitted	Data needed in sections F or G is not coded. Review XIV-A and resubmit RS-1121.
*F3	59	Foster care entry date is missing, invalid, or attempt was made to remove it	Service coded is foster care and this item must be coded. It must be valid date and not more than 19 years prior to control date. Review XIV-A and resubmit RS-1121.
F4	59	Foster care entry was entered	Since no foster care service is coded, entry cannot be made in this item. This item may be removed with a # sign if no foster care service is coded. Review XIV-A and resubmit RS-1121.
F5	60	Foster care entry sequence is invalid	Sequence must be other than 00 if a foster care case is coded. Review XIV-A and resubmit RS-1121.
F6	60	Foster care entry sequence was entered	No foster care service is coded so entry cannot be made in this item. Review XIV-A and resubmit RS-1121.
F7	61	Foster care placement sequence is invalid	Placement sequence must be other than 00 if a foster care service is coded. Review XIV-A and resubmit RS-1121.
F8	61	Foster care placement sequence is invalid	No foster care service is coded so entry cannot be made in this item. Review XIV-A and resubmit RS-1121.
*FA	62	Foster care goal is missing or invalid	Service coded is foster care. This item must be coded A-H and cannot be removed with a # sign. Review XIV-A and resubmit RS-1121.
FB	62	Foster care goal was entered but no foster care service was coded	No foster care service is coded. Item must be blank or # sign. Review XIV-A and resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
*FD	63	Current foster care review date is missing, invalid or future	Foster care service is entered, so this item must be entered. The date must be valid and not future. This item is not required if basis of eligibility is 9742, or if foster care effective date is not more than 30 days earlier than the control date. Review XIV-A and resubmit RS-1121.
FE	63	Current foster care review date is coded	No foster care service is entered, so entry in this item cannot be made. Item must be spaces or # sign. Review XIV-A and resubmit RS-1121.
FG	64	Current foster care visit date is missing, invalid or future	Service is 19, 26, 27 or 29, so this item requires a valid date and not a future date. But no entry is required if:
			1) Service is A27 with an effective date not more than 35 days earlier than the control date,
			2) Service is B27, B29, C27 or C29 with a foster care goal of F and an effective date not more than 65 days earlier than the control date, or
			3) Any foster care service not listed in 1 or 2 is entered with an effective date not more than 45 days earlier than the control date. Review XIV-A and resubmit RS-1121.
FH	64	Current foster care visit date is entered	No foster care service is coded so entry in this item cannot be made. Item must be space or # sign. Review XIV-A and resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
FK	66	Adoption placement is missing or invalid	Must be valid date. Item can be removed with a # sign. Review XIV-A and resubmit RS-1121.
*G1	67-76	Missing entries in Section G	Service code, number in household and family composition indicate additional members are to be entered. Review XIV-A and resubmit RS-1121.

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PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
G2	Section G	No entries	Entry of family members made on case where this is not allowed. This data can be removed by placing a # sign in the first position of the last name. Review XIV-A and resubmit RS-1121.

When produced on an error code listing, codes g3 through gG will have the 'g' replaced with a letter (H through M) representing the line in Section G on which the error occurred. Therefore any item has six possibilities. For example "g1" could read H3, I3, J3, K3, L3, or M3. H1 corresponds to line number 17; sequentially M1 corresponds to line number 22.

g3	67	Last name missing or invalid	Must be individual's real name. Review XIV-A and resubmit RS-1121.
g4	68	Suffix invalid	If not protective, same as B2. Review XIV-A and resubmit RS-1121.
g6	69	First name missing or invalid	Must be individual's real name. Review XIV-A and resubmit RS-1121.
g7	70	Middle initial is invalid	May be A-Z, blank or # sign. Review XIV-A and resubmit RS-1121.
g9	71	State ID is invalid	See error A8. Review XIV-A and resubmit RS-1121.
gA	71	State ID entry attempted	Entry should not be made on protective investigation case.
gC	72	Date of birth is missing or invalid	See error code BC. Review XIV-A and resubmit RS-1121.
gD	73	Sex code is invalid or missing	See error code BE. Review XIV-A and resubmit RS-1121.
gF	74	Handicap code is missing or invalid	See error code BF. Review XIV-A and resubmit RS-1121.

