

# **System Screen Instructions**

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## **Overview**

The Automated Benefit Calculation (ABC) System is a computer-based system designed to gather, process, and store information about Department clients. It calculates benefit levels and issues state warrants, SNAP benefits, FIP benefits, and client notices.

The ABC system can receive data from or send data to associated systems (such as the Iowa Collection and Reporting (ICAR) System and the Family and Children's Services (FACS) System) to allow for performance of certain functions.

Certain transactions produce system-generated documents. Those documents are printed and are usually sent out the second following morning or they are system-generated to the electronic case record. All documents and printouts are delivered to the county office each morning by the courier.

A cutoff date is established each month to allow time for the system to print and mail warrants or process other forms of payment (EAC or direct deposit). Various reports and printouts must also be processed and distributed. The ABC cutoff for input is the sixth working day before the end of the month. A "system month" runs from cutoff to cutoff.

The ABC system stores information about individuals and cases separately. Each case is composed of eligibility units for various programs. Information for individuals is connected to the case using the state ID number. The individual information contains demographic and income data. It also contains data for programs for which the individual is considered and the cases associated with that individual.

Individuals are dropped from a case after one year of inactivity on that case. Cases that are closed are kept on the master file permanently. Individuals are retained on the state ID portion of the individual master file.

The original case number can be used only if:

- The case name is that of the applicant, and
- That person is shown on the TD07 screen.

Before February 23, 2006, the ABC system deleted cases that were canceled or denied for all programs after two years.

### **Signing on to CICS**

Log on to the personal computer using standard log-on procedures. Your desktop will display an icon labeled one of the following: TN3270, DHS, DHSpassport, EXTRA, or NES. Double-click on the icon and the system will return the LOGON screen for the Network Entry System (NES).

```

Date:   /   /           STATE OF IOWA           Terminal:
Time:   :           INFORMATION TECHNOLOGY SERVICES   Logmode:
                * FOR OFFICIAL STATE BUSINESS ONLY
                *

      NN      NN      EEEEEEEEEEE      SSSSSSSSSS
     NNN     NN      EEEEEEEEEEE      SSSSSSSSSSS
    NNNN    NN      EE              SS      SS
   NN NN   NN      EE              SSS
  NN NN   NN      EE              SSSSSSSSS
 NN NN   NN      EEEEEEEEEEE ntry      SSSSSSSSS      ystem
 NN NN   NN      EE              SSS
 NN NN   NN      EE              SS      SS
 NN NN   NNNN     EE              SS      SS
 NN NN   NNN      EEEEEEEEEEE      SSSSSSSSSSS
 NN NN   NN      EEEEEEEEEEE      SSSSSSSSSS

F1 FOR HELP      .....Help Desk: (515) 281-5703      .....F3 TO EXIT
                  or: 1-800-532-1174

USERID ==>           PASSWORD ==>           NEW PASSWORD ==>
  
```

Complete the USERID field, the PASSWORD field, and if required, NEW PASSWORD field entries and then press the ENTER key.

The system returns APPLICATION SELECTION MENU screen.

```

Date:   /   /           INFORMATION TECHNOLOGY SERVICES   Userid:
Julian:           APPLICATION SELECTION MENU           Terminal:
Time:   :           Logmode:

  S   PFK   STATUS   DESCRIPTION OF APPLICATION
  -   01   AVAIL   Production CICS
  -

                                HELP DESK: (515) 281-5703

F13=1  F14=2  F15=3  F16=4  F17=5  F18=6  F19=7  F20=8  F21=HELP  F22=Bullet
F23=Disc  F24=Signo
      ff
Your password will expire in   days
Command =>
  
```

Production CICS options will be displayed if security access for your user ID has been accepted. Press the FUNCTION option associated with Production CICS. The system will return CICS PRODUCTION SYSTEM screen that contains message \*\* SIGNON IS COMPLETE \*\*.

```
CICS PRODUCTION SYSTEM

TO RETURN TO THIS SCREEN ENTER "HELP"
PRESS PF2   FOR MENU
PRESS PF3   TO LOGOFF CICS
PRESS PF4   FOR ID/PASSWORD INFORMATION
PRESS PF5   FOR LOGOFF INFORMATION
PRESS PF6   FOR CICS NEWS
PRESS CLEAR OR ENTER TO CONTINUE

HELP DESK: 281-5703 OR 1-800-532-1174
```

\*\* SIGNON IS COMPLETE \*\*

Each transaction entered from this point until the user ID is signed off is labeled with that user ID. The date of entry and time of entry can trace transactions.

Press the CLEAR function key (PAUSE/BREAK) or press the ENTER key. The system will display the following message: "TYPE A TRANSACTION-ID OR HELP AND PRESS ENTER.

### **Signing on to the ABC System**

To sign on to the ABC system, type "IABC" on a clear screen and press the ENTER key.

The system responds with a message screen for acknowledgment of your responsibility for the data viewed and data entered. After a set time, the TD00 Iowa ABC System Menu is displayed to notify you that ABC processing can proceed.

```
TD00                                IOWA ABC SYSTEM MENU
                                OPTIONS
TD00 = SYSTEM MENU
TD01 = SEC I   (IDENTIFICATION)
      SEC II  (NAME/ADDRESS)
TD02 = SEC III (SNAP)
      SEC IV  (FIP)
RSCF = SNAP RESOURCES

RSCA = FIP RESOURCES
TD05 = SEC V   (MED/FAC/ST SUPP/WAIV)
RSCM = MED RESOURCES
RSCS = FAC/ST SUPP/WAIV RESOURCES
TD03 = SEC VII (PERSON INFO)
TD06 = SEC IX  (SPECIAL ISSUANCES)
ADOM = ALTERNATE DELIVERY ENTRY
ICSC = CS ABSENT PARENT CASE NO
BCW1 = SPECIAL ALLOW/FS DEDUCTIONS
BCW2 = INDIVIDUAL INCOME
CALC = CALCULATION TRANSACTION
MEPC = MEPD PREMIUM CHANGE

                                OPTIONS
TD04 = SEC VI  (FOSTER CARE)
MHC1 = MANAGED HEALTH CARE DISPLAY
BH01 = BENEFIT HISTORY
LF01 = REQUEST LOST FORM
      TICKLER MESSAGES
MSPS = LIS-APPLICATION HISTORY
ST01 = STATE ID GENERATOR
TXNS = TRANSACTION ACTIVITY LOG
WAR1 = WAR BY CASE
WAR2 = WAR BY COUNTY/WORKER
WAR3 = WAR BY COUNTY/WORKER
IVER = INFO VERIFICATION MENU
TRAC = CASE FOLDER TRACKING
INFO = CASE INFORMATION SUMMARY
TD07 = INDIVIDUALS ON THE CASE
LINK = ACCESS TO OTHER SYSTEMS
MIPC = IOWACARE PREMIUM CHANGE

ENTER OPTION: xxxx
CASE #: xxxxxx xx x   STATE ID: xxxxxxxx   BEN DT: MM YY   PRG: x
x
```

The cursor will be positioned at the OPTION field to allow for selection of the required data entry screen. You can select one of the options listed on the menu. You can also enter other Department system options in the SCREEN OPTION field. If the requested system is included in the LINK system, ABC will transfer control to the requested system.

From that requested system, a request for "IABC" will return you to the IABC screen and the case you were processing when control was transferred. The LINK menu option performs the same function and will display a DHS system menu.

### **Using the TD00 Menu Screen**

The main menu screen TD00 allows for the selection of the ABC system screens or a transfer to other Department systems. Enter the option that refers to the four-character ABC screen name or DHS system name. Enter option LINK for a DHS system menu display.

The CASE #, STATE ID, BEN DATE, and PRG fields are provided to be used in conjunction with the menu option selected. Valid combinations for menu option, case number, state identification number, benefit date, and program fields are as follows:

REQUIRED ENTRY				
SCREEN OPTION	CASE NUMBER	STATE ID NUMBER	BENEFIT DATE	PROGRAM
TD00 TD01 TD02	X or NEW X			
RSCF RSCA TD05	X X X		X* X*	
RSCM RSCS TD03	X X X	X	X X	
TD06 ADOM ICSC	X X X			
BCW1 BCW2 IVER	X X X	X	X* X*	X*
TD04 BH01 LF01	X X X			
ST01 TXNS	X	X or UNK		

\* OPTIONAL. Benefit date and program options can be used to display transactions retained by the system or individual master file information. The most current system information displays when the option is not chosen.

REQUIRED ENTRY				
SCREEN OPTION	CASE NUMBER	STATE ID NUMBER	BENEFIT DATE	PROGRAM
WAR1 WAR2 WAR3	X			
TRAC INFO	X			
TD07 CALC LINK	X X			
MEPC MSPS	X			

If **TD00**, **TRAC**, **LINK**, **MEPC**, or any valid DHS system option is selected, do not enter any other data.

If **TD01** is selected, enter information only in the CASE NUMBER field. Valid data in the CASE NUMBER field are an ABC case number, the literal 'new' in the first three positions, or a valid ABC case serial, FBU, and MULT code, with the CHECK DIGIT field blank.

If **TD02**, **TD04**, **TD05**, **TD06**, **TD07**, **BH01**, **LF01**, **ADOM**, **ICSC**, **WAR1**, **CALC**, **TXNS**, **INFO**, **MEPC**, or **MSPS** is selected, enter only a valid ABC case number.

If **ST01** is selected, enter a valid state ID or the literal 'UNK' in the STATE ID field.

If **TD03** is selected, enter a valid ABC case number and state ID number.

If **RSCA**, **RSCF**, **RSCM**, or **RSCS** is selected, enter a valid ABC case number. The BENEFIT DATE field may be used.

An RSCA, RSCF, RSCM, or RSCS selection with a benefit date entry displays the first of the following conditions found:

- A system-retained transaction for the selected benefit date.
- Issuance or resource master file information for the selected benefit date.
- A blank RSCA, RSCF, RSCM, or RSCS screen.

A selection without a benefit date entry displays the first of the following conditions found:

- A system-retained transaction for the next month.
- Issuance or resource master file information for the most current month.
- The most current system-retained transaction.
- A blank RSCA, RSCF, RSCM, or RSCS screen.

If **BCW1** is selected, enter a valid ABC case number. The BENEFIT DATE field may be used with the BCW1 option.

The system displays a retained transaction when the BCW1 option is selected with a benefit date entry and the benefit date entered matches the benefit date of the retained transaction. The system displays the master file BCW1 for the month of the benefit date when there is no retained transaction to display.

A BCW1 selection without a benefit date entry displays the first of the following conditions found:

- A system-retained transaction for the next month.
- Individual master file information for the most current month.
- The most current system-retained transaction.
- A blank BCW1 screen.

If **BCW2** is selected, enter a valid ABC case number and state ID number. The BENEFIT DATE and PROGRAM fields may be used with the BCW2 option.

A BCW2 selection with benefit date and program displays the first of the following conditions found:

- A system-retained transaction for the selected benefit date and program.
- Individual master file information for the benefit date and program selected.
- A blank BCW2 screen.

A BCW2 selection without a benefit date and program entry displays the first of the following conditions found:

- A system-retained transaction for the next month.
- Individual master file information for the most current month.
- The most current system-retained transaction.
- A blank BCW2 screen.

If **WAR2** or **WAR3** is selected, do not enter data in the CASE, STATE ID, BENEFIT DATE, or PROGRAM fields. A screen will be presented for entry of county and worker number. A valid worker number entry includes:

- An entry in the first position for a display of errors by office,
- Entries in the first position and second position for a display of errors by program,
- Entries in the first through third positions for a display of errors by unit, or
- Entries in the first through fourth positions for a display of errors by worker.

### **Assigning State ID and Case Numbers**

Assign new state IDs by entering the literal 'UNK' in the first three positions of the STATE ID field with the ST01 menu option. The state ID generator is displayed, requesting entry of data in the applicable fields. Also enter screen option 4 (DISPLAY DUPLICATES) or F4 to allow duplicates to be displayed on the screen. (See also [ST01 = State ID Generator.](#))

First, validate that no state ID already exists for the person with the characteristics as entered on the system. When a state ID does exist for the person, select that state ID with an entry in the SEL field to that state ID and press F4 key to display data selected.

If none of the entries on the screen apply to the person being entered, position the cursor to the STATE ID field and enter the word "NEW." The system then creates a new state ID number and displays it in the STATE ID field.

When a person has more than one state ID number, the numbers must be cross-referenced in order to correct records. See [6-Appendix, Quality Assurance Transmittal, Form 470-0271.](#)

Assign a new case number by entering the word “NEW” in the first three positions of the CASE NUMBER field, or by entering the case serial number, an FBU, and a MULT code.

### **Navigating Through the Screens**

You may select another screen, display more data on the current screen, or return to the main menu by entering the correct code in the CD/SCRN field located at the bottom right corner of each screen. The SCREEN NAMES, CASE NUMBER, STATE ID NUMBER, BENEFIT DATE, and PROGRAM fields are also available.

The codes for screen changes are displayed in memo form on the bottom of the screen. These codes are as follows:

<b>Code</b>	<b>Action</b>
1 = STOP	This entry immediately stops processing without edits and displays the MENU screen without creating a transaction.
2 = FORWARD, 2 = FRWD, 2 = FWD	Screens that allow data entry usually display the screen following the current one, as they are listed on the menu. There is one exception: The TD04 screen calls up the TD06 screen.
3 = NEXT SCREEN, 3 = NEXT SCRN, 3 = NXT SCRN	This entry displays the screen named in the SCREEN NAME field with corresponding data associated with the case number, state ID number, benefit date, or program as entered.
4 = DISPLAY DUPLICATE S	This entry allows for a screen of data to display if no exact match on state ID criteria is found.
4 = MORE DATA	This entry allows for more lines of data to be displayed.
4 = NXT INDV	This entry displays the next individual in sequence for that case, repeating until all can be viewed.
4 = TD05	This entry moves you to the TD05 screen.
5 = UPDATE	A TXNS screen option that starts “real time” process.
5 = MASTER, 5 = MSTR	This entry displays the data contained on the master file following the display of the transaction retained by the system.
5 = MORE DATA	The first entry of 5 = MORE DATA displays the most recent income or SNAP deductions for the person.  Further entries of 5 = MORE DATA display all the income or SNAP deductions contained on the individual master file for that individual. These entries are displayed in alphabetical order by program indicator and E/B indicator and in reverse date order.

<u>Code</u>	<u>Action</u>
6 = UPDT	This entry updates the absent parent case number file.
6 = CONFIRM	A TXNS screen option used to confirm or update started with F5.
6 = REF MENU	This entry moves you to the Iowa Referral (HREF) system.
7 = SEARCH	This entry invokes the ICAR system menu. Entry of option CASEMTCH initiates a search of existing ICAR cases based on: <ul style="list-style-type: none"><li>▪ The selected individual's state identification number and social security number, and</li><li>▪ The state identification number and social security number of the head of household (the payee for child support).</li></ul>
7 = CANCEL	A TXNS screen option used to cancel an update started with F5.
8 = DELETE	You can use this entry to delete worker action messages, transactions retained by the system, or transactions you just entered. For multiple transaction screens, you must enter an 'X' in the DELETE field next to the transaction you are deleting.
8 = EDIT	This entry prompts the system to edit the composition of an ICAR case. Error messages are displayed at the bottom of the screen. Edit a revised ICAR case until it is free of errors.
9 = CONFIRM DELETE	Requires you to verify the deletion.

