

North Carolina Department of Health and Human Services
Office of the Controller
616 Oberlin Road
Raleigh, North Carolina 27605

Courier # 56-20-01

James B. Hunt, Jr., Governor
Joyce H. Johnson, Controller
H. David Bruton, M.D., Secretary
(919) 733-0169

November 16, 1998

Dear County Director of Social Services:

Subject: Submission of DSS-1571 Electronically

As you are aware, one of our goals with the implementation of the PET, PAC, QuIC, and TEC software is to eliminate the paper submission of the monthly DSS-1571 and to utilize existing technology to electronically upload the data to our mainframe system. Effective November 1, 1998, the capability exists for the counties to begin submitting a portion of their DSS-1571 electronically. This begins a new era in the way we do business and will hopefully reduce the amount of administrative costs associated with the monthly reimbursement process. If we work together to utilize the capabilities that will be implemented, then we will see a significant reduction in the time it takes a county to receive its reimbursement settlement each month.

In conjunction with this new way of doing business, we have set up an Internet web site for the DHHS Controller's Office that will be used as a principle means of communicating information with the counties and others in a more rapid manner. This web site will contain such things as copies of letters to the county directors related to fiscal matters, the most current Social Services Fiscal Manual, a section for frequently asked fiscal questions and their answers, access to free software that may be downloaded, and other items of interest to the county directors and fiscal staff. I would strongly recommend that at least one person, and a backup person, in the fiscal area obtain an email address and internet capability so they can use this information to its best advantage. The web address is "<http://www.sips.state.nc.us/DHR/Control/contpage.htm>".

Attached are the revised instructions for submitting the monthly DSS-1571 report. Any county that feels it wants to take advantage of the new method (electronic) of

submitting the Part I may do so as soon as they are set up. All counties will be required to use the electronic method for the Part I with the December 1998 services, reimbursed in January 1999. Also attached are instructions for using RMDS. For faster setup, fax your RACF ID form to Brenda Downing at the number shown on the back of the form.

A hard copy of the revised Social Services Fiscal Manual will be distributed, under separate cover, in the next few weeks. The electronic version is currently available through the web site.

Thank you for your cooperation and assistance in implementing these improvements in the way we do business. If you have any questions, please contact Jim Knight at (919) 733-4640.

Sincerely,

[signed]

Joyce H. Johnson

cc: (w/o attachments)

County Finance Officers
James B. Edgerton
Kevin M. FitzGerald
Nancy Coston
Melinda Hamrick
Karen Anderson
Gary Fuquay
Brenda Downing

cc: Local Business Liaisons (w/ attachments)

Submission Instructions

Certification

The report is to be dated and signed by the County Finance Officer, who by General Statute is responsible for the accuracy of the information reported. The report will be co-signed by the Director of the Department of Social Services.

Submission

Reports have two methods of submission, paper and electronic. Item 1 addresses those items that apply to ALL submissions. Item 2 addresses those items that apply to manual "paper" submissions. Item 3 applies to "electronic" submissions. During a period that the county sends in the 1571 using both methods (for the different Parts), **BOTH** "Certifications" must be completed appropriately.

1. ALL submissions:

- **If reports are received after the 20th of the month, that county will not receive an interim payment the following month.**
- Make sure the DSS-3538 is submitted each month. If you are using a manual Part II, attach the 3538 to the back of it when mailing. If you are submitting the Part II electronically, attach the 3538 to the original "Certification" form when it is mailed.
- If there are any questions concerning how to report a worker, how to report an expenditure, or any questions about the DSS-1571 report, please call either your Local Business Liaison or the County Administration Accounting Unit of the Controller's Office.
- DSS-1321 Reports should be mailed to the County Administration Accounting Unit except State Operated Child Support Programs which should be mailed to the Child Support Enforcement Branch, IV-D Accounting Branch, 100 East Six Forks Road, Raleigh, North Carolina 27609.

2. MANUAL "paper" submissions:

- Reports should be submitted to the Department of Health and Human Services, Controller's Office, County Administration Accounting Unit, 616 Oberlin Road, Raleigh, North Carolina 27605.
- **Listed below are the items that should be checked before mailing your DSS-1571 report:**

a. **Make sure Personnel Cost Statement or (Turnaround) is separated. (Torn apart)**

b. **Make sure all percentages in Column 9 thru 18 equal 100% (or 200% if column 17 is used) on the Turnaround or Personnel Cost Statement.**