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART I: ERRORS IN DATA ITEMS 1 – 76 (Cont.)

Error Code	Item No.	Error Condition	Worker Response
gG	75	Ethnic code is missing or invalid	See error code BH. Review XIV-A and resubmit RS-1121.
gJ	76	Family member identifier first position is incorrect or missing	Item must be coded A, B, C, D, or Z. Review XIV-A and resubmit RS-1121.
gK	76	Family member identifier second position is incorrect or missing	Item must be coded A, B, C, D, Z or # sign or be blank. Review XIV-A and resubmit RS-1121.
gL	76	Family member identifier third position is incorrect or missing	Item must be coded A, B, C, D, E, F or Z. Review XIV-A and resubmit RS-1121.
gM	76	For future use	

PART II: ACTION ERROR CODES

The error code column shows the two-character code that appears on the Exception Listing. The "action attempted" column indicates the action that was in progress when the error occurred. The "case status" column shows the current status of a case in the Services Reporting System. The "error and worker response" column tells what caused the error code to appear and indicates what the worker needs to do to eliminate the error.

Error Code	Action Attempted	Case Status	Error and Worker Response
XA	Application	Pending	This case is pending due to submission of a previous SRS form. Your turnaround has the message "invalid action". You must now use the new turnaround either to accept or to reject the case and submit it for terminal entry.
XB	Application	Active	This case is already active due to submission of an acceptance action on a previous SRS form. Your new turnaround has the message "invalid action." No further action is necessary at this time.

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART II: ACTION ERROR CODES (Cont.)

Error Code	Action Attempted	Case Status	Error and Worker Response
XC	Application or Reject	Closed	This case is closed. To reopen it you should submit a restore application code (200) rather than submit it as a new case. Your new turnaround has the message "invalid action". To restore this case use the new turnaround and complete necessary data items. Make any other changes to data and submit for terminal entry.
XD	Accept or Restore	Active	This case is already active due to submission of an acceptance code action on a previous SRS form. Your new turnaround has the message "invalid action". Use the new turnaround for future changes or action to this case. No immediate action is required at this time.
XE	Accept	Closed	This case is closed. To restore this case use the new turnaround and complete items 6 (same county), 7, 35, 36, 40, 41, 49 and 50-57. For items 35 and 36 use 200 codes. Make any other changes to data and submit for terminal entry.
XF	Restore	Pending	This case is currently in pending status. Only closed cases can be restored.
XI*	Change	Active	From the information submitted it appears that all services being provided are to be discontinued. If this is the situation then the case should be closed. Your new turnaround shows the information that you had submitted previously. If

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART II: ACTION ERROR CODES (Cont.)

Error Code	Action Attempted	Case Status	Error and Worker Response
			the case should remain active, no action is required at this time. If the case should be closed, use your new turnaround and complete item 38 (disposition code and date), item 56 (date) and item 57 (code) for all services affected.
XK	Change	Closed	No information can be changed on a closed case. Your new turnaround shows the case as it was closed previously. You may change information at the time you close the case, but not after the case is closed. This error may be generated twice if XK is the only error generated.
XL	Reject	Active	This case is active and therefore cannot be rejected. To become inactive, it will have to be closed. Your new turnaround shows the message "invalid action". Use this new turnaround and submit a closing action, completing item 38 (disposition code and date), and date and code status for (items 56 and 57) for all services.
XM	Close	Pending	This case is pending and cannot be closed. It must be rejected. Your new turnaround shows the message "invalid action". Use this new turnaround and submit a rejection action, completing the disposition code and date.

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART II: ACTION ERROR CODES (Cont.)