You may also select another screen, display more data, or return to the menu by selecting function keys. The available keys are as follows:

F1 is the same operation as	1 = STOP 1 = RETURNS TO IABC MENU
F2 is the same operation as	2 = FRWD
F3 =	BACK
F4 is the same operation as	4 = DISPLAY DUPLICATES or 4 = MORE DATA or 4 = NXT INDV
F5 is the same operation as	5 = MASTER or 5 = MORE DATA or 5 = UPDATE (on the TXNS screen)
F6 is the same operation as	6 = UPDT or 6 = CONFIRM (on the TXNS screen) 6 = REF MENU on the TD05 and TD03 screens
F7 is the same operation as	7 = SEARCH

F7 is the same operation as 7 = CANCEL (on the TXNS screen)  
 F8 is the same operation as 8 = DELETE or  
 8 = EDIT  
 F9 is the same operation as 9 = CONFIRM DELETE

If the codes are available on the screen, the corresponding function keys are also available.

This chart describes the use of the code options on different screens.

Code/Screens	TD00	TD01	TD02	RSCF	RSCA	TD05	RSCM
1		X	X	X	X	X	X
2		X	X	X	X	X	X
Forwards to:		TD02	RSCF	RSCA	TD05	RSCM	RSCS
4				X	X	X	X
5		X	X	X	X	X	X
6						HREF	
8		X	X	X	X	X	X
9		X	X	X	X	X	X

Code/Screens	RSCS	TD03	TD06	ADOM	ICSC	BCW1	BCW2
1	X	X	X	X	X	X	X
2	X	X	X	X	X	X	
Forwards to:	TD03*	TD06	ADOM	ICSC	BCW1	BCW2	
4		X	X		X		
5	X	X	X	X	X	X	X
6		REF MENU or HREF			X		
7					X		
8	X	X			X	X	X
9	X	X				X	X

Code/Screens	CALC	TD04	MHC1	BH01	LF01	ST01	TXNS
1	X	X	X	X	X	X	X
2		X					X
Forwards to:		TD06					
4			X			X	X
5		X					X
8	X	X					X
9	X	X					

Code/Screens	WAR1	WAR2	WAR3	IVER	TRAC	INFO	TD07
1	x	x	x	x	x	x	x
2							
Forwards to:							
4	x	x	x		x		
5							
6							
8				x			
9				x			

Code/Screens	MEPC						
1	x						
2							
Forwards to:							
4							
5							
8							
9							

\*Case number and state ID number are required for the 2 = FRWD option

**ABC Transactions**

The ABC system divides data into transactions. Possible transactions are:

- Alternate delivery of medical services (managed care)
- Case information (SNAP deductions, etc.)
- Case name identification
- Facility/State Supplementary Assistance/waiver
- Facility/State Supplementary Assistance/waiver resources
- FIP
- FIP resources
- Foster care and adoption
- Identification
- Individual income (by program)
- Lost form/tickler messages
- Medicaid
- Medicaid resources
- Name/address
- Person information
- SNAP
- SNAP resources
- Special issuances
- State identification number
- Tracking of RRED reports

One transaction is generated for each line entered on the Alternate Delivery and Monthly Reporting Tracking screens.

When you enter a screen option, the system first searches the transaction file for a transaction retained by the system or a transaction that was entered earlier in the day.

If no transactions are present, the system is designed to read the ABC case master and individual master (state ID) files with whatever data is supplied in the CASE NUMBER, STATE ID NUMBER, BENEFIT DATE, or PROGRAM fields. Therefore, a search of these files for any case number occurs automatically if the correct menu option and appropriate STATE ID, BENEFIT DATE, and PROGRAM fields is selected.

When a case has system-retained transactions or transactions you entered earlier in the day that were not confirmed, selection of a data entry screen for the case results in the display of the TXNS screen. (See [IABC SCREENS](#) for a list of data entry screens.) The TXNS screen identifies which transactions are on the transaction file and whether the transactions are pended for timeliness.

Transactions that were retained by the system display only the data that was previously worker-entered. Transactions that were entered earlier in the day and have not yet been processed by the system contain information from the master file that was not worker-entered. This information is not highlighted.

The system designates the source of the screen display as "MASTER," "TRANSACTION," "TRANS-DSST," or "\*\*\*ERROR\*\*\*." "TRANS-DSST" designates the transaction was entered by a trainee. (See [System Training \(DSST\) Entries](#) for more information.)

To view the master file information if a transaction is found, you can press F5. To modify transaction entries after viewing the master file, return to the transaction screen display by reentering the screen option.

### **Entering Transactions**

The three possible outcomes for transactions entered on the system are:

- The case master file, the individual master file, and the issuance or resource file may be **updated**.
- The system drops transactions after they are processed. The system may send informational messages or nonfatal worker action messages on an updated case.
- The transactions may **pend** for timeliness. All the transactions you enter may pend for timeliness, or the system may generate pended transactions triggered from your entry.

When the system generates pended transactions, the transactions you entered have been processed and dropped. Those processed transactions update the case master file and the individual master file.

For example, if you enter a transaction to cancel Medicaid, timeliness may require pending the Medicaid action to the following month. In this case, the CALC screen shows a pended calculation transaction to cancel Medicaid, even though what you entered was a Medicaid action.

When **all** transactions you entered pend for timeliness, nothing is displayed on the CALC transaction screen. The entries may not appear on the system as they were made, but the affected fields are highlighted on the transaction screens.

The system retains the pended transactions for processing following system month end. You can enter transactions for a case for which the system is retaining pended transactions. You may delete transactions retained for processing, unless the transaction contains managed health care information.

- The transactions may contain **fatal** errors.

A transaction that receives a fatal error stops the processing of all transactions entered for that case or a companion case except lost form, duplicate state ID, and tracking of RREDS.

When a transaction entry results in a fatal error, the system retains all transactions entered for the case. When you correct the transactions that caused the fatal error, the system processes all transactions associated with that case. (See [Handling Error Messages.](#))

### **System Training (DSST) Entries**

Each county and service area has a DSST user ID number that consists of the service area and county numbers. All service areas use the county indicator of 00. Each office determines a password to be used exclusively with the DSST number.

New workers who are learning the direct data entry procedures use these users IDs. They are used to make entries on the ABC system that do not update on the system, but are held in the system for supervisory review. The system designates the source of the screen display as "TRANS-DSST."

**EXCEPTION:** State ID numbers and case numbers may be assigned when training (DSST) user IDs are used. DSST entries are not included in processing, but these numbers are assigned on-line.

The system retains the TRANS-DSST transaction without processing it. The supervisor must review and approve the new worker's entries. The supervisor can release a TRANS-DSST transaction for processing by:

- Signing on a personal computer using a valid entry user ID,
- Calling up the transactions in the holding status, and
- Making an entry on each screen transaction, by correcting any errors or re-entering the entry reason.

**NOTE:** It is necessary to re-enter another field in addition to the entry reason to release a BCW transaction.

This changes the transaction from training to a production transaction. The system then updates the information. The source of the screen then displays as "TRANSACTION."

### **Handling Error Messages**

On-line data entry screens perform edits for data entered into the ABC System. These edits include checks for numbers and letters and checks for required entries. (For example, the field "CASE RSN" must be numeric and may be required.) This editing occurs after a complete screen of data has been entered and transmitted.

An error message may appear at the top of the screen when there is a program problem. Each field in error is highlighted, with the cursor positioned at the first field in error. The message **\*\*\*ERROR\*\*\*** appearing on the screen designates that the highlighted fields just previously entered contain a data entry error.

When this occurs, action must be taken. A transaction will not be created or updated until the error is corrected. When the highlighted fields are corrected, **\*\*\*ERROR\*\*\*** remains on the screen until the ENTER key is pressed, and the transaction is created.

Following is an explanation of some errors and the appropriate actions.

<b>Error Message</b>	<b>Action To Be Taken</b>
AA BBBBBB-BB-BB-CCCC	Copy all of the information from the screen and contact the appropriate DHS help desk (SPIRS, DHSNETWK, or FACS), using the phone number displayed on Outlook.
Individual is already associated to 6 cases.	Contact SPIRS for help.
There are too many people associated with this case.	Contact SPIRS for help.
Timely Notice Error	A transaction for this case was previously entered that required time for timely notice. No further entries may be made for this case until after timely notice transactions are released. (See the ABC System Date Chart.)
Transactions Need To Be Updated	You must make an entry before attempting to update the case by using F5 = UPDATE on the TXNS screen.
Transactions Waiting To Be Processed	The transactions made on day one did not go through the steps of the update and confirm process. An error is generated on day two and you need to update and confirm the transactions. If an update process is not done on day three, your transactions will be purged and another WAR, "Transaction(s) selected," is generated.

### **Deleting Transactions**

You may delete transactions. This includes transactions retained by the system due to fatal errors, transactions pending for timeliness, or transactions entered previously in the day that have not been updated. However, transactions that the system pending for timeliness may not be deleted if they contain managed health care information.

Delete a transaction by entering the 8 = DELETE option. For multiple transaction screens, excluding the ADOM screen, place the 'X' in the 'DEL' field next to the transaction to be deleted. Selection of the DELETE option on the ADOM screen deletes all ADOM transactions for the case being processed.

The special issuance transaction contains three issuance sections. Deletion of a special issuance transaction deletes all sections.

The system requests you to confirm the deletion by entering the 9 = CONFIRM DELETE option.

To clear out master file fields or transaction entries, enter spaces in alphanumeric fields by pressing the SPACEBAR key and zeroes in numeric fields.

### **Worker Action Reports**

Worker action records are displayed on the WAR1, WAR2, and WAR3 screens. Each morning you should view the worker action records by accessing IABC. Use the county and worker number to display fatal error messages (WAR2) and nonfatal or informational messages (WAR3) by case, error code, and date.

**NOTE:** Nonfatal and informational messages may require worker action, just as fatal error messages do. You may view a particular case on the WAR1 screen for a summary of error and informational messages.

Worker action records are retained until all fatal errors are resolved if the severity is fatal, or for five working days if the severity is nonfatal or informational. The system purges records each weekend.

Therefore, when a worker is absent without someone covering that desk, the office should designate someone to generate a paper copy of the WAR3 screen information weekly for the absent worker.

You may delete WAR records from the WAR1 screen when there are no transactions listed on the TXNS screen.

To delete a WAR record, place an 'X' in the 'DEL' column next to the WAR records to be deleted and enter the 8 = DELETE option. The system requires you to verify the deletion. To verify the deletion, enter the 9 = CONFIRM DELETE option.

### **Signing Off the ABC System and CICS**

To sign off the ABC system, press the CLEAR (PAUSE/BREAK) key, type DISC, and press the ENTER key. The NES APPLICATION SELECTION MENU or NES screen is displayed.

To sign off the CICS system, press the CLEAR (PAUSE/BREAK) key. The system returns a blank screen with the cursor located in the upper left corner. Type in LOGOFF and press the ENTER key.

The system returns the APPLICATION SELECTION Menu screen with the cursor located at the COMMAND line at the bottom of the screen. You can either type in LOGOFF and press the ENTER key, or press the F14. Signoff of CICS is now complete.

**IABC Screens**

Screens that create transactions are as follows:

BCW1		RSCM	TD01	TD04
BCW2	RSCA	RSCS	TD02	TD05
LF01	RSCF	ST01	TD03	TD06
MEPC				

Screens that display information are as follows:

ADOM	ICSC	MHC1	TD07	WAR1
BH01	INFO	MSPS	TRAC	WAR2
BINC	IVER	ST01	TXNS	WAR3
CALC				

**TD01 = Sections I and II**

The TD01 screen is used to display or enter data for the "Identification" and the "Name/Address" portions of the case master file.

Entries on this screen can create the following transactions:

- Identification
- Name/Address

```

TD01
CASE:                PREP WKR: xxxx      PREP DT: xx xx xx  SEQ: xx      OVERRIDE:
ENT RSN: x          CO/WKR: xx xxxx      INFO: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

IDENTIFICATION:
ENT RSN            AID      AID CHG DT  MED AID  MED CHG DT  CASE REC:  RE LOC  DATE
  x                xxx      xx xx xx   xxx      xx xx xx   xx xx     xx xx xx

MR DEMAND1:       MO  CD  CYC  DT  MR DEMAND2:  MO  CD  CYC  DT  LI  PHONE  CO RES
                  xx  x  x  xxxx  xx  xx  x  xxxx  xx  xxx-xxx  xxxx  xx
                  x

SERV:  WKR  NEED  VOC REH  SCHOOL  WKR  CSRU  GOOD CAUSE  M  E  P  D
        xxxx  xxx  xxxx  xxxx  x  NON-COOP  MP  SNAP  PEN  HR1  EMP1  RI
                   x  x  x  x  x  x  x  x  x  x  x  x

NAME/ADDRESS:
ENT RSN x  CASE: LAST xxxxxxxxxxxxxxxxxxxx  FIRST xxxxxxxxxxxx  INIT x  TITLE xx
PAYEE/ADDR xxxxxxxxxxxxxxxxxxxxxxxxxxxx  PAYEE/MOD  xxx  CNID xxxxxxxx
ADDRESS 1 xxxxxxxxxxxxxxxxxxxxxxxxxxxx
ADDRESS 2 xxxxxxxxxxxxxxxxxxxxxxxxxxxx
CITY xxxxxxxxxxxxxxxxxxxx  STATE xx  ZIP xxxxx  xxxx
*** 1=STOP  2=FRWD  3=NEXT  5=MSTR  CD/SCRN: x  xxxx
        CASE #: xxxxxx  xx  x  x  STATE ID: xxxxxxxx  BEN DT: xx xx  PRG:x
    
```

Select the TD01 screen by typing "TD01" in the OPTION field and a case number in the CASE NUMBER field. The literal "NEW" can be entered in the first three positions of the CASE NUMBER field for a new case.

The case number can be keyed by specific positions. The case number is made up of the CASE SERIAL NUMBER field, the FAMILY BUDGET UNIT (FBU) field, the MULTIPLE field, and the CHECK DIGIT field.

The DATE field in the upper right corner of the TD01 screen indicates the last date that the files were updated as a result of worker entries.

Entries in the CASE REC: (case folder tracking) fields serve a two-fold purpose. The first is to create or delete a case folder tracking record. This is an on-line process. Records can be viewed on the TRAC screen. The second function is to create an identification transaction to update the case master file.

- The 2 = FRWD option brings up the TD02 screen.
- F2 has the same function as the 2 = FRWD option.
- F1 returns the screen to the TD00 menu and does not write any transactions.

**TD02 = Sections III and IV**

The TD02 screen is used to display or enter data for the SNAP and FIP portions of the case master file. Entries on this screen can create FIP and SNAP transactions.

TD02	IOWA ABC SYSTEM										DATE: 00/00/00
CASE:	PREP WKR: xxxx	PREP DT: xx xx xx	SEQ: xx	OVERWRITE: x							
CASE NAME:											
SNAP:	S E C T I O N III										
ENTRY RSN	STATUS	REA1	REA2	APP DT	POS DT	AD	NEG DT	EMSV	DOD		
x	x	xxx	xxx	xx xx xx	xx xx xx	x	xx.xx.xx	xx	xx xx xx		
START	END	SNAP			HH	CAT	OVERDUE				
CERT	CERT	RT	INT SI	PHM	TEST	TYPE	ELIG	CERT	LIMIT	BENEFIT	EM
xx xx	xx xx	x	x	x	x	x	x	x	xx xx	xx xxxx-xx	x
FIP:	S E C T I O N IV										
ENTRY RSN	STATUS	REA1	REA2	APP DT	POS DT	AD	NEG DT	SEC8	BAT	ALIEN	
x	x	xxx	xxx	xx xx xx	xx xx xx	x	xx xx xx	x		x	
LAST REV	NEXT REV	RT	PE	REF OR	REF ENT	LIMIT	DT	BENEFIT	EM		
xx xx	xx xx	x	x	xx xx	xx xx	xx xx	xx	xxxx.xx	x		
*** 1=STOP		2=FRWD		3=NEXT SCRN			5=MSTR		CD/SCRN: x xxxx		
CASE #:		xxxxxx	xx x x	STATE ID: xxxxxxxx		BEN DT: xx xx		PRG: x			

Select TD02 by keying TD02 in the OPTION field and a valid case number in the CASE NUMBER field. The case number and name appear on the TD02 screen to confirm that the case shown was the case requested.