- c. Make sure the DSS-1571 **Part II totals balance**. (Columns 1 and 2 must equal Columns 4 thru 11).
- d. Make sure all manual entries on the Part II - Administrative Cost Statement have a Program Code and Fund.
- e. Make sure the Director and Finance Officer has signed the Part II - Administrative Cost Statement
- f. Make sure all Part III's are attached to back of Part IV's. (Face showing)
- g. Make sure the date on the Part IV's is the current month.
- h. Make sure that on all Part IV's, the **County Number is in 3 Digits** in Space #1. This is the only item that is needed in Space #1. (Example - 001 - Alamance)
- i. Make sure all Part IV's entries have a SIS ID#, EIS#, or Master Client Index#, Service Code and **Fund ID**.
- j. Make sure all units provided on Part IV's have two decimal places. (Example - 1.00)
- k. If computer generated Part IV's are submitted, please make sure the ending total is correct and that maximum rates have not been exceeded (errors have been noticed on Part IV's generated outside the local DSS).
- l. **All county generated reports (forms) must be a replicate of the current State reports (forms) and must be approved in writing prior to using.**

3. ELECTRONIC submissions:

In preparing for electronic submission, the county must have at least one person that has a RACF ID and password (assigned for the county fiscal group) for the State SIPS mainframe (see Figure 1). The upload program requires a Windows 95 or later operating system (the same requirement as has been stated for the Windows' version of QuIC and TEC). The county must also have access to RMDS (see attached) on the SIPS system. There are three methods of connecting to the SIPS mainframe to be able to use the upload capability. The first is by connection to North Carolina's statewide area network. The second is through an Internet Service Provider (such as America OnLine, Compuserve, etc.). The last method is by dial-up (you must request special assistance to set up this method). The dial-up method requires a modem be installed with your computer and access to a phone line that will be dedicated to the function you are performing at any one time (upload, reviewing reports, etc.). Any questions

may be addressed to the help desk at (919) 733-9100 (be sure the help desk knows you need the capability to use RMDS and upload a file to the mainframe using FTP).

When the county is ready to upload the parts of the 1571 they intend to file electronically, they must complete the Certification format shown in Figure 2 (on county letterhead, plain paper, or other paper of their choice), then fax a copy to: (919) 715-5847 ATTN: County Administration Accounting Unit, and mail the original to the DHHS Controller's Office at the address shown in "2" above.

The county will use the software provided by the State for the upload. This software may be found through the DHHS Controller's Office web site (<http://www.sips.state.nc.us/DHR/Control/contpage.htm>) or by requesting (from the County Administration Accounting Unit) a set of the diskettes be sent in the mail. After installation, any questions about this program should be addressed to the Controller's Office, County Administration Accounting Unit at (919) 733-2306.

Each month, after the 1571 upload is completed and the "Certification" form has been faxed, the county's file will be processed, and the results will be placed in RMDS for the county to review. If there are any errors or the file's computed total does not match the "Certification" form totals, then the county must determine the problem and make the necessary changes. See the last page of the RMDS instructions (attached) for a list of the available reports. If the file is incorrect, the county must correct the data, create a new file, and then repeat the upload step. If a total is incorrect on the "Certification" form, then the county must correct the form, have it resigned, and then resubmit it as directed above. After there are no errors and the totals agree, then the county is finished. There will be no turnarounds from this point on.

Figure 1 (front)

AUTHORIZATION FOR THE COUNTY REIMBURSEMENT
ADMINISTRATIVE FUNCTIONS

COUNTY NAME _____ COUNTY NUMBER _____

RACF ID	WORKER NAME	STATE	FTP
RMDS		OFFICE	
(function)	(function)	USE ONLY	

State Office Use Only: Please leave this column blank.

FTP: The worker will have authorization to use a File Transfer Protocol (FTP) program to transmit the DSS-1571 data file from the county

to the State mainframe for processing.

RMDS: The worker will have the capability to access the Report Management Distribution System (RMDS) in order to view and/or print

applicable reports generated by the County Administration Reimbursement System.

Figure 1 (back)

**AUTHORIZATION FOR THE COUNTY REIMBURSEMENT
ADMINISTRATIVE FUNCTIONS**

COUNTY NAME _____ COUNTY
NO. _____

COUNTY SECURITY OFFICER

PHONE NUMBER OF OFFICER (_____
) _____

SIGNATURE _____

DATE _____

PLEASE USE THE TABLE ON THE BACK OF THIS FORM TO INDICATE THE WORKERS WHO REQUIRE AUTHORIZATION TO THE SIPS MAINFRAME

FOR COUNTY REIMBURSEMENT ADMINISTRATIVE FUNCTIONS. IF THE WORKER DOES NOT HAVE A RACF ID, LEAVE THE FIELD BLANK AND A RACF NUMBER WILL BE ASSIGNED. THE CSC WILL NOTIFY THE COUNTY SECURITY OFFICER OF THE RACF ID AND TEMPORARY PASSWORD. MAKE SEVERAL COPIES OF THE TABLE BEFORE YOU BEGIN IN CASE YOU REQUIRE ADDITIONAL SPACE.

PRINT CLEARLY OR TYPE THE REQUIRED INFORMATION. INDICATE THE WORKER'S RACF ID NUMBER AND NAME. WHEN ENTERING NUMBERS, PLEASE USE A ZERO WITH A SLASH THROUGH IT TO INDICATE A NUMERIC ZERO.