Error Code	Action Attempted	Case Status	Error and Worker Response
XN	Close or Reject	Closed	A closing action was submitted for a case that is already closed. Your new turnaround shows the message "invalid action". No action is required unless you meant to restore the case. If this is true, submit your new turnaround completing items 6 (same county), 7, 35, 36, 40, 41, 49 and 51-57. For items 35 and 36, use 200 codes.
XO	Lost Form Request	Case not in file	The case you submitted on the Lost Form Request is not on file. You will not receive a turnaround. Check to be certain the correct case number was submitted. If the case number was correct, you will need to initiate a new form for an application and acceptance and submit for terminal entry.
XP	Change	Case not in file	A change action was submitted for a case that is not on file. You will not receive a turnaround. Check to be certain the correct case number was submitted. If the case number was correct, you will need to initiate a new form for an application and acceptance.
XQ	Change	Pending or Active	You attempted to change your county number without using a transfer code or vice versa. If you are the service worker that completed the form, you will receive an error message on your "Exception Listing". If the case should have been transferred to a worker in the same county, then the previous service worker should enter the worker number in item 7 and resubmit for terminal entry.

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART II: ACTION ERROR CODES (Cont.)

Error Code	Action Attempted	Case Status	Error and Worker Response
			If the case should have been transferred to a worker in another county, items 2, 6 and 37 should be completed according to instructions in XIV-A.
XS	Accept or Restore	Case not on file	You submitted an acceptance action for a case that is not on file. You will not receive a turnaround. You need to initiate a new form for an application and acceptance and submit for terminal entry.
XT	Reject or Close	Case not on file	You submitted an action that appears to the computer to be a rejection or closing. The case is not on file. You will not receive a turnaround. You need to submit a new form for an application and acceptance for this case to be active.
YA	Reject or Close	Active or pending	Your submission of a rejection or closing was not processed due to an incorrect disposition code or date of disposition. Your new turnaround has the message "invalid action". If a closing was intended, use your new turnaround. Enter the correct disposition code and data in item 38 and enter the correct status and date in items 56 and 57. Submit for terminal entry.

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART II: ACTION ERROR CODES (Cont.)

Error Code	Action Attempted	Case Status	Error and Worker Response
YE	Accept or Restore	Pending or new case	This case did not meet eligibility requirements with the information given. An error was entered for one of the following items: 40 (basis of eligibility), 44 (monthly family income), 43 (number in household) or a service code. Use your new RS-1121. Correct the information for items 40, 43, 44 and or 52, if necessary, and enter other required items for an acceptance. Resubmit for terminal entry.
YF	Change	Active	You submitted a change to one or more of the following data items: basis of eligibility, number in the household, monthly family income or services. With this change the case no longer meets eligibility requirements. You will receive a turn-around without any changes made. Please review these data items and the eligibility requirements and make changes accordingly. Resubmit the RS-1121 for terminal entry. Note: This case will <u>not</u> be counted as receiving services until this information has been received.
YG	Change	Active/ Pending	When changing or correcting the basis of eligibility or goal, 6 and 7 codes cannot be used together on the open service lines.

When basis of eligibility or goal is changed or corrected and 6 and 7 codes are used together on the open service lines, the basis of eligibility or goal which is being changed or corrected will be asterisked out. Also, if basis of eligibility or |

ERROR CODES FOR THE SERVICE REPORTING SYSTEM

PART II: ACTION ERROR CODES (Cont.)

Error Code	Action Attempted	Case Status	Error and Worker Response
			goal is changed or corrected and all 6 or all 7 codes are not being used on the open service lines, the basis of eligibility or goal which is being entered will be asterisked out. The service lines must have all 6s or all 7s and may have new services added (code 1) and or closed (codes 2 through 5).
YL	Close	Active	You attempted to close a case which has critical errors. Errors must be corrected before case can be closed.
YN	Change	Active/Pending	Only acceptance code 800 may be used to change the application code, application date, or acceptance date. The 800 code cannot be used to change any other items. If this error is issued on closed case disregard it.