- The 2 = FRWD option brings up the RSCF screen.
- F2 has the same function as 2 = FRWD option.
- F1 returns the screen to the TD00 menu and does not write any transactions.

### **RSCF = FS Resources**

The RSCF screen is used to display or enter SNAP resources by benefit month.

Entries on this screen create a transaction that updates the issuance/resource history file.

RSCF		IOWA ABC SYSTEM	
		SNAP RESOURCES	
CASE NUMBER	BENEFIT MONTH		
xxxxxx xx x x	xx xx		
	\$DDD,DDD.CC		
CASH ON HAND	000 000 00		
CHECKING ACCOUNT	000 000 00		
SAVINGS ACCOUNT	000 000 00		
STOCKS/BONDS/CERTIFICATES	000 000 00		
REAL ESTATE	000 000 00		
COUNTABLE VEHICLE AMOUNT	000 000 00		
CONTRACTS	000 000 00		
LOTTO-GAMBLING	000 000 00		
OTHER	000 000 00		
RESOURCE LIMIT	000 000 00		
***1=STOP 2=FRWD 3=NEXT SCRN 4=MORE DATA 5=MSTR 8=DELETE CD/SCRN: x xxxx			
CASE #:	xxxxxx xx x	STATE ID:	xxxxxxxx
		BEN DT:	MM YY
		PRG:	x
			x

Select the RSCF screen by entering RSCF in the OPTION field and a valid case number in the CASE NUMBER field. Entry of a benefit date is required to view transactions retained by the system.

Verification of transaction entries is required. First, make the transaction entries. Then enter a code/screen option or a function key.

For verification of the transaction, the system returns the RSCF screen with the entries highlighted, the revised total amount of SNAP resources, and a message requesting worker verification of the transaction. The system does not create a transaction until the worker verifies the entries.

RSCF		IOWA ABC SYSTEM SNAP RESOURCES	
CASE NUMBER	BENEFIT MONTH		
xxxxxx xx x x	xx xx		
		\$DDD,DDD,CC	
CASH ON HAND		000	000 00
CHECKING ACCOUNT		000	000 00
SAVINGS ACCOUNT		000	000 00
STOCKS/BONDS/CERTIFICATES		000	000 00
REAL ESTATE		000	000 00
COUNTABLE VEHICLE AMOUNT		000	000 00
CONTRACTS		000	000 00
LOTTO-GAMBLING		000	000 00
OTHER		000	000 00
RESOURCE LIMIT		000	000 00
***1=STOP 2=FRWD 3=NEXT SCRN 4=MORE DATA 5=MSTR 8=DELETE CD/SCRN: x xxxx			
CASE #: xxxxxx xx x x STATE ID: xxxxxxxx BEN DT: MM YY PRG: x			

Entry of 4 = MORE DATA displays the next transaction. F5 displays the most current master file data. Reentry of 4 = MORE DATA or F5 brings up more resource file information. When there is no more information, a blank RSCF screen labeled "NEW RSCF" is returned.

- The 2 = FRWD option returns the RSCA screen.
- F2 has the same function as the 2 = FRWD option.
- F1 returns the screen to the TD00 menu and does not write a transaction.

### **RSCA = FIP Resources**

The RSCA screen is used to display or enter FIP resources by benefit month.

Entries on this screen create a transaction that updates the issuance/resource history file.

RSCA		IOWA ABC SYSTEM FIP RESOURCES	
CASE NUMBER	BENEFIT MONTH		
xxxxxx xx x x	xx xx		
		\$DDD,DDD.CC	
CASH ON HAND		000	000 00
CHECKING ACCOUNT		000	000 00
SAVINGS ACCOUNT		000	000 00
STOCKS/BONDS/CERTIFICATES		000	000 00
REAL ESTATE		000	000 00
COUNTABLE VEHICLE AMOUNT		000	000 00
LIFE INSURANCE		000	000 00
CONTRACTS		000	000 00
TOOLS		000	000 00
OTHER		000	000 00
APPLICANT/PARTICIPANT OVERRIDE	(A or P):		
x			
RESOURCE LIMIT		000	000 00
***1=STOP 2=FRWD 3=NEXT SCRN 4=MORE DATA 5=MSTR 8=DELETE CD/SCRN: x xxxx			
CASE #: xxxxxx xx x x STATE ID: xxxxxxxx BEN DT: MM YY PRG: x			

Select the RSCA screen by keying RSCA in the OPTION field and a valid case number in the CASE NUMBER field. Entry of a benefit date is required to view transactions retained by the system.

Verification of transaction entries is required. First, make the transaction entries. Then enter a code/screen option or a function key.

For verification of the transaction, the system returns the RSCA screen with the entries highlighted, the revised total amount of FIP resources, and a message requesting worker verification of the transaction. The system does not create a transaction until you verify the entries.

```

RSCA                                IOWA ABC SYSTEM
                                      FIP RESOURCES

CASE NUMBER                          BENEFIT MONTH
xxxxxx xx x x                        xx xx

                                      $DDD,DDD.CC
CASH ON HAND                          000 000 00
CHECKING ACCOUNT                       000 000 00
SAVINGS ACCOUNT                        000 000 00
STOCKS/BONDS/CERTIFICATES              000 000 00
REAL ESTATE                            000 000 00
COUNTABLE VEHICLE AMOUNT              000 000 00
LIFE INSURANCE                         000 000 00
CONTRACTS                              000 000 00
TOOLS                                  000 000 00
OTHER                                   000 000 00
APPLICANT/PARTICIPANT OVERRIDE (A or P):
x

RESOURCE LIMIT                          000 000 00

***1=STOP  2=FRWD  3=NEXT SCRN  4=MORE DATA  5=MSTR  8=DELETE  CD/SCRN: x  xxxxx
CASE #: xxxxxx xx x x  STATE ID: xxxxxxxx  BEN DT: MM YY  PRG: x
    
```

Entry of 4 = MORE DATA displays the next transaction. F5 displays the most current master file data. Reentry of 4 = MORE DATA or F5 brings up more resource file information. When there is no more information, a blank RSCA screen labeled “NEW RSCA” is returned.

- The 2 = FRWD option returns the TD05 screen.
- F2 has the same function as the 2 = FRWD option.
- F1 returns the screen to the TD00 menu and does not write a transaction.

**TD05 = Section V**

The TD05 screen is used to display or enter data for the medical portion of the case file.

Entries on this screen create a Medicaid transaction.

```

TD05                                IOWA ABC SYSTEM                                DATE: xx/xx/xx
CASE: xxxxxxx xx x x  PREP WKR: xxxx  PREP DT: xx xx xx  SEQ: xx  OVERRIDE: x
CASE NAME: xxxxxxxx                                xxxxxxx  x
MEDICAL MASTER
ENTRY RSN STATUS RSN1 RSN2  APP DT   POS DT   AD  NEG DT  LAST REV  NEXT REV
  x      x      xxx  xxx  xx xx xx xx xx xx  x  xx xx xx  xx xx  xx xx
MR  RT  RETRO  LIMIT DATE  MED CP CD  SPENDDOWN1  SPENDDOWN2  EXT MED  END EM
x  x    x      xx xxxx                                xxxxx xx  xxxxx xx  xx xx  x
MEDICALLY NEEDED NOD/MEPD
CNT UI      UI DED1  UI DED2  CNT EI  EI DED1  EI DED2  EI DED3
xxxxxx xx  xxxxxxx xx xxxxxxx xx xxxxxxx xx xxxxxxx xx xxxxxxx xx xxxxxxx xx
EI DED4  A&A&UME  PASS  INS PREM  MEDICARE  MNIL AMT  HH SIZE  MEPD PM
xxxxxx xx xxxxxxx xx xxxxxxx xx xxxxxxx xx xxxxxxx xx xxxxxxx xx  xx  xxxxxxx xx
FACILITY/STATE SUPP/WAIVER
ENTRY RSN STATUS FI RSN1 RSN2  APP DT   POS DT   AD  NEG DT  NI
  x      xxx  xxx  xx xx xx  xx xx xx  xx xx xx  x
LAST REV  NEXT REV  MED CP CD  VENDOR  1ST CP AMT  ONGOING CP
xx xx  xx xx  x  xxxxxxxx  xxxxx xx  xxxxx xx
FAC SUPP/FLH BED DAYS  CO  LIMIT DATE
xxxx xx                                xx xxxx
*** 1=STOP 2=FRWD 3=NEXT SCR 5=MSTR 6=REF MENU 7=NPI  CD/SCRN:
CASE #: STATE ID: BEN DT: PRG:
    
```

Select TD05 by typing TD05 in the OPTION field and a valid case number in the CASE NUMBER field.

The 2 = FRWD option returns the RSCM screen for the first person associated with the displayed case.

The 6 = REF MENU option returns the HREF screen and the automated estate recovery referral that is used when the entry of a cancellation due to death is made on the TD05 screen.

The 7=NPI option returns the INPI screen used to change or view a provider vendor (legacy) numbers.

F1 returns the screen to the TD00 menu without writing a transaction. F2 has the same function as 2 = FRWD. F5 displays the most current master file.

**INPI Screen**

The INPI screen can be used to change or select a vendor number. Entries on this screen populate the VENDOR field on TD05.

Most Medicaid providers now have a unique national provider identifier (NPI) number. (Certain “atypical” providers will not be issued an NPI.) The Iowa-issued vendor number is now termed a “legacy” number.

Access the INPI screen from the TD05 screen using F7=NPI or from any screen by clearing the screen, entering INPI, and pressing the ENTER key.

INPI		IOWA ABC SYSTEM		DATE: XXXXXXXX
NPI:	XXXXXXXXXX			LEGACY: XXXXXXXX
	LEGACY	TYPE	NPI	PROVIDER NAME
X	XXXXXXXX	XX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X	XXXXXXXX	XX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X	XXXXXXXX	XX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X	XXXXXXXX	XX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX				
PLEASE ENTER A NPI OR LEGACY NUMBER OR USE PF1 TO EXIT				
PF1=TD05	PF2=UPDATE-TD05	PF7=FORWARD	PF8=BACKWARD	

To change an existing vendor number, place the cursor in the LEGACY field and enter the new vendor number.

- F1=TD05 Returns to the TD05 screen without updating the TD05 VENDOR field.
- F2= UPDATE-TD05 Updates the number in the TD05 VENDOR field.
- F7=FORWARD Scrolls forward through multiple screens.
- F8=BACKWARD Scrolls backward if there are multiple screens.

**RSCM = Medical Resources**

The RSCM screen is used to display or enter Medicaid resources by benefit month.

Entries on this screen create a transaction that updates the issuance/resource history file.

```

RSCM                                IOWA ABC SYSTEM
                                      MEDICAL RESOURCES

CASE NUMBER                          BENEFIT MONTH
xxxxxx xx x x                       xx xx

                                      $DDD,DDD,CC
CASH ON HAND                         000 000 00
CHECKING ACCOUNT                     000 000 00
SAVINGS ACCOUNT                      000 000 00
STOCKS/BONDS/CERTIFICATES           000 000 00
REAL ESTATE                          000 000 00
COUNTABLE VEHICLE AMOUNT           000 000 00
LIFE INSURANCE                      000 000 00
CONTRACTS                            000 000 00
TOOLS                                000 000 00
OTHER                                000 000 00
APPLICANT/PARTICIPANT OVERRIDE (A or
P) :      x

RESOURCE LIMIT                       000 000 00

***1=STOP  2=FRWD  3=NEXT SCRN  4=MORE DATA  5=MSTR          CD/SCRN: x  xxxx
                                      8=DELETE

CASE #: xxxxxx xx x      STATE ID: xxxxxxxx      BEN DT: MM YY      PRG: x
x
    
```

Select the RSCM screen by keying RSCM in the OPTION field and a valid case number in the CASE NUMBER field. You must enter a benefit date to view transactions retained by the system.

Verification of transaction entries is required. First, make the transaction entries. Then enter a code/screen option or a function key.

For verification of the transaction, the system returns the RSCM screen with the entries highlighted, the revised total amount of Medicaid resources, and a message requesting worker verification of the transaction. The system does not create a transaction until you verify the entries.

```

RSCM                                IOWA ABC SYSTEM
                                      MEDICAL RESOURCES

CASE NUMBER                          BENEFIT MONTH
xxxxxx xx x x                        xx xx

                                      $DDD,DDD,CC
CASH ON HAND                          000 000 00
CHECKING ACCOUNT                       000 000 00
SAVINGS ACCOUNT                        000 000 00
STOCKS/BONDS/CERTIFICATES             000 000 00
REAL ESTATE                            000 000 00
COUNTABLE VEHICLE AMOUNT             000 000 00
LIFE INSURANCE                         000 000 00
CONTRACTS                              000 000 00
TOOLS                                  000 000 00
OTHER                                  000 000 00
APPLICANT/PARTICIPANT OVERRIDE (A or
P): x

RESOURCE LIMIT                         000 000 00
VERIFY YOUR ENTRIES.                  USE PF/CD1 TO STOP.                USE ANOTHER PF/CD TO UPDATE.

***1=STOP  2=FRWD  3=NEXT SCRN      4=MORE DATA      5=MSTR  8=DELETE  CD/SCRN: x  xxxxx
CASE #: xxxxxx xx x  STATE ID: xxxxxxxx  BEN DT: MM YY  PRG: x
x
  
```

Entry of 4 = MORE DATA or F5 displays the most current master file data. Reentry of 4 = MORE DATA or F5 brings up more resource file information. When there is no more information, a blank RSCM screen labeled "NEW RSCM" is returned.

- The 2 = FRWD option returns the RSCS screen.
- F2 has the same function as the 2 = FRWD option.
- F1 returns the screen to the TD00 menu and does not write a transaction.

**RSCS = Facility/State Supp/Waiver Resources**

The RSCS screen is used to display or enter facility, State Supplementary Assistance, and Medicaid HCBS waiver resources by benefit month.

Entries on this screen create a transaction that updates the issuance/resource history file.

```

RSCS                                IOWA ABC SYSTEM
                                      FACILITY/STATE SUPP/WAIVER RESOURCES

CASE NUMBER                          BENEFIT MONTH
xxxxxx xx x x                        xx xx

                                      $DDD,DDD,CC
CASH ON HAND                          000 000 00
CHECKING ACCOUNT                       000 000 00
SAVINGS ACCOUNT                        000 000 00
STOCKS/BONDS/CERTIFICATES             000 000 00
REAL ESTATE                            000 000 00
COUNTABLE VEHICLE AMOUNT             000 000 00
LIFE INSURANCE                         000 000 00
CONTRACTS                              000 000 00
TOOLS                                  000 000 00
OTHER                                  000 000 00

RESOURCE LIMIT                         000 000 00

***1=STOP  2=FRWD  3=NEXT SCRN      4=MORE DATA      5=MSTR  8=DELETE  CD/SCRN: x  xxxxx
CASE #: xxxxxx xx x x  STATE ID: xxxxxxxx  BEN DT: MM YY  PRG: x
  
```

Select the RSCS screen by keying RSCS in the OPTION field and a valid case number in the CASE NUMBER field. You must enter a benefit date to view transactions retained by the system.

