

	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	09 – Support Enforcement Services (SES)			
	<b>Part No./Name</b>	X. Louisiana Automated Support Enforcement System (LASES) User Guide			
	<b>Section No./Name</b>	X-400 Introduction to Case Initiation/Assessment			
	<b>Document No./Name</b>	X-420 Automatic Case Assignment			
	<b>Dates</b>	<b>Issue</b>	May 31, 2002	<b>Effective</b>	June 01, 2002

All cases in LASES are assigned to an office and a caseload. A caseload is typically the set of cases being worked by a single user.

NOTE: In addition to automatic case assignment by LASES, it is possible for a user to TRANSFER A CASE OR SUBSET OF A CASE for a specific action, such as transferring the portion of a case involving a specific child to an attorney for enforcement action. Refer to Section X-340.

IF A CASE IS MANUALLY SET UP, LASES automatically assigns the case to the office and caseload of the user who set up the case. Alternatively, the user can reassign the case to another office and/or caseload on the CAS1 screen when adding case information. Refer to Section X-780.

IF THE CASE IS AUTOMATICALLY SET UP by LASES, the system uses the following criteria to assign the case to an office and a caseload.

- If the case is already assigned to a specific office and caseload, LASES leaves the case assigned to that office and caseload.
- If a CSENet referral, the case is always initially assigned to Central Registry.
- If a \* L'AMI or Medicaid referral, \*\* LASES matches the referring office to the corresponding IV-D (SES) office and assigns the case to that office.

Once a case is assigned to an office, LASES assigns the case to a caseload in the office based on one or more of the following criteria:

- Parish: Parish in which the NCP or CP is located.
- Child's legal status: If at least one child in the case has a legal status of 'N,' the case will be assigned to a non-legal caseload. Otherwise, the case will be assigned to a legal caseload. (Some offices do not differentiate legal/non-legal caseloads.)
- The CP's last name: Different caseloads in the office are assigned different CP last name ranges. Example: One user might be assigned all cases with CP last names between A and M, while another user receives all cases between N and Z.

NOTE: LASES assigns all unassigned cases on a DAILY basis, rather than when referrals are received.