

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	09 – Support Enforcement Services (SES)
	Part No./Name	X. Louisiana Automated Support Enforcement System (LASES) User Guide
	Section No./Name	X-2600 Introduction to Enforcement
	Document No./Name	X-2640 Medical Support Enforcement
	Effective Date	March 15, 2015

LASES automatically tracks medical support for all IV-D cases.

LASES uses the following information to determine if there is appropriate medical support coverage:

- From the Court Order Data (COOD) screen, which party is ordered to provide medical insurance coverage for the children,
- From the Child Insurance Data (CHID) screen, whether or not the child has insurance coverage,

Based on this information, LASES will move cases into the Medical Support Enforcement function when certain triggering conditions are met, will automatically send notices to the NCP and/or CP, and will send a *** CAFÉ Task/Alert **** to the user assigned to the case.

When insurance information changes, the user enters the changes on INDA and EMDA screens as appropriate. LASES moves the case out of Enforcement when the triggering conditions are no longer met.

X-2641 MEDICAL SUPPORT ENFORCEMENT FUNCTION TRACKING

The Medical Order Enforcement function tracking process will monitor the court orders assigned to a specific case in relation to when the Medical Order Enforcement function initiates and when the function is considered complete. This process is a case level process. This process performs the following steps:

- The system searches the case, the CP and NCP insurance information and/or court order information for the following data to determine whether Medical Order Enforcement function tracking should be initiated. When all of the following conditions are met, then the function is initiated:
 - On CAS1, the IV-D STAT field contains ATV, PCL, PND or SUS.
 - The court order has completed the Obligation Establishment function.
 - The NCP is not in the Locate function.
 - On COOD, the court order EXP DTE is not in the past.
 - On CAS1, the INTERSTATE field contains a ‘R’ or blank
 - A case will move into Medical Support Enforcement if the case is not in the Locate function and either of the following two methods is true:
 - Method 1
 - MED ORDER is PY, PC or PH on COOD and

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- NCP's primary employer's NAME VERIFICATION CODE is 'VV' or 'NV' on EMDA and
 - For PY, the insurance information on CHID for each participating non-emancipated child associated to the court is not complete; or
 - For PC orders, no payments have been received on the MS debt in the past 30 days; or
 - For PH orders no payments have been received on the MS debt in the past 30 days and/or the insurance information on CHID for each participating non-emancipated child associated to the court is not complete; one of the following fields is blank
 - CARRIER CD
 - SCOPE OF COV
 - POL #
 - GROUP #
- Method 2
 - MED ORDER is 'NY' on COOD

X-2642 COMPLETE INSURANCE INFORMATION

Use the List Child Insurance (LICI), Child Insurance Data (CHID), and Insurance Members (INME) screens to add or update Insurance Data or to view members associated to a specific policy (INME). See [X-703](#).

X-2643 LIST NMSN SCREEN (LINM)

List NMSN (LINM) screen is used to display all employers *** * where a NMSN-211 notice was generated. ** This screen is display only with the exception of the 'Select' field. Criteria for * generating the NMSN -211: **

- A new employer is added to EMDA * with
- SRC = NH or FC, or
- SRC other than HN or FC, participating children do not have an insurance record on CHID with blank or future dated end date and EMP INS field on EMDA is 'Y' or 'U'; **
- A new court order is added to COOD;
- A new child member is added to court order;
- MED ORDR field on COOD changes from PN, PC or NY to PY or PH.

* NOTE: Cases are excluded if the CAS1 Interstate indicator is set to 'I'. **

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The detailed NMSN information can be viewed on the NMSD screen.

HOW TO GET STARTED

To reach the LINM screen:

- Enter LINM in the GOTO field on any screen and press enter.