Verification of transaction entries is required. First, make the transaction entries. Then enter a code/screen option or a function key.

For verification of the transaction, the system returns the RSCS screen with the entries highlighted, the revised total amount of facility, State Supplementary Assistance, or HCBS waiver resources, and a message requesting worker verification of the transaction. The system does not create a transaction until you verify the entries.

RSCS		IOWA ABC SYSTEM	
		FACILITY/STATE SUPP/WAIVER RESOURCES	
CASE NUMBER	BENEFIT MONTH		
xxxxxx xx x x	xx xx		
		\$DDD,DDD,CC	
CASH ON HAND		000	000 00
CHECKING ACCOUNT		000	000 00
SAVINGS ACCOUNT		000	000 00
STOCKS/BONDS/CERTIFICATES		000	000 00
REAL ESTATE		000	000 00
COUNTABLE VEHICLE AMOUNT		000	000 00
LIFE INSURANCE		000	000 00
CONTRACTS		000	000 00
TOOLS		000	000 00
OTHER		000	000 00
RESOURCE LIMIT		000	000 00
***1=STOP 2=FRWD 3=NEXT SCR N 4=MORE DATA 5=MSTR 8=DELETE CD/SCRN: x xxxx			
CASE #: xxxxxx xx x	STATE ID: xxxxxxxx	BEN DT: MM YY	PRG: x
x			

Entry of 4 = MORE DATA or F5 displays the most current master file data. Reentry of 4 = MORE DATA or F5 brings up more resource file information. When there is no more information, a blank RSCS screen labeled "NEW RSCS" is returned.

The 2 = FRWD option returns the TD03 screen.

F2 has the same function as the 2 = FRWD option.

F1 returns the screen to the TD00 menu and does not write a transaction.

### **TD03 = Section VII**

The TD03 screen is used to display information from the individual master file or to enter data to update the individual master file. Entries on this screen create an individual transaction.

Select the TD03 screen by typing TD03 in the OPTION field, and entering a valid case number and a state ID number.

When you enter state identification number, the screen returns showing information belonging to the person who has that number.

```

TD03                                IOWA ABC SYSTEM
CASE: xxxxxx xx x x PREP WKR: xxxxx PREP DT: xx xx xx SEQ: xx  OVERRIDE: x
PERSON INFO:      MASTER          S E C T I O N  V I I
ENTRY RSN  STATE ID  FIRST NAME  LAST NAME    TI  BIRTH:      ST SEX DSTR
  x          xxxxxxxx  xxxxxxxx  xxxxxxxx    xx xx xxxxx xx  x
PER  CIT  US  ID  MAR  REL  DEP  PAT  OHP  EDU  HAND  QLFY  H  W  B  A  I  N
xx  x    x  x  x  x  x          x  x          x          x
MN  ID  GEN  RB      SSN          SSN CLAIM NO  MP  WVR  SRV  COS  FACS  LPR  DT
          xxx xx xxxxx          xx          xx xxxxx

SNAP
STATUS RSN  DATE  WR DIS  LIMIT  SUSP  QC
  x  xxx xx xx xx  x  xx  xx xx  xx  x
FIP/ST RSN  DATE  JOBS DIS  LIMIT  SUSP  MINOR  INHOME  FIA  DATE  LBP  EAC
  x  xxx xx xx xx  x  xx  xx xx  xx  x          xx xxxxx xxx x
MED/ST RSN  DATE  FUND DIS  LIMIT  UNB  UNB/DUE  NWBN  QMB  POV  COPAY  SCR  EL
  x  xxx xx xx xx  x  xx  xx xx  x  xx xxxxx x  xxx
FAC/ST/WV  DATE  LIMIT  HEALTH  PSC  PSC DATE
  x  xx xx xx          xx xx  xxx x  x  xx xx xx
***1=STOP 2=FWD 3=NXT SCR N 4=NXT INDV 5=MSTR 6=REF 7=ICIT  CD/SCRN:
          CASE #:          STATE ID:          BEN DT:          PRG:
    
```

When 4 = NXT INDV is entered, the screen displays the next individual record in sequence for that case. Entries made on this screen before each entry of the 4 = NXT INDV option generate a transaction.

Repeating 4 = NXT INDV continues to bring up individual records pertaining to that case. If an error condition appears, it means there are no more individual records for the case, the case master record is unavailable, or the individual is not associated with this case.

When you enter a social security number on the TD03 screen, the system checks the number against the ABC and SRS files for validity. If the system discovers that different state identification numbers have been issued for the same social security number, the screen cursor returns to the SOCIAL SECURITY NUMBER field to alert the worker.

See 6-Appendix, [Quality Assurance Transmittal, Form 470-0271](#), for instructions on cross-reference of state identification numbers.

- F2 = FWD option brings up the TD06 screen.
- F2 has the same function as 2 = FWD option.
- F1 returns to the TD00 menu and does not write a transaction.
- F4 has the same function as 4 = NXT INDV.
- F5 has the same function as 5 = MSTR.
- F6 has the same function as 6 = REF MENU.
- F7 = REF MENU option brings up the ICIT screen.

**ICIT = Inquiry Citizen**

The ICIT screen displays the status of each person's:

- IEVS response from the Social Security Administration (SSA)
- Issuance of form 470-4858 or 470-4858(S), Request for Verification of Citizenship and Identity, or form 470-4909 or 470-4909(S), Request for Proof of Citizenship and Identity
- 90-day tracking

▪ ICIT	IOWA ABC SYSTEM	DATE:
▪		
▪ US:	DATE:	USER:
▪		
▪ ID:	DATE:	USER:
▪		
▪ RESPONSE:	SOURCE:	
▪		
▪ INITIAL SEND:	LAST SEND:	90-DAYS:
▪		
▪ FORM 4858:	FORM 4909:	
▪		
▪ NUMBER ROP:	ROP SOURCE:	IFPN CONF:

The ICIT screen can be accessed:

- From the CICS sign-on screen by clearing the screen, typing "ICIT," and pressing the ENTER key. Type the 8-digit state ID number in the ICIT field and press ENTER, or
- From the ABC case's TD03 screen by pressing F7=REF MENU. When the system displays the ICIT screen, the state identification number of the person from the TD03 screen automatically displays in the ICIT field.

If the state identification number does not exist, the following message is displayed in white font: RECORD NOT LOCATED, CHECK YOUR STATE ID AND TRY AGAIN.

To leave the ICIT screen, press CLEAR or F1. To leave the ICIT screen and return to the TD03 screen from which the referral process began, press F3.

Screen field descriptions:

▪ **US** displays:

- The citizenship code entered in the TD03 US field to make a request to SSA, or
- The citizenship code received from SSA (displayed in the TD03 US field), or
- What was already coded in the TD03 US field for an existing individual.

**NOTE:** ICIT is updated whenever TD03 is changed.

▪ **(US) DATE** indicates the date the citizenship request was sent to SSA in the CCYY-MM-DD format.

▪ **(US) USER** displays the NES user identification number (the 'DSS' number) for the user that made the last modification to TD03, in the eight-digit format.

▪ **ID** displays:

- The citizenship code entered in the TD03 US field to make a request to SSA, or
- The citizenship code received from SSA (displayed in the TD03 US field) or
- What was already coded in the TD03 US field for an existing individual.

**NOTE:** ICIT is updated whenever TD03 is changed.

▪ **(ID) DATE** is used to display the date the identity request was sent to SSA in the CCYY-MM-DD format.

▪ **(ID) USER** displays the NES user identification number (the 'DSS' number) for the user that made the last modification to TD03, in the eight-digit format.

▪ **RESPONSE** displays the SSA consistent match code or the inconsistent match code.

▪ **SOURCE** displays a code indicating where the request the verification came from: the ABC system or MAXIMUS. Valid entries are:

- IABC if the request came from the ABC system.
- MAX if the request came from MAXIMUS.
- Blank if no SOURCE exists. (Indicates that the individual became inactive before June 1, 2010, so no request has ever been sent to SSA.)

▪ **INITIAL SEND** displays the date the request for citizenship was initially sent to SSA in the CCYY-MM-DD format. If the INITIAL SEND DATE and the LAST SEND DATE are the same, both fields display the same date.

▪ **LAST SEND** is used to display the most recent date the request was sent to SSA in the CCYY-MM-DD format. If the INITIAL SEND DATE and the LAST SEND DATE are the same, both fields display the same date.

- **90-DAYS** field is blank (null or spaces) if the individual provides proof of citizenship and identity directly to the worker or a request to SSA has not been sent.
  - If a request was sent and an inconsistent match received, the 90th day date is displayed in the CCYY-MM-DD format.
  - Once the 90th day is reached, the 90-day date will be displayed in white font if the US or ID fields still contain an inconsistent or invalid code.
  - If the US **and** ID fields contain consistent match codes, the 90-day date is displayed in **green** regardless of whether or not the 90-day date has been reached.
- **FORM 4858** indicates if form 470-4858 or 470-4858(S) was sent. If a form has been sent, the field displays a "Y." If no form has been sent, the field will be blank.
- **FORM 4909** indicates if form 470-4909 or 470-4909(S) was sent. If a form has been sent, the field displays a "Y." If no form has been sent, the field will be blank.

**TD06 = Section IX**

The TD06 screen is used to display or enter data for issuing special benefits. Entries on this screen create a special issuance transaction. The case master file is updated with the type and amount of benefits issued.

TD06	IOWA ABC SYSTEM	DATE: xx/xx/xx
CASE: xxxxxx 00	PREP WKR: xxxx	PREP DT: xx xx
0 0	xx	SEQ: xx
CASE NAME:		OVERVERRIDE: x
SPECIAL ISSUANCES:	NEW SPEC	S E C T I O N IX
IMM/CAN: x	AID TP: xxx	REASON: xxx
		PHM: x
EFFECT DT: xx	# MONTHS: xx	AMT: xxxx xx
xx		
SP ALLOW CD: x	LOC/TYPE: x	CLAIM #: xxxxxx
		ISSUE DATE: xx xx xx
FED ADT: x	FED CHILD:	N/FED ADT: x
	xx	N/FED CHLD: xx
NAME/ADDRESS:		
PAYEE/ADDR: xxxxxxxxxxxxxxxxxxxxxxxx		PAYEE/MOD: xxx
ADDRESS 1: xxxxxxxxxxxxxxxxxxxxxxxx		
ADDRESS 2: xxxxxxxxxxxxxxxxxxxxxxxx		
CITY: xxxxxxxxxxxxxxxx	STATE: xx	ZIP: xxxxx xxxx
VENDOR: xxxxxxxxx	CODE: x	TYPE: x
*** 1=STOP	2=FRWD	3=NEXT SCREEN
4=MORE	CD/SCRN: x xxxx	
CASE #: xxxxxx xx x	STATE ID: xxxxxxxx	BEN DT: xx xx
x		PRG: x

Select TD06 by entering TD06 in the OPTION field and a valid case number in the CASE NUMBER field.



**ICSC = CS Absent Parent Case Number**

The ICSC screen allows for the display, addition, or deletion of records on the absent parent case number file or the replacement of the ICAR case number on an absent parent case number record. ICSC is accessible from IABC, ICAR, or LINK. Both income maintenance workers and child support workers maintain absent parent case number records.

ICSC		IOWA DHS SYSTEM				DATE: xx xx xx	
IABC #: xxxxxx-xx-x-x		CHILD SUPPORT ABSENT PARENT CASE NUMBER				PAYEE/CHILD	
STATE ID/NAME	REFER	ROLE	A/D/R	CASE NUMBER	ICAR NUM	DATE	
FIRST LAST	TI	(Y,N)					
*1=STOP    2=FRWD    3=NEXT SCRN    4=MORE DATA    6=UPDATE    7=SEARCH    8=EDIT    CD/SCRN: SID:                    IABC:                    FACS:                    ICAR:							

Select the ICSC screen from IABC by typing 3 in the OPTION CODE field, ICSC in the SCREEN OPTION field, and an ABC case number in the CASE NUMBER field from any IABC system screen, or by entering F2 from the ADOM screen.

Select the ICSC screen from ICAR by entering LINK in the NEXT SCREEN field and ICSC in the OPTION field, or by entering F10 from the REFER2 or REFER3 screens.

Select the ICSC screen from LINK by entering ICSC in the OPTION field and an ABC case number in the IM CASE # field, an ICAR case number in the ICAR CASE # field, or a state ID in the STATE ID field.

Data on the ICSC screen is displayed depending on key type. An **ABC case number** key displays all absent parent case number records for each state ID associated with an ABC case number. A **state ID** key displays all absent parent case number records for a state ID, regardless of ABC case number. An **ICAR number** key displays all absent parent case number records, regardless of ABC case number or state ID.

Data available on a single screen for display or data entry are limited depending on the number of absent parent case number records and the number of state IDs. Additional screen displays are available by using the 4=MORE DATA option.

The ICAR system assigns case numbers following a search for an existing ICAR case number. The search is based on the selected individual state ID and social security number, and payee state ID and social security number.

Select an individual on ICSC to search for an existing case on ICAR. Enter a 'Y' in the REFER field for the person selected. The system identifies the payee as the associated individual with a payee relationship of zero.

Start the search for an ICAR case by keying code 7 = SRCH or F7. Select and update or assign a case number from the ICAR system and enter F10 to return to ICSC. Data will redisplay on ICSC along with the case number obtained from ICAR.

Associate the case number obtained from ICAR with the ABC individuals by entering a valid role code and an 'A' (add) or 'R' (replace) in the A/D/R field. For new records, there must be a 'Y' in the REFER field. You may associate multiple ABC individuals from any ICSC screen with an ICAR number. To update the absent parent case number file, enter code 6=UPDT or F6.

Disassociate individuals from the absent parent by entering a 'D' (delete) in the A/D/R field. Entry of code 6=UPDT or F6 deletes the absent parent case number record.

When a referral to an ICAR case is modified, edit the composition of the ICAR case for validity. Enter code 8=EDIT or F8 and an ICAR number. The system will edit the ICAR case for a valid payee, only one payee, and a valid child.

The system can display only one error. Correct the error and continue to edit the ICAR case structure until no errors exist. It is not necessary to edit the ICAR case structure when approving an ABC case or individual.

The option 2=FRWD brings up screen BCW1 or the ICAR menu depending on the originating system.

The option 3 =NEXT SCRN returns an originating ABC screen when SCRN is IABC. When SCRN is ICAR, it returns an originating ICAR screen.

F2 provides the same function as 2=FRWD.

F4 provides the same function as 4=MORE DATA.

F6 provides the same function as 6=UPDATE.

F7 provides the same function as 7=SEARCH.

F8 provides the same function as 8=EDIT.

F1 returns the user to the originating system and does not update the absent parent case number file for any pending entries.

**BCW1 = Case Information**

The BCW1 screen is used to display or enter ongoing special allowances and SNAP shelter deductions.

Select the BCW1 screen from TD00 by typing "BCW1" in the OPTION field and a valid case number in the CASE # field.

```

BCW1                                IOWA ABC SYSTEM                                DATE: xx/xx/xx
CASE: xxxxxx xx x    PREP WKR: xxxxx    PREP DT: MM DD YY    SEQ: xx    CO/WKR: xx xxxxx
x
CASE NAME:                                SNAP STATE ID:                                OVERRIDE: x
CASE INFORMATION:    STATUS:                SN-        FIP-        MED-        FAC-
ENTRY RSN: x        CASE RSN: xxx
    SA1: xx    AMT1: 0000 00    SA2: xx    AMT2: 0000 00    SA3: xx    AMT3: 0000 00
    SA4: xx    AMT4: 0000 00    SA5: xx    AMT5: 0000 00    SA6: xx    AMT6: 0000 00
EXT MED: xx
BEN MO    THRU MO    E/B    MED EXP    M CD    U CD    SHELTER    S CD    HOMELESS
xx    xx    xx    xx    x    xxxx xx    x    x    xxxx xx    x    x
    x    xxxx xx    x    x    xxxx xx    x    x
BEN MO    THRU MO    E/B    MED EXP    M CD    U CD    SHELTER    S CD    HOMELESS
xx    xx    xx    xx    x    xxxx xx    x    x    xxxx xx    x    x
    x    xxxx xx    x    x    xxxx xx    x    x
***1=STOP    2=FRWD    3=NEXT SCR N    5=MORE DATA                                CD/SCRN: x xxxxx
CASE #: xxxxxx xx x    STATE ID: xxxxxxxxx    BEN DT: xx xx    PRG: x
x
    
```

Entry of a benefit date is required to view transactions retained by the system. The first display shows all zeroes when a benefit date is not entered. This is for data entry. An entry reason must be entered when using the data entry screen.

Entries on this screen create a transaction that may update the individual master file, the case master file, or both. Multiple identical transactions can be created using the THRU MO field. Special allowance data update the case master file. SNAP shelter deductions update the individual master file.

Entry of 5 = MORE DATA or F5 displays the most current master file data. Reentry of 5 = MORE DATA or F5 brings up more master file information. When there is no more information, a blank BCW1 screen labeled "New BCW1" is returned. Entry of 2 = FRWD from this screen returns the BCW2 if a valid state ID number is entered.

When no SNAP deduction information is entered, the system issues an error.

When a specific month of SNAP deduction information is missing, the system issues an error.

F1 returns operation to the TD00 menu without writing a transaction.

**BCW2 = Individual Income**

The BCW2 screen is used to display or enter individual income information. Entries on this screen create an individual income transaction. Multiple identical income transactions can be created using the THRU MO field. This transaction updates the individual master file, the case master file, or both.

Select the BCW2 screen from TD00 by typing BCW2 in the OPTION field, a valid case number, and a valid state ID. Benefit date and program may be entered to display specific individual income transactions or master file data.

```

BCW2                                IOWA ABC SYSTEM                DATE: xx/xx/xx
CASE: xxxxxx xx x x  PREP WKR: xxxxx  PREP DT: xx xx xx  SEQ: xx      OVERRIDE: x
INDIVIDUAL INCOME: xxxxxxxxxxxxxx
STATE ID: xxxxxxxx  CLIENT NAME: xxxxxxxxxxxxxxxx xxxxxxxx xx
                                STATUS: SN-      FIP-x      MED-x      FAC-x
                                x
ENTRY RSN: x          CASE REA: xxx    CO/WKR: xx xxxxx
BENEFIT MO: MM YY    THRU MO: MM YY

PI  E/B  EARNED1  EARNED2  EARNED3  EARNED4  EARNED5  OTHER  EI SR  CHILD CARE  TM
x  x    xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx
    x    xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx
    x    xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx
UNEARN1  SR1  UNEARN2  SR2  UNEARN3  SR3  UNEARN4  SR4  OTHER UI  SR
xxxxxx xx  x  xxxxxx xx  x  xxxxxx xx  x  xxxxxx xx  x  xxxxxx xx  x
xxxxxx xx  x  xxxxxx xx  x  xxxxxx xx  x  xxxxxx xx  x  xxxxxx xx  x
DEDUCT1  DEDUCT2  P DED  NEED  P DED  PAY  DEDUCT5  DEDUCT6
xxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx
xxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx  xxxxx xx

***1=STOP      3=NEXT SCREEN      5=MORE DATA      CD/SCRN: x xxxxx
CASE #: xxxxxx xx x  STATE ID: xxxxxxxx  BEN DT: MM YY  PRG: x
x
    
```

The first display shows all zeroes, unless a benefit date and program are entered. This screen is for data entry. An entry reason must be entered when entering data on this screen.

The individual income data entered updates the individual master file. These status entries update the case master file.

Entry of 5 = MORE DATA in CD/SCRN field or use of F5 displays the most current income information on the individual master file. Reentry of 5 or F5 displays more income information from the individual master file. When there is no more income information, a blank BCW2 screen labeled "New BCW2" is returned.

F1 returns operation to the TD00 menu and does not create a transaction.

**CALC = Calculation Transaction**

CALC is an information screen that displays the system-generated calculation transactions that are pending for timeliness.

```

CALC
                                IOWA ABC SYSTEM
                                CALCULATION TRANSACTION

CASE #: xxxxxx-xx-x-x          STATE ID:
PROGRAM:                       x      *** A=FIP  B=SNAP  C=MED  D=FAC
MONTH:                          RECALC                                X CLOSE
REASON CODE:                    ***                                *****
                                *****
                                *** 1=FIP          6=MED
                                *** 2=MED          7=FIP
                                *** 3=SNAP         8=SNAP
                                *** 4=FACILITY     9=FIP, MED, SNAP
                                *** 5=SNAP         A=FAC
                                ***                B=SNAP/MED
                                ***                C=FIP/SNAP
                                ***                D=FIP/MED

REASON MESSAGE CODE: xxx
MED PREM CODE:           x
HEALTH COV CODE:        x
SSN CLAIM NO:           xxx-xx-xxxx-xxx
FAC POS DATE:           MM DD YY

***1=STOP  3=NEXT SCREEN  4=MORE DATA          CD/SCRN: x xxxx
CASE #: xxxxxx xx x x   STATE ID: xxxxxxxx    BEN DT: MM YY   PRG: x
    
```

Select the calculation screen by entering CALC and a valid case number.

The CALC screen displays the system-generated transactions created to complete worker-entered transactions. These transactions are usually pending for timeliness. When the system-generated action is processed, the system generates calculation result notices or notices of decision to the client.

F1 returns operation to the TD00 menu.

**TD04 = Section VI**

The TD04 screen is used to display or enter data for the foster care portion of the case master file. Entries update the case master file.

Entries on this screen create a foster care transaction.

```
TD04                                IOWA ABC SYSTEM                                DATE: xx/xx/xx
CASE: xxxxxx xx x x                PREP WKR: xxxxx    PREP DT: MM DD YY    SEQ: xx    OVERRIDE: x
CASE NAME: xxxxxxxxxxxx            xxxxxxxx

FOSTER CARE/ADOPTION: xxxxxxxxxxxx            S E C T I O N  VI
ENTRY RSN: x                        BENEFIT: 0000 00

                                ELIGIBILITY FOR IV-E ADMINISTRATIVE FUNDING

RETRO 1ST: x    2ND: x    3RD: x    MO OF APP: x    POS MO: x    ONGOING: x

***1=STOP    2=FRWD    3=NEXT SCRN    5=MSTR                                CD/SCRN:
CASE #: xxxxxx xx x x                STATE ID: xxxxxxxx    BEN DT: MM YY    PRG: x
```

Select the TD04 screen from TD00 by typing TD04 in the OPTION field and a valid case number in the CASE NUMBER field.

The 2 = FRWD option returns the TD06 screen for the person associated with the displayed case.

F2 has the same function as 2 = FRWD.

F1 returns the screen to the TD00 menu without writing a transaction.

**BH01 = Benefit History**

The BH01 screen displays information applicable to FIP, SNAP, and Medicaid calculations.

Select the BH01 screen from TD00 by using BH01 in the OPTION field and a valid case number in the CASE NUMBER field.

BH01	IOWA ABC SYSTEM		DATE: xx/xx/xx
CASE #:	CASE NAME:		
FIP	SNAP	MED	FAC
CALCED:	CALCED:	CALCED:	CALCED:
MR:		MR:	
SENT-		SENT-	
FIP RECOUPMENT		SNAP RECOUPMENT	LUMP SUM INFO
TYPE:		TYPE:	CODE:
DATE EST:		DATE EST:	START DATE:
BALANCE:		BALANCE:	REOPEN DATE:
AMOUNT:		AMOUNT:	LUMP SUM AMT:
STATE ID:		STATE ID:	REMAINDER:
PREV AMT:		PREV AMT:	
ADDL MED:	ADULT MED SENT:		
EARN LETTER DT:			
SEE ISSV FOR HISTORY OF BENEFITS ISSUED; SEE SSNI FOR MEDICAID HISTORY.			
*** 1=STOP	3=NEXT SCREEN	CD/SCRN: x xxxx	
CASE #:	STATE ID:	BEN DT:	PRG:

The DATE CALCED fields give the date of the most recent ABC system FIP, SNAP, Facility/State Supplementary Assistance/Waiver, or Medicaid calculation.

The BH01 screen also contains tracking data regarding the status of a Review/Recertification Eligibility Document (RRED) or Medicaid Review.

FIP and SNAP recoupment data for claims with benefit reduction is displayed by the state ID number associated with the claim. The screen displays the date the claim was established, the balance left to collect on that claim, the amount of planned reduction as of the last DATE CALCED, and the amount of the most recent benefit reduction actually taken. See 14-B-Appendix, [Benefits History Information](#), for an explanation of recoupment types.

Lump-sum data are the beginning date of the ineligible period, the effective date when FIP can be reopened, the lump-sum amount related to the period of ineligibility, and the remainder to count as income in the reopening month.

The ADULT MED SENT field displays code "S" when the system generates a *Medicaid Review* form. The "S" code is no longer displayed after timely notice day of the review month.

The EARN LETTER DT is the date the form 470-2471 or 470-2471(S), *How Earnings May Change Your FIP*, was generated. This form is generated when the recipient initially reports earned income.

F1 returns the screen to the TD00 menu.

**LF01 = Request Lost Form or Generate Tickler Messages**

The LF01 screen is used to:

- Record tickler messages, or
- Enter requests for replacement or preprinted TD and Tickler forms.

Select the LF01 screen from TD00 by entering LF01 in the OPTION field and a valid case number in the CASE # field.

```

LF01                                IOWA ABC SYSTEM          DATE:
CASE:                                PREP WKR: xxxx          PREP DT: xx xx xx

RQST CNTY: xx
****FOR SERVICE STAFF****
TD: x    TICKLER FORM: x

    ****TICKLER MESSAGES****

282-TICK SEQ #: xx

MESS1: MM DD CCYY xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
MESS2: MM DD CCYY xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
MESS3: MM DD CCYY xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*** 1=STOP                          3=NEXT SCREEN                                CD/SCRN:
                                           x xxxx
CASE #: xxxxxx xx x    STATE ID: xxxxxxxx    BEN DT: xx xx          PRG: x
x
    
```

Entries on this screen generate a lost form or tickler message transaction.

Entry of a tickler message does not require a sequence entry or an entry in the ONE-CHARACTER TICKLER field. To facilitate later use of the message, enter the case name in the first fields of the tickler message.

The date entered is the date the tickler message will display on the WAR3 screen. It must be a future date. It is advisable to enter a date up to three days before the date the tickler is to appear on WAR3 to allow for holidays, weekends, or system problems.

F1 returns the operation to the TD00 menu and does not create a transaction.

**ST01 = State ID Generator**

The ST01 screen displays individual master file information and creates individual master file records. ST01 is used to:

- Search for state identification numbers for clients.
- Generate new state identification numbers. The system always does a search before issuing a new number.

To search for a client, type the client's name, social security number (or religious beliefs indicator), birth date, and sex. Also type 4 in the CD/SCRN field to display duplicate entries. Then press the ENTER key.

If the client is in the system, the ST01 screen displays the client's state ID number and the ABC and SRS cases with which the client is associated. If ABC entries have been made showing that the person is deceased, then the word "DECEASED" will display next to the state ID number.

ST01	IOWA ABC SYSTEM				DATE: xx/xx/xx			
	STATE ID: xxxxxxxx				OVERRIDE: x			
	ASSOC CASES (Y OR N): x				IM WORKER: xxxx			
SSN: XXX XX XXXX	RB: X				CONTROL: X			
LAST: xxxxxxxxxxxxxx	FIRST: xxxxxxxx				TITLE: xx			
LAST NAME	FIRST	TI	SSN	BIRTHDAY	BIRTH: MM DD CCYY	SEX: x		
					SEX CTL CNTY STATE ID SEL			
-----ABC-----INDIVIDUALS-----								
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xx	xxx xx	MM DD CCYY	x x xx	xxxxxxxx	x	
			xxxx					
***1=STOP	3=NEXT SCREEN				4=DISPLAY DUPLICATES			
CASE #: xxxxxx xx x	STATE ID: xxxxxxxx				CD/SCRN: x xxxx			
					BEN DT: MM YY			
					PRG: x			
x								

You can also search for a client's state ID number by entering:

- Just the client's social security number and a '4' in the CD/SCRN field. If the system highlights the 4 code, the social security number is not on the system.
- Just the client's last name and a '4' in the CD/SCRN field. The system displays individuals in the ABC and SRS systems with that last name. To view more names, press the ENTER key again.
  - If the client is one of those displayed, enter an 'X' in the Select (SEL) column, type a '4' in the CD/SCRN field, and press ENTER. The system then displays the client's case information.
  - If no exact match is found, the system displays an alphabetic list of clients, starting with the name entered. Check these names to see if it is the same person with the name spelled differently, etc.

If no state ID is found, enter "NEW" in the STATE ID field. The system then generates and displays the new ID number.

ST01	IOWA ABC SYSTEM	DATE: xx/xx/xx																																																								
	STATE ID: xxxxxxxx	OVERRIDE: x																																																								
	ASSOC CASES (Y OR N): x	COUNTY: xx																																																								
SSN: xxx xx xxxx	RB: X	IM WORKER: xxxx																																																								
LAST: xxxxxxxxxxxx	FIRST: xxxxxxxx	CONTROL: X																																																								
		TITLE: xx																																																								
		BIRTH: MM DD CCYY																																																								
		SEX: x																																																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ABC CASE NUMBER</th> <th style="width: 10%;">SNP</th> <th style="width: 10%;">FIP</th> <th style="width: 10%;">MED</th> <th style="width: 10%;">FAC</th> <th style="width: 10%;">FCA</th> <th style="width: 15%;">SRS CASE NUMBER</th> <th style="width: 10%;">STATUS</th> </tr> </thead> <tbody> <tr> <td>xxxxxx xx x x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>xxxxxx xx xx xx</td> <td>x</td> </tr> <tr> <td>xxxxxx xx x x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>xxxxxx xx xx xx</td> <td>x</td> </tr> <tr> <td>xxxxxx xx x x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>xxxxxx xx xx xx</td> <td>x</td> </tr> <tr> <td>xxxxxx xx x x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>xxxxxx xx xx xx</td> <td>x</td> </tr> <tr> <td>xxxxxx xx x x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>xxxxxx xx xx xx</td> <td>x</td> </tr> <tr> <td>xxxxxx xx x x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>xxxxxx xx xx xx</td> <td>x</td> </tr> </tbody> </table>			ABC CASE NUMBER	SNP	FIP	MED	FAC	FCA	SRS CASE NUMBER	STATUS	xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x	xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x	xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x	xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x	xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x	xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x
ABC CASE NUMBER	SNP	FIP	MED	FAC	FCA	SRS CASE NUMBER	STATUS																																																			
xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x																																																			
xxxxxx xx x x	x	x	x	x	x	xxxxxx xx xx xx	x																																																			
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<p>***1=STOP                      3=NEXT SCREEN                      4=DISPLAY DUPLICATES                      CD/SCRN: x xxxx</p> <p>CASE #: xxxxxx xx x                      STATE ID: xxxxxxxx                      BEN DT: MM YY                      PRG: x</p> <p>x</p>																																																										

F4 provides the same function as 4 = DISPLAY DUPLICATES. F1 returns the screen to the TD00 menu and does not create an individual state ID record. No transactions are created.