FIELD DESCRIPTIONS

- Select – Enter 'X' to bring user to the NMSN data screen for employer selected.
- Employer Name – Name of the NCP's primary employer as it appears on EMDA that was submitted to (MSSC) to generate the NMSN.
- Docket – Docket number from LICO/COOD.
- * NMSN-211 PRT DT - Date the NMSN-211 printed **
- ***
- * RESP – The Enrollment Response Code at the family level. **

X-2644 NATIONAL MEDICAL SUPPORT DATA (NMSD)

National Medical Support Data (NMSD) Screen is used to track medical support data for a specific employer and court order. This screen is a secondary screen to the List NMSN (LINM) screen. ***

HOW TO GET STARTED

To access the NMSD screen:

- Enter LINM in the GOTO field on any screen and press enter. From LINM enter an 'X' in the select field next to the Employer and press Enter.

NMSD FIELD DESCRIPTIONS

The following fields are display only with two exceptions; Select Re-print field and Enroll RSPN code for minor children.

- Docket – docket number from LICO/COOD * (Display only) **
- FIPS – FIPS number associated to the court order * (Display only) **
- MED ORDR – Court order medical code * (Display only) **
- EFF DT- effective date of the court order * (Display only) **
- EXP DT – end date of court order * (Display only) **
- MS Order Terminated – Termination of the court order. Values are 'Y' or 'N'. This field is automatically populated when the following criteria is met:
 - COOD – MED ORDR = PY or PH and the EXP DT is in the past or the expiration date has been reached.
 - COOD – MED ORDR code of PY *** changes to PN
 - CAS1 – IV-D STAT = CLS

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	Document No./Name	X-2640 Medical Support Enforcement
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- Employer Name—Name of the NCP’s primary employer as it appears on EMDA * (Display only) **
- Family Coverage - Amount for a family coverage policy with the employer. This information * may be entered ** if provided by the employer.
- FREQ - frequency of family coverage amount. Valid values: B- bi-weekly, M-monthly, S- Semi-monthly and W-weekly. This information * may be entered ** if provided by the employer.
- Dependent Coverage – Amount for dependent coverage policy with the employer. This information will be populated if provided by the employer.
- FREQ - frequency of dependent coverage amount. Valid values: B- bi-weekly, M-monthly, S-Semi-monthly and W-weekly. This information will be populated if provided by the employer.
- NMSN * -211 PRINT DT ** – date *** NMSN * printed **
- ***
- * SELECT ‘Y’ FOR REPRINT – Enter ‘Y’ to request a reprint of the NMSN-211 Notice. **
- Enrollment Response – * Enter response from the employer ** regarding the enrollment of the insurance policy as a whole and is not particular to any one child. Press PF2 for list of valid responses. * If ‘02’ or ‘04’ is entered, LASES automatically end dates the associated Employer Data record and populates the REASON field located on EMDA with ‘ID’; (02) and ‘QT’ (04). **
- Enroll Response DT – date enrollment response * is populated **

*** SELECT ‘Y’ FOR REPRINT ****

- SES-210 PRT DT – date notice was originally printed or reprinted
- MORE – indicates if there are more records
- SES-213 PRT DT – date notice was originally printed or reprinted
- SES-215 PRT DT – date notice was originally printed or reprinted
- Enroll RESPN – enrollment response from the * employer ** regarding a particular child. Press PF2 for list of valid responses.
- DT – date enrollment response *** entered by a user.
- M – child member number for participating minor children associated to the court order.

INSTRUCTIONS TO UPDATE THE NMSD

Select NMSD to be updated by placing an ‘X’ by the employer on the LINM screen. The NMSD screen is displayed. ***

* A user may enter a response code if provided by the employer at the family and/or child level. If response is entered at the child level and the ENROLLMENT RESPONSE field is blank, LASES automatically populates the ENROLLMENT RESPONSE field with the code entered in the ENROLL RSPN field. If multiple child members exist, the ENROLLMENT RESPONSE field will populate with

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the code entered in the ENROLL RSPN field for the youngest child member associated to the court order.

If an employer returns information regarding family or dependent coverage, enter this information in the appropriate field(s) listed above. ** The insurance should also be added to the Child Insurance Data Screen (CHID). ***