**TXNS = Transaction Activity Log**

The TXNS screen is an informational screen that displays a log of system-retained transactions for a case.

When a TD00 menu option is first entered, the system automatically displays a log of the transactions retained by the system for the specific case. The transactions may represent entries made earlier in the day that have not been updated and confirmed, transactions retained by the system because they contain fatal errors, or pended transactions retained by the system due to timeliness. No entries may be made on the screen.

Select the transaction log screen by entering "TXNS" and a valid case number.

TXNS									
IOWA ABC SYSTEM									
TRANSACTION ACTIVITY LOG									
CASE # :									
TXNS	IDENTIFIER	BEN DATE	PRG	CHANGE DATE	TXNS	IDENTIFIER	BEN DATE	PRG	CHANGE DATE
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx
xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx	xxxx	xxxxxxxx	MM/YY	x	xx/xx/xx

\*\*\*1=STOP 2=FWD =NXT SCR N =MORE ATA =UPDATE CD/SCRN: x xxxx  
 CASE #: xxxxxxxx xx x x STATE ID: xxxxxxxx BEN DT: xx xx PRG: x

Entry of a 4 = MORE DATA in the CD/SCRN field or use of F4 displays more transactions retained by the system for the case. When there is no more information to display, the CD/SCRN field is highlighted. If the code is 3, press ENTER key to view the screen shown in the CD/SCRN option. If the code is 4, change to code 3.

The 2 = FWD option brings up the WAR1 screen.

F2 has the same function as 2 = FWD option.

F4 provides the same functions as 4 = MORE DATA.

F1 = STOP returns the screen to the TD00 menu.

5 = UPDATE option or the use of F5 starts the “Real Time” process. After pressing the PF5 key, the following message is displayed at the bottom of the TXNS screen, “NO CASE ACTION PREVIEW CREATED. CONFIRM OR CANCEL” or “CASE ACTION PREVIEW CREATED. PLEASE REVIEW.” This directs the worker to the MainFrame Connector Icon located on the desktop to review the Notice of Decision/Calc Sheet preview.

6 = CONFIRM option or use of F6 is used to confirm the update started with F5.

7 = CANCEL option or use of F7 is used to cancel the update started with PF5. Pressing F7 does not delete any transaction; it only stops the update process so that the worker can make additional entries or change entries before completing with the update.

### **WAR1 = Worker Action Report by Case**

The WAR1 screen displays worker action messages and tickler records retained by the system for a case.

Select WAR1 by entering “WAR1” in the OPTION field and a valid case number.

WAR1		IOWA ABC SYSTEM WORKER ACTION REPORT BY CASE					
CASE #: xxxxxx-xx-x-x							
TICK	MSG/CASE NAME	ORIGIN	DATA ENTERED	CODE	SEV	PROC DT	DEL
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	TN	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	BN	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	AD	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	RA	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	RF	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	UPDATE CONTROL	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	TITLE XIX	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	MONTHLY WAR	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxx	x	MM/DD	x
						(9=CONFIRM DELETE)	
***1=STOP		3=NEXT SCREEN	4=MORE DATA	8=DELETE	CD/SCRN: x xxxx		
CASE #: xxxxxx xx x		STATE ID: xxxxxxxx	BEN DT: MM YY	PRG: x			
x							

Nonfatal WAR records are deleted after five working days. Fatal WAR records are retained by the system until the error is resolved or the worker deletes the WAR record.

When there are fatal WAR records for a case, there are also transaction records retained by the system for the same case. The first time the case number is entered with an IABC menu option, the TXNS screen is displayed showing which transactions are retained by the system.

Entry of a 4 = MORE DATA in the CD/SCRN field or using F4 displays more WAR information for the case. When there is no more information, the CD/SCRN field is highlighted.

F1 returns operation to the TD00 menu.

**WAR2 = Worker Action Report by County/Worker (Fatal)**

The WAR2 screen is an informational screen that displays the fatal worker action messages retained by the system for a specific worker.

WAR2							
IOWA ABC SYSTEM							
WORKER ACTION REPORT BY CO/WRKR							
COUNTY: xx	WORKER: xxxxx						
CASE NUMBER	TICK MSG/CASE NAME	ORIGIN	DATA ENTERED	CODE	PROC	D	
xxxxxx-xx-x	xxxxxxxxxxxx xxxxxx	99 xxxxx	xxxxxxxxxxxxxxx	Xxxx	MM/DD	x	
xxxxxx-xx-x	xxxxxxxxxxxx xxxxxx	x	xxxxxxxxxxxxxxx	Xxxx	MM/DD	x	
xxxxxx-xx-x	xxxxxxxxxxxx xxxxxx	x	xxxxxxxxxxxxxxx	Xxxx	MM/DD	x	
xxxxxx-xx-x	xxxxxxxxxxxx xxxxxx	x	xxxxxxxxxxxxxxx	xxxx	MM/DD	x	
***1=STOP		3=NEXT SCREEN	4=MORE DATA	CD/SCRN: x xxxxx			
CASE #: xxxxxx xx x		STATE ID: xxxxxxxx	BEN DT: MM YY	PRG: x			
x							

Entering WAR2 does selection of the WAR2 screen. The system displays a screen for the worker to enter the county and three to four positions of the worker number.

The worker or supervisor may display the WAR records retained by the system for that office, program, and unit, or for a specific worker, depending on the number of positions entered in the worker number. A blank line with county and worker number separates WARs by worker. The first position of the code indicates the error severity.

Entry of 4 = MORE DATA in the CD/SCRN field or using F4 continues the display of WAR records retained by the system for the requesting worker. When there are no more WARs to display, the CD/SCRN field is highlighted.



Entry of 4 = MORE DATA in the CD/SCRN field or use of F4 continues the display of messages retained by the system for the requesting worker. When there are no more messages to display, the CD/SCRN field is highlighted.

Displaying messages for a different county or worker requires an entry of 3 = NEXT SCREEN in the CD/SCRN field and WAR3 in the OPTION field.

You may view messages for specific cases by entering 3 = NEXT SCREEN in the CD field, WAR1 in the SCREEN field, and a valid ABC case number in the CASE NUMBER field.

You may delete month-end tickler message by entering an "x" in the "d" field and pressing F8.

F1 key returns the operation to the TD00 menu.

**TRAC = Case Folder Tracking**

The TRAC screen displays case folder tracking records. These records are created and deleted from TD01 "CASE REC" field entries. This information is used to identify the location of case folders and the reason the case folder was removed from the county office.

TRAC		IOWA ABC SYSTEM CASE FOLDER TRACKING			
COUNTY: xx	WORKER: xxxxx				
CASE NUMBER	CASE NAME	REASON	LOC	DATE	
					xx xxxxx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
					xx xxxxx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
xxxxxx-xx-x-x	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	xx	MM/DD/YY	x xx
*** 1=STOP	3=NEXT SCREEN	4=MORE DATA	CD/SCRN:	x xxxxx	
CASE #:	xxxxxx xx x x	STATE ID:	xxxxxx	BEN DT:	MM YY PRG: x

Select the TRAC screen by entering TRAC. The system displays a screen for you to enter the county and one to four positions of the worker number. You may display the TRAC records by office, program, unit, or worker, depending on the number of positions entered in the worker number. A line with the county and worker numbers separates tracking records by worker.

Entry of 4 = MORE DATA in the CD/SCRN field or listing F4 continues display of tracking records. To display tracking records for a different county or worker enter 3 = NEXT SCREEN in the CD/SCRN field and TRAC in the OPTION field. F1 returns operation to the TD00 menu.

**INFO = Case Information Summary**

INFO	xxxxxx-xx-x-x	IOWA ABC SYSTEM	UPDATED	xx/xx/xx
CASE NAME:	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxx	CASE ST:	SN X FIP X MED X FAC X FC X
CASE ADDR:	xx			
AID:	xxx	STATUS	F F	INCOME FOR XX XX
ST ID	NAME: LAST FIRST	TTL SN	FP M A C INC	WR JB DEP MN POV HCOV FD
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
xxxxxxx	xxxxxxxxxxxxxx xxxxxxxx	x	x x x x x	x x xxx xxxx x
****1=STOP	3=NEXT SCREEN			CD/SCRN: x xxxx
CASE #:	xxxxxx xx x x	STATE ID:	xxxxxxxx	BEN DT: MM YY PRG: x

Select the INFO screen by keying INFO in the OPTION field and a valid case number in the CASE NUMBER field.

Entry of the 3 = NEXT SCREEN option keying TD03 displays screen section VII, person information. Entry of option F4 from the section VII screen displays the remaining section VII information for the remaining people on the INFO screen in order.

Under INC, codes indicate the presence of income for the month shown: U for unearned, E for earned, and B for both unearned and earned.

F1 returns the screen to the TD00 menu.

**TD07 = Individuals on the Case**

The TD07 screen is used to display summary status information of all people on a case. Select the TD07 screen by typing TD07 in the OPTION field and a valid case number in the CASE NUMBER field.

TD07	IOWA ABC SYSTEM				UPDATE: xx/xx/xx				CTL: xx		
CASE NO: xxxxxx-xx-x-	CASE NAME: xxxxxxxxxxxxxxxx xxxxxxxxxxxx				AID: xxx				CTL: xx		
x											
STATE ID	NAME: LAST TTL	FIRST	BIRTH DATE	SEX	STATUS	F	F	FUND	HISTORY		
						F	F	F			
						SN	FP	M	A	C	JFMAMJJASOND
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
xxxxxxx	xxxxxxxxxxxxx	xxxxxxx	xx	MM/DD/CCYY	x	x	x	x	x	x	xxxxxxxxxxxxx
***1=STOP	3=NEXT SCREEN				CD/SCRN: x xxxx						
CASE #:	xxxxxx	xx	x	x	STATE ID:	xxxxxxx	BEN DT:	MM	YY	PRG:	x

The order of the status fields is SNAP (SN), FIP (FP), medical (M), facility (FA) and foster care (FC). The fund history contains 12 months of information. If a person was eligible for Medicaid for a given month, the fund code history displays the valid fund code for that month. There is only one fund code per person, so the fund code history may be a result of entries on another case.

Entry of the 3 = NEXT SCREEN and option TD03 displays the first individual's person information screen. You can continue to display additional TD03 screens by pressing F4.

F1 returns the screen to the TD00 menu.

**MEPC = MEPC Premium Change**

The MEPC screen provides capability to adjust or correct premiums both for current and prior months of Medicaid for employed people with disabilities eligibility (with or without a premium). Select the MEPC screen by typing "MEPC" in the OPTION field or by typing "MEPC" on a cleared (blank) screen and pressing ENTER.

MEPC		IOWA ABC SYSTEMS				DATE: mm/dd/yy			
						OWE AMOUNT: XXXXX-XX			
						CREDIT AMOUNT: X			
ELIG	MEDICAL PREM	NEW	PREM CHG BAL	DUE	B/ U	UNEARNED	EARNED	PCT	
MONTH	ELIG	AMT	PREM	DATE	OWED	DATE	INCOME	INCOME	POV
mm/cc/y	mm/dd/y	xxx	xxx	mm/dd/y	xxx	mm/dd/y	XXXXXXXXXX	XXXXXXXXXX	xxx
Y	Y			Y		Y			X
PRESS ENTER TO PROCESS PF1=IABC MENU PF2=FORWARD PF3=BACK PF4-TD05 STATE ID: xxxxxxxx BEN DT: MM YY PRG: x SSN: xxx xx xxxx									

When the MEPC screen appears, enter the state identification number and press the ENTER key. The screen will display the current calendar month and the 23 preceding premium amounts and calendar months. The DATE field reflects the last time the premium was updated.

To leave the MEPC screen and go to (or return to) the TD05 screen, press F4. This will return you to the TD05 screen for the same person, regardless of which way you accessed the MEPC screen.

## LINK = Access to Other Systems

The LINK menu allows for access to other Department systems.

```
LINK                                IOWA DHS SYSTEMS
                                   DEPARTMENT OF HUMAN SERVICES
                                   SYSTEMS MENU

                                OPTIONS                                OPTIONS
IABC = ABC SYSTEM                 ICAR = CHILD SUPPORT RECOVERY
ISSV = ISSUANCE HISTORY           ICSC = CHILD SUPPORT CASE NUMBER
IEVS = INCOME VERIFICATION        SSRS = SERVICE REPORTING
DIRD = DIRECT DEPOSIT             ACAN = CHILD ABUSE NEGLECT
ABCT = ABC TICKLER MESSAGES       DCPD = CHILD CARE PROVIDER
SSNI = TITLE XIX MEDICAL ELIGIBILITY SDXD = STATE DATA EXCHANGE
MNSC = MEDICALLY NEEDED SPENDDOWN SSBI = BUYIN INFORMATION
PRSM = PRESUMPTIVE MEDICAL        WKER = IM/SERV WORKER INFORMATION
PROV = MEDIPASS PROVIDER INFORMATION DCAS = HUMAN SERVICES DROPPED CASES
FACS = FAMILY AND CHILDREN SERVICES WLOG = WORKER LOG

ENTER OPTION: xxxx      SCREEN: xxxxxxxx
IM CASE#: xxxxxx xx x x  SRS CASE#: xxxxxx xx xx x  CS CASE#: xxxxxxxx
STATE ID: xxxxxxxx      BEN DT: MM YY      PRG: x      SSN: xxx xx xxxxx
```

Select the LINK menu by “LINK” in the OPTION field. Access to other Department systems may also be accomplished by typing a valid Department system option in the OPTION field.

The SCREEN field may be used from LINK to access a specific ABC or ICAR system menu option. The key fields transfer from LINK to the requested system. Systems that process transferred data are ABC, ABCT, SSNI, ICAR, and ICSC.

The LINK menu is displayed only if LINK is requested from the originating system. If a valid Department system is requested, the system bypasses the LINK menu.

- FACS (See FACS DESK AID.)
- ICAR (See 14-D, [Iowa Collection and Reporting System](#).)
- IEVS (See 14-G, [Exchange of Data With Other Agencies](#).)
- PROV (See 14-C, [MediPASS Provider On-Line Display \(PROV\)](#).)
- PRSM (See 14-C, [PRSM = Presumptive Medicaid Eligibility](#).)
- SDXD (See 14-E, [SSI State Data Exchange](#).)
- SSBI (See 14-C, [SSBI = Buy-In System](#).)
- SSNI (See 14-C, [SSNI = Medicaid Eligibility File](#).)
- SSRS (See XIV-A, [Services Reporting System](#).)

**MSPS = LIS-Application History**

The MSPS screen will be built for all cases when DHS processes the SSA file during the nightly cycle. The user will be able to search for a particular MSPS screen by case number or the applicant's SSN, with the case number being the primary key and the applicant's SSN being the alternate key. This search functionality will be the same as similar search functionality currently in place for CICS screens. For EXAMPLE: PADX or DIRD.

To select the MSPS screen:

- Clear the screen (blank screen) and type "MSPS" and press the ENTER key. When the MSPS screen appears, enter the client's case number or SSN.
- From the ABC menu, type in "MSPS" and the client's case number, then press the ENTER key.

The MSPS screen will display the applicant's case number, applicant's name (and spouse, if applicable), mailing address, and the SSA application date.

To leave the MSPS screen, press F1 or F9. F9 will take you to the ABC system regardless of which way you accessed the MSPS screen if the case was auto-pended by the system.

MSPS		MEDICARE SAVINGS PROGRAMS		DHS MSP APP DATE:	
CASE:					
APPLICANT LAST:	FIRST:	MIDDLE:	SUFFIX:	SEX:	
SSN:	CLAIM:	DOB:	BURIAL EXP:		
EARN INC:	NET EARN SELF EMP:	NET LOSS:			
SPOUSE LAST:	FIRST:	MIDDLE:	SUFFIX:		
SSN:	CLAIM:	DOB:	BURIAL EXP:		
EARN INC:	NET EARN SELF EMP:	NET LOSS:			
ADDRESS:	PHONE:				
ADDRESS:	CITY:				
ADDRESS:	STATE:	ZIP:			
ADDRESS:	HH SIZE:		UNVERIFIED DATA:		
BANK ACCT:	STOCK/BOND:	CASH:	REAL ESTATE:		
SSA BEN:	RRB:	VET:	PEN:	OTH:	
SSA MED APP DATE:	LIS APPROVED:	DATE:	EFF:		
INC USED:	INC %FPL:				
SSA DENIAL REASON FOR LIS					
1:		2:			
3:		4:			
CLEAR/PF1/PF3=EXIT,		PF7=PREVIOUS,	PF8=NEXT,	PF9=IABC,	PF12=HELP
MESSAGE:					

## Worker Information Update

The purpose of WKER is to update the worker number information file. To sign on WKER, see [Signing on to the ABC System](#). Instead of typing IABC, type in WKER. The WKER MENU screen will appear.

### Using the Menu Screen

The WKER MENU screen is used to select WK01, WK02, and WK03.

```
WKER                                HUMAN SERVICES WORKER FILE
                                     MENU

      OPTION
WKER = MENU
WK01 = WORKER INFORMATION
WK02 = CHANGE WORKER NUMBER
WK03 = CO/WORKER NUMBER BY WORKER NAME
ENTER OPTION:
      CO: _____ WORKER: _____
OPTION WK02 NEW CO: _____ WORKER: _____
                   LAST          FIRST          I
OPTION WK03 NAME:  _____

***** ERROR/INFORMATIONAL MESSAGES *****
*** CLEAR=EXIT    1=MENU      ENTER=PROCESS
```

Select WK01 to add a new worker number for a county, to delete a worker number for a county, or to correct the worker's name, supervisor's name or phone number attached to a given worker number. To select WK01, type in the top county and worker number only.

Select WK02 when a current ABC user needs a new worker number (because of a transfer, a promotion, or a reassignment). If this change involves a new supervisor or phone number, those changes are made on WK01 after the new number is assigned.

To select WK02, type in the county and worker to be changed in the top county (CO) and worker area and the new county and worker number in the bottom county and worker area. The county and worker numbers typed in must be valid county and worker numbers.

Select WK03 when trying to locate a particular worker by name. To select WK03, type in the name (last, first, initial) of the worker desired.

### Using WK01 to Change Information Associated with a Worker Number

The WK01 screen is used to add, delete, and change records on the worker file. When a county and worker number are entered to call up the WK01 screen, the system searches the User ID file. If that combination is not found, the system calls up an “add” screen, with blanks for new worker information. If that combination is on file, the system calls up a “change” screen showing the information on file.

```
WK01                                HUMAN SERVICES WORKER FILE
CO      WORKER
xx      xxxx

                                LAST          FIRST          I
WORKER NAME: _____
EMAIL-ID: _____@DHS.STATE.IA.US
SUPERVISOR NAME: _____
EMAIL-ID: _____@DHS.STATE.IA.US
                                AREA
TELEPHONE: _____ ABC UPDATE: NO
DATE ENTERED: xx xx xx
CD/SCRN _____ CO: _____ WORKER: _____
                                OPTION WK2 NEW CO: _____ WORKER: _____
                                LAST          FIRST          I
                                OPTION WK3 NAME: _____

*** CLEAR=EXIT          3=NEXT SCREEN          7=ADD
1=STOP
```

When adding or changing a record, all data fields must be entered with the following exceptions:

- If the word “VACANT” is typed as the worker last name, the first name is not mandatory.
- The middle initial of the worker or supervisor is not mandatory.
- “ABC Update Information” is a report from the user ID file. It shows whether Quality Assurance has authorized the worker to make entries that update the ABC System. This item cannot be entered or changed from WKER.

The EMAIL-ID fields are required entries. Valid entries for the fields are:

- The person’s dhs.state.ia.us Outlook identifier, or
- “Unassigned,” if no match exists on Outlook or the last name is “VACANT.”

The telephone area code must be a valid area code for the state of Iowa. The effective date must be in month, day and year order, and must be a valid month, day and year.

### **Adding a Record**

Enter the new worker name, supervisors name, telephone number (including the area code), and effective dates (if different from the current date).

To add a record without moving to a new screen, use option 7. The “RECORD ADDED” message appears on the screen.

To add a record and go on to another WK01 screen, type option 3 WK01 with the next county and worker numbers in the top county and worker field. If a record is found that corresponds with the county and worker numbers entered, the change screen appears with the message “RECORD ADDED.” If no corresponding record is found, the ADD screen appears with the same message.

To add a record and go on to a WK02 screen, also type the worker name and the new county and worker numbers in the bottom field.

To stop the adding process, use option 1.

### **Deleting a Record**

After the record has been displayed, use option 8. The message “USE OPTION 9 TO DELETE THE RECORD” appears. After option 9 is used, the screen information is erased and the message “RECORD DELETED” is displayed. When deleting records, there is no next screen option. To stop the delete function without deleting the record displayed, use option 1.

### **Changing a Record**

WK01 is used only when changing the name of the same person (due to marriage, typing error, etc.). Use WK02 when a person is transferred, promoted, or reassigned.

After the record has been displayed, type in the person’s correct name and the person’s user identification number and new EMAIL-ID from Outlook that reflects the name change. The user ID typed in must match the user ID on the file.

To change a record and go on to another WK01 screen, type option 3 WK01 with the next county and worker numbers in the top county and worker field. If a record is found that corresponds with the next county and worker numbers entered, the change screen appears with the message “RECORD CHANGED.” If no corresponding record is found, the ADD screen appears with the same message.

To enter the change and go on to WK02, also type the new county and worker numbers in the bottom field.

To enter the change and go on to WK03, also type the worker name.

If you do not choose a "NEXT SCREEN" option, use the ENTER key to change the displayed record. The message "RECORD CHANGED." appears at the bottom of the screen.

To stop the change function without changing the record displayed, use option 1.

### Using the WK02 Screen

The WK02 screen is used when a person is transferred, promoted or reassigned. WK02 is used to change only the county or worker number on a record. No other data items can be changed on this screen.

```
WK02                                HUMAN SERVICES WORKER FILE

      CO      WORKER

                                LAST          FIRST          I
WORKER NAME:      xxxxxxxxxxxxxxxx      xxxxxxxxxxxxxxxx      x
EMAIL-ID:          @DHS.STATE.IA.US
SUPERVISOR NAME:  xxxxxxxxxxxxxxxx      xxxxxxxxxxxxxxxx      x
EMAIL-ID:          @DHS.STATE.IA.US
                   AREA
TELEPHONE:        xxx xxx xxxxx          ABC UPDATE:      xxx
DATE ENTERED:     xx xx xx
CD:               0
                   USE ENTER TO CHANGE CO AND/OR WORKER ID
*** CLEAR=EXIT    1=STOP      ENTER=CHANGE
```

When the ENTER key is used, the record is put on the file as displayed on the screen. Once the record is changed, a message shows that the record was added for the new county and worker and that the old county and worker record was deleted. Then select NEXT option as instructed under WK01. If the change involves a new supervisor or phone number, go to WK01 to make these corrections.

To stop the function without changing the data, use option 1.

If the new county and worker typed in already exists, the following screen is sent.

```
WK02                                HUMAN SERVICES WORKER FILE

CO      WORKER
XX      XXXX
WORKER NAME:      XXXXXXXXXXXXXXXX      XXXXXXXXXXXX      X
SUPERVISOR NAME:  XXXXXXXXXXXXXXXX      XXXXXXXXXXXX      X
AREA
TELEPHONE:   XXX XXX XXXX      ABC UPDATE:   XXX
EMAIL-ID:    @DHS.STATE.IA.US
EFFECTIVE DATE:  XX XX XX

.....NEW RECORD.....

CO      WORKER
XX      XXXX
WORKER NAME:      XXXXXXXXXXXXXXXX      XXXXXXXXXXXX      X
SUPERVISOR NAME:  XXXXXXXXXXXXXXXX      XXXXXXXXXXXX      X
AREA
TELEPHONE:   XXX XXX XXXX      ABC UPDATE:   XXX
EMAIL-ID:    @DHS.STATE.IA.US
EFFECTIVE DATE:  XX XX XX

CD: ____

EXISTING RECORD - USE ENTER TO CONFIRM CHANGE OF CO AND/OR WORKER ID
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*** CLEAR=EXIT      1=STOP      ENTER=CHANGE
```

The record at the top of the screen is the existing record of the county and worker typed in. The record at the bottom of the screen is the new record, if the ENTER key is used to change the record. Once you press the ENTER key, the screen for a single record is displayed. A message shows that the existing record was changed and that the old county and worker record has been deleted. Fields to type in the next options are provided as well.



## Dropped Cases On-Line Display

The purpose of the DCAS program is to display identifying data for dropped case records. These data are intended for use in locating case files as needed for audits, appeals, etc. DCAS can be used to assist in locating case files for cases referenced on state ID screens but not retrievable on IABC or SRS case screens. To sign on to DCAS, see [Signing on to the ABC System](#). Instead of typing IABC, type DCAS. The DCAS MENU screen will appear.

### Using the DCAS Menu Screen

```
DCAS                                HUMAN SERVICES DROPPED CASES
                                MENU

                                OPTION

                                DCAS = MENU
                                CASE = DISPLAY DROPPED CASES

                                OPTION:      xxxx

                                ABC CASE NUMBER:  xxxxxx xx x x
                                SRS CASE NUMBER:  xxxxxx xx xx x

                                LAST              FIRST
NAME:  xxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxxxxx
                                MIDDLE
                                xxxxxxxxxxxxxxxx

*** CLEAR=EXIT  ENTER=PROCESS
```

The DCAS MENU screen is used to select the type of records to be displayed. The operator may choose only one of the three options (name, ABC number, or SRS number) at one time. If more than one option has been entered, the program uses the first option that was typed in.

To display ABC case records, type the case number into the ABC CASE NUMBER FIELD. To display SRS case records, type the case number into the SRS CASE NUMBER FIELD. Press the ENTER key.

If a matching record is not found, the MENU screen returns with the message 'RECORD NOT FOUND'. If a matching record is found, the CASE display screen is shown.

To display a person's record, type in the name (last name, first name, and middle initial or middle name) and press ENTER key. The NAME option has three fields (LAST NAME, FIRST NAME, and MIDDLE NAME). Type in all three or use only one or two of the name fields.

The CASE display screen shows the first record that matches the name typed in (or the next sequentially higher record if the record is not found) plus the next three records.

### Using the Case Screen

CASE										HUMAN SERVICES DROPPED CASES									
TYP	CASE NUMBER		NAME/LAST			FIRST		MIDDLE		TITLE									
DST	CO	WKER	STATE-ID	SEX	SSN	NEG/DISP	BIRTH	DROPPED											
CD/SCRN: 4 CASE																			
ABC																			
SRS																			
NAME																			
*** CLEAR=EXIT 1=STOP 3=NEXT SCREEN 4=MORE DATA																			

The screen data, from left to right in the first line are: aid type, case number, and case name.

Data in the second line are, from left to right:

- The region (or district if the case closed before July 1992; no conversion of numbers was done),
- The county in which the case record was located at the time of the most recent closing,
- The worker number assigned at the time of the most recent closing,
- The person's state ID, sex code, and social security number,
- The most recent closing or stop date associated with the dropped record,
- The person's date of birth, and
- The month in which the record was dropped.

### **Displaying ABC or SRS Records by Case Number**

When there are more records to display, press ENTER key to display the rest of the records. To display a different ABC or SRS record, use option CD 3 with a new case number. If the record is not found, the screen clears and the message 'RECORD NOT FOUND' is displayed. If the record is found, it is displayed.

### **Displaying ABC or SRS Records by Name**

Option CD 4 displays the next four sequentially higher records as they appear on the file. Option CD 3 starts the display at the record that matches the name displayed at the bottom of the screen (or the next sequentially higher record if the record is not found) and shows the next three higher records.

**NOTE:** When using the ABC case number, only ABC records are displayed. When using the SRS case number, only SRS records are displayed. When using name, both ABC and SRS records are displayed in the order that they appear on the file. To change from one option to another, press the EOF key to remove the previous option and type in the new option.

## **Tickler On-Line Display (ABCT)**

The purpose of the ABCT program is to display tickler messages that have been put in by the worker or to display tickler messages that have been put in by Quality Assurance. To sign on to ABCT, see [Signing on to the ABC System](#). Instead of typing IABC, type in ABCT. The following MENU screen appears:

```
MENU                                IOWA ABC SYSTEM

  OPTIONS

  MENU = SYSTEM MENU

  TIC1 = DISPLAY TICKLER MESSAGES BY CASE

  TIC2 = DISPLAY TICKLER MESSAGES BY CO/WORKER

  ENTER OPTION:

  CASE #: _____ CO/WRKR: _____ DATE: _____

  xxxxxxxxxxxxxxxxxxxxxxxx ERROR/INFORMATIONAL MESSAGES xxxxxxxxxxxxxxxxxxxxxxxx
```

### **Using the ABCT Menu Screen**

There are two ways to view tickler messages. One is to view all the ticklers for one case (TIC1), the other is to view all the ticklers a worker has created (TIC2).

To view all ticklers for a case, enter TIC1 into the OPTION field. Enter the desired case number in the CASE NUMBER field. Press the ENTER key. If there are no tickler messages for the case number entered, the system remains on the MENU screen and the case number is highlighted. If the case number typed in has a tickler message, the message is displayed on the TICK screen.

To view all ticklers for a worker, enter TIC2 into the OPTION field. Enter the county and worker number in the CO/WRKR field. Press the ENTER key. If you have no tickler messages, the system remains on the MENU screen and the county and worker numbers are highlighted. If you have a tickler messages, they are displayed on the TICK screen.

### **Using TICK Screen**

The TICK screen displays the case number and case name at the top left of the screen when the option TIC1 was entered. For a TIC2 entry, the case number and name are displayed with each message.

The DATE, MESSAGE, COUNTY, and WORKER fields are displayed for each message. The date shown is the date that the tickler will go to the Worker Action Report. The system also uses this field to determine when to remove the tickler from the file.

If more ticklers have been created than the screen can hold, use the 4 = MORE option to display the next group of ticklers.

```
ABC TICKLERS

TICK
CASE xxxxxx xx x x
CASE NAME xxxxxxxxxxxx xxxxxxxxxxxx x

DEL      DATE          MESSAGE                          CO WRKR
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx
x        MM/DD/YY      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xx xxxx

*** 1=STOP    3=NEXT SCREEN    4=MORE DATA    8=DELETE    CD/SCRN: _____
      CASE #:                CO/WKR:                DATE:
```

Option 3 MENU allows entry of a new case or worker number to view ticklers for another case or worker. If the new case or worker number is found, it is displayed on the TICK screen. If the number is not found, the MENU screen returns and the case or worker number is highlighted.

Ticklers can be deleted if no longer needed before the date the tickler appears on WAR3. Enter 1 or 3 MENU in the CD/SCRN field to return to the MENU screen. Use the CLEAR key to leave ABCT.

## **Display Screens on Associated Systems**

This section explains some of the screens that can be accessed from the ABC system, including:

- [DIRD, automated direct deposit](#)
- [ISSV, Issuance Verification System](#)
- [OUTS, warrant status information](#)

### **DIRD = Automated Direct Deposit**

FIP and RCA recipients and facility residents who receive personal needs supplements can choose to have their benefits deposited directly to an active account at a bank, savings and loan, or credit union. See 4-H, [Direct Deposit](#), or [8-I](#) for information on who is eligible for direct deposit, the types of payments issued by direct deposit, and the dates that payments will be deposited.

Applicants and participants complete form 470-0261, *Agreement for Automatic Deposit*, to request to start, change, or end direct deposit. When form 470-0261 is completed, make entries in DIRD to start, change, or end direct deposit.

**NOTE:** Actions in DIRD are not dependent on case status.

DIRD can be accessed from the LINK screen or from an ABC screen:

- To access DIRD from LINK, enter option DIRD and the ABC case number and press “Enter.” The DIRD screen will appear, with the `CASE NAME` and any existing direct deposit information filled in.
- To access DIRD from an ABC screen, enter 3 DIRD in `CD/SCRN` and press ENTER. The DIRD screen will appear, with the `CASE NUMBER`, `CASE NAME`, and any existing direct deposit information filled in.

**To begin direct deposit:** Enter the `BEGIN DATE`, `ROUTE NUMBER`, `CHECK DIGIT`, `ACCOUNT NUMBER` and select whether the account is a checking or savings account.

**Caution:** Use the route number on the checks for the account. Do not use the route number from a deposit slip; it is not the same number. A client who requests a direct deposit to a savings account must verify the correct route number with the bank.

**To end direct deposit:** Enter the `STOP DATE`. Direct deposit information remains on DIRD for one year beyond the stop date. After one year, it will no longer be displayed.

**To make changes to direct deposit:** Enter the data in the field to be changed. If a participant with active direct deposit requests a change to a different account, enter a new BEGIN DATE and the new ROUTE NUMBER, CHECK DIGIT, and ACCOUNT NUMBER. **NOTE:** Any benefits issued between the date the entries are made and the new begin date will be issued by warrant or EAC as appropriate.

If FIP is canceled:

and	then...
There is active Medicaid, <b>or</b> Medicaid is approved within two months of the effective date of cancelation, <b>or</b> FIP is reinstated or reopened within two months of the effective date of cancelation	Direct deposit will continue unless entries are made in DIRD to stop the direct deposit.
The break in FIP assistance is longer than two months and Medicaid is not opened or approved.	Direct deposit will end and DIRD system entries are required to begin direct deposit again.

```

DIRD                                AUTOMATED DIRECT DEPOSIT

CASE NUMBER                          CASE NAME
XXXXXXXXXX                          XXXXXXXX  XXXXXXXXX

                                ACCOUNT INFORMATION
                                ROUTE      CHECK      ACCOUNT
                                NUMBER     DIGIT     NUMBER
BEGIN DATE      STOP DATE      NUMBER     CHECK      SAVING
XXXXXXXXXX      XXXXXXXXX      XXXXXXXXX      X          X
XXXXXXXXXX      XXXXXXXXX      XXXXXXXXX      X          X

*** 1=STOP 3=NXT SCRN
ENTER A VALID CASE NUMBER

                                CD/SCRN:
    
```

**CASE NUMBER** is the ABC case number. This is either worker-entered or system-entered based on if you were on the case and did a LINK to DIRD.

**CASE NAME** is the ABC case name that appears on the TD01 screen. This field is system-generated based on the ABC case number entered. **NOTE:** If the ABC case name is changed on ABC's TD01 screen, the new case name will appear in DIRD after ABC processes the change.

**BEGIN DATE** is the date the direct deposit is to begin. Enter the system date in MM DD CCYY format. The **BEGIN DATE** must be at least ten working days in the future to allow timely notification of the financial institution. The direct deposit will begin with the first payment authorized after that date. For **EXAMPLE**:

<b>Entry Date</b>	<b>Begin Date</b>	<b>First Monthly Issuance By Direct Deposit</b>
April 5	April 19 (before April cutoff)	May
April 25	May 10 (after April cutoff)	June
May 8	May 22 (before May cutoff)	June

**STOP DATE** is the date the direct deposit is to end. Enter the date in MM DD CCYY format. This entry must be the current date or a future date.

**ROUTE NUMBER** is the first eight digits of the nine-digit number located on the bottom left corner of the check, contained between the two **I:** symbols.

**CAUTION:** Use the route number on the checks for the account. Do not use the route number from a deposit slip; it is not the same number. A client who requests a direct deposit to a savings account must verify the correct route number with the bank.

**CHECK DIGIT** is the last digit of the route number.

**ACCOUNT NUMBER** is the number located immediately to the right of the route number on a check. The account number varies in length but is generally no longer than 12 digits. It ends with the account number symbol **II**■

**CHECK** indicates that the deposit is to be to a checking account. Enter an "X" if applicable.

**SAVING** indicates that the deposit is to be to a savings account. Enter an "X" if applicable.

**1 = STOP** is the function key that returns to the menu without processing. If you enter "1" in CD/SCRN and press ENTER, you will return to the menu.

**3 = NXT SCRN** is the function key that moves the cursor to CD/SCRN field.

**CD/SCRN:** Entry of "3" and another screen name processes the entries and displays the screen selected.

**Issuance Verification System (ISSV)**

The ABC and ICAR systems use the Issuance Verification System to:

- Prevent duplicate authorization of SNAP benefits.
- Provide a history of benefits.
- Provide the client with information on child support rebate issuance through the Audio Response Unit.

ISSV includes an on-line file that is available to everyone who has access to the ABC system and to the client through the Audio Response Unit. ISSV is accessible through the LINK system. ISSV is not part of ABC.

To view the on-line file of issuance, enter ISSV. The following menu screen is returned:

```

ISSO                                IOWA ISSUANCE VERIFICATION SYSTEM
                                MENU

OPTIONS

ISSO = MENU
ISS1 = DISPLAY ISSUANCE VERIFICATION INFORMATION
ISS2 = CORRECT WARRANT FUNDING SOURCE
ISS3 = DISPLAY INDIVIDUALS ASSOCIATED WITH ISSUANCE
ISS4 = SNAP ISSUANCE RETURNS AND CORRECTIONS
ISS5 = SNAP ISSUANCE CORRECTION AND DELETION
LINK = OTHER DHS SYSTEMS

ENTER OPTION:
    
```

On the ISS1 screen, type the first nine characters of the ABC case number and the effective date of data desired (optional) and press ENTER.

```

ISS1 xxxxxx xx x                IOWA ISSUANCE VERIFICATION SYSTEM
CASE:00 0                       BENEFIT DATE:
                                SNAP AND WARRANTS ISSUED
EFFECTIVE  ISSUANCE/  PHM  ISSUE  SEQ  ISSUE  ACT  OLD  LOC  SPC  AID  CO  CONTROL
DATE      REPAYMENT  CD   AMOUNT NO  DATE  CD   CD   TYPE ISS  TYPE   NUMBER

01/93      WARRANT      495.00 01  01/01/93 M
01/93      SNAP        262.00 01  01/02/93 U      M
12/92      WARRANT      495.00 01  12/01/92 M
12/92      SYS-REBATE   50.00 01  12/17/92 J
12/92      SNAP        198.00 02  12/17/92 N      S      N
12/92      SNAP        262.00 01  12/01/92 M
11/92      WARRANT      495.00 03  11/23/92
11/92      WARRANT      495.00 02  11/22/92      C
11/92      WARRANT      495.00 01  11/19/92      E
11/92      SNAP        258.00 03  11/22/92 S      E
11/92      SNAP        258.00 02  11/22/92 K      E
11/92      SNAP        258.00 01  11/19/92 T      E
10/92      WARRANT      495.00 01  11/19/92      E
10/92      SNAP        262.00 01  11/19/92 P      E

1=STOP                                OPTION:
***** END OF SCREEN DISPLAY.        SELECT NEW CASE OR PRESS ENTER. *****
    
```

The display includes a history of SNAP issuances, warrant issuances, child support rebate issuances, child support income exempted for rebate purposes, and monies recouped from the client (other than from grant reduction) for FIP or SNAP recovery claims since July 1985.

If the screen is full, press the ENTER key to view more data. Use F1 or OPTION 1 to return to the menu.

**EFFECTIVE DATE** indicates the month for which the benefit is paid.

**ISSUANCE/REPAYMENT** indicates the type of issuance or recoupment. See 14-B-Appendix, [Issuance Verification System](#), for definitions.

**ISSUE AMOUNT** indicates the amount of the issuance.

**SEQ NUMBER** indicates the first, second, etc. issuance for the month.

**ISSUE DATE** indicates the date the issuance is authorized to be written.

Monthly warrants are mailed according to the schedule set on the ABC System Dates chart. Daily warrants are scheduled to be mailed one working day after the NOD date. For availability dates for payments issued by direct deposit or the Electronic Access Card (EAC) see [4-H](#).

Monthly SNAP benefits are issued according to a staggered alphabetical schedule. Daily SNAP benefits are issued the next working day. Dates are subject to changes due to holidays.

**ACT CODE** indicates the reason the issuance is created. Action codes are listed in 14-B-Appendix, [Issuance Verification System](#).

**OLD CD** indicates the action code originally connected with the issuance. It displays only if the original code was corrected or deleted by central office staff, or if the issuance was returned as undeliverable.

**LOC/TYPE** indicates the source of the benefits. See 14-B-Appendix, [Issuance Verification System](#) for codes.

**SPC ISS** describes certain actions involved with issuance of benefits. For example, an E or C may indicate electronic benefit transfer (EBT) and canceled warrants, respectively. See 14-B-Appendix, [Issuance Verification System](#) for codes.

**AID TYPE** and **CO** entries come from the ABC case.

**CONTROL NUMBER** is assigned by the system and is used for auditing. This field consists of the last seven digits of the state warrant number. **NOTE:** If researching the status of a state warrant for a client on the OUTS=Warrant Status Information system, you will need to enter either a “zero” or a “6” in the first digit field and the CONTROL NUMBER. Effective 4/30/25 the control number does not contain the warrant number. Workers will need to access Enterprise Payment System (EPS) to look up the warrant number.

If a payment is issued by direct deposit, DIR DEP will appear in the CONTROL NUMBER field. If a payment is issued by electronic access card, EAC will appear in the CONTROL NUMBER field.

ISSV entries with an EFFECTIVE DATE of 4-99, an ISSUE DATE of 4-19-99, an ACT CODE of J and a LOC/TYP code of F indicate a Bliet refund. These entries are made in central office.

If an effective date of benefits has been entered in the BENEFIT DATE field, use F4 or option 4 to scroll backwards to the next effective month; use F5 or OPTION 5 to scroll forward to the next effective month. To exit ISSV, use the LINK option or the CLEAR key.

```

ISS3                                IOWA ISSUANCE VERIFICATION SYSTEM
CASE: xxxxxx xx x                 BENEFIT DATE: MM YY
                                SNAP AND WARRANTS ISSUED
EFFECTIVE ISS/REPAY              ISSUE AMT SEQ ISSUE DATE   ACTION CD LOC/TYP CONTROL NO
STATE IDENTIFICATION NUMBER OF INDIVIDUALS ELIGIBLE FOR BENEFITS
11/86  SNAP                      16.00 01 12/09/86       P           x          xxxxxxxx
12/86  SNAP                      39.00 01 12/09/86       T
01/87  SNAP                      39.00 01 12/30/86       M
02/87  SNAP                      39.00 01 01/29/87       M
03/87  SNAP                      39.00 01 02/26/87       M
xxxxxxx f xxxxxxxx d
04/87  SNAP                      39.00 01 03/28/87       M

1=RETURN TO MENU                                OPTION:
MORE INFORMATION ON NEXT SCREEN PAGE - PRESS ENTER
    
```

The ISS3 screen shows the SNAP and warrants issued in a month and the state identification numbers of the persons included in those benefits. The columns have the same designations as ISS1, and include the same history.

```

ISS4                                IOWA ISSUANCE VERIFICATION SYSTEM
CASE: xxxxxx xx x                 BENEFIT DATE:
                                SNAP ISSUANCE
CONTROL EFFECTIVE              ISSUE   ISSUE   ACTION   OLD   SEQ   SPECIAL   LOCATION   CO
NUMBER  DATE                    AMOUNT  DATE    CODE    CODE  NO    ISSUE    TYPE      NO
xxxxxxx 01/93                262.00 01/02/93  U      M    01           67
xxxxxxx 12/92                198.00 01/08/93  N           03      N      S          67
xxxxxxx 12/92                198.00 12/17/92  N           02      N      S          67
xxxxxxx 12/92                262.00 12/01/92  M           01           67
xxxxxxx 11/92                258.00 11/22/92  S           03      N      E          67
xxxxxxx 11/92                258.00 11/22/92  K           02      N      E          67
xxxxxxx 11/92                258.00 11/19/92  T           01      E          67
xxxxxxx 10/92                262.00 11/91/92  P           01      E          67

1=RETURN TO MENU                                OPTION:
LOG AND ISSV RECORDS HAVE BEEN UPDATED
    
```

ISS4 is used to correct or delete action codes.

ISS5		IOWA ISSUANCE VERIFICATION SYSTEM						
CASE: xxxxxxx xx x		SNAP ISSUANCE CORRECTION DISPLAY						
CONTROL	EFFECTIVE	ISSUE	ISSUE	CORR	ACTION	REASON	HAZARD	DELETE
NUMBER	DATE	AMOUNT	DATE	CODE	CODE			
xxxxxx	01/93	262.00	01/08/93	U	M	SAFETY		
1=RETURN TO MENU		8=DELETE CORRECTION			OPTION:			
NO MORE INFORMATION TO DISPLAY - ENTER OPTION								

ISS5 displays historical action records created for code correction or code deletion.

### **Enterprise Payments System (EPS)**

EPS is used to look up the warrant number for checks issued after 4/29/25 and to get the status of a warrant. To access EPS, go to the IM SharePoint site click the IM Resources page and select EPS Enterprise Payment Systems.

To search for a warrant number in EPS:

- Click the **Payment** button on the left Navigation Bar
- Select the correct **System** from the Drop Down
  - IABC for FIP/RCA/SMME
  - Rent Reimbursement for Rent Reimbursement
- Complete the Case Number field with the case number from the appropriate eligibility system, click **Search**
  - Use only the 9-digit case number, don't include the 10<sup>th</sup> digit
- The Warrant Number will display in that column

To check the status of a warrant:

- Click the **OUTS** button on the left navigation bar
- Enter the warrant in the Warrant Number field and click **Search**
  - For daily warrants issued prior to 4/28/25 and monthly warrants issued , 5/1/25 and before use the warrant number from ISSV
  - Add **0000000** to the beginning of the warrant number
- The Warrant Status column shows the status including:
  - Disbursed (Outstanding)
  - Paid (Redeemed)

- Cancelled
- Stale Dated

If EPS doesn't have the status of the warrant you're searching for, email [HHS\\_Warrant\\_Issues@hhs.iowa.gov](mailto:HHS_Warrant_Issues@hhs.iowa.gov) to find out the status (paid (redeemed), disbursed, cancelled, stale (outdated)) of the warrant when EPS does not contain the information. Include in the email: client name, case number, month the warrant is for, amount of the warrant, and the warrant number.

### **OUTS-Warrant Status Information**

The OUTS system was retired on 5/1/25. Information on the status of a warrant is now found in EPS.