FOR EACH WORKER LISTED, ENTER 'X' IN THE APPROPRIATE COLUMN(S) TO INDICATE THE FUNCTIONS FOR WHICH THE WORKER MUST BE AUTHORIZED IN ORDER TO PERFORM HIS/HER DUTIES.

THE COUNTY SECURITY OFFICER MUST SIGN AND DATE THIS FORM.

FAX THE COMPLETED INFORMATION BY: at least 30 days prior to submitting your first electronic file TO:

BRENDA DOWNING, SUPERVISOR at DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF INFORMATION RESOURCE MANAGEMENT

CUSTOMER SUPPORT CENTER

705 PICOT DRIVE; RALEIGH, NC 27603

FAX 919-715-8864

Statement of Administrative Costs

FOR COUNTY:

Number

Name

(001,
etc)

Agency Type

(DSS, CSE,
IND)

Service Month
of

(Nov, 1998,
etc.)

EXPENDITURES CLAIMED ELECTRONICALLY:

Part I

Part II (Total Indirect Cost =)

Part IV

Total

CERTIFICATION

I declare under penalty of perjury that all costs shown have been incurred in connection with official duties

of the county Department of Social Services and that costs submitted are recorded on the official county financial records as an expense, and that same are true and correct to the best of my knowledge and belief.

Director, County DSS

Date

County Finance Officer

Date

Figure 2

RMDS Instructions

1. GENERAL INFORMATION

The Report Management and Distribution System (RMDS) contains many reports that are useful. This section describes how to access RMDS, how to view and print reports, and how to logoff RMDS.

2. ACCESS PROCEDURES

- a. From the banner screen which displays the terminal ID and the message "IS CONNECTED TO THE STATE NETWORK," key NCRMDS. Press ENTER. The RACF screen displays as follows:

RRRRRRRRRRRRRRRR	MMMM	MMMM	DDDDDDDDDDDDDD	SSSSSSSSSSSSSS
------------------	------	------	----------------	----------------

RRRRRRRRRRRRRRRR	MMMMMM	MMMMMM	DDDDDDDDDDDDDD	SSSSSSSSSSSSSS
------------------	--------	--------	----------------	----------------

RRRR	RRRR	MMMMMMMM	MMMMMMMM	DDDD	DDDD	SSSS	SSSS
RRRR	RRRR	MMMM	MMMMMMMM	MMMM	DDDD	DDDD	SSSS
RRRR	RRRR	MMMM	MMMM	MMMM	DDDD	DDDD	SSSSSSSSSSSSSS
RRRRRRRRRRRRRRRR	MMMM	MM	MMMM	DDDD	DDDD	SSSSSSSSSSSSSS	
RRRRRRRRRRRRRRRR	MMMM		MMMM	DDDD	DDDD		SSSS
RRRR	RRRRR	MMMM	MMMM	DDDD	DDDD		SSSS
RRRR	RRRRR	MMMM	MMMM	DDDD	DDDD	SSSS	SSSS
RRRR	RRRRR	MMMM	MMMM	DDDDDDDDDDDDDD		SSSSSSSSSSSSSS	
RRRR	RRRRR	MMMM	MMMM	DDDDDDDDDDDDDD		SSSSSSSSSSSSSS	

```

Help                                                                    PF 1
                                                                    ..fill in bill-code (as:bbb-ddd). PF 3
Exit
    Userid   ===>                                bill-cde ===>wca-dhr
    Password ===>                                New Pswd ===>
    Please fill in your Userid and Password and press ENTER
News ----- PF 2
Zoom
|
|
|
|
|
|
|
|
+-----+
--+
```

```

Fri Oct 18 10/18/96 10:29:04 term=!272/WDAT025 sys=NCRMDS cpu=SYSE USER
```

b. From the RACF screen, key your RACF User ID, BILLING CODE(wca-dhr), and your PASSWORD. Press **Enter**. The following screen displays.

SIGN-ON: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM

USERID ===> (REQUIRED)

PASSWORD ===> (REQUIRED)

NEW PASSWORD ===>

VERIFY PASSWORD ===> (MUST MATCH NEW PASSWORD)

GROUP ==>

ACCOUNT ==>

SELECT LANGUAGE ==> 1 = ENGLISH

2 = JAPANESE

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PRESS PF3 TO EXIT

c. On the "**SIGN ON: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM**" screen:

- 1). Key your **RACF User ID** in the **User ID** field.
 - 2). Enter your self-assigned **RACF** password in the **Password** field.
 - 3). Press **ENTER**. The following screen appears:
-

MAIN MENU: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM

SELECT OPTION ==>

I - LIST REPORT NAMES TIME - 15:12:15

N - REFRESH LIST OF REPORT NAMES DATE - 11/24/92

V - LIST VERSIONS OF A REPORT - 92.329

D - DISPLAY REPORT PAGES LTERM-EFTA485C

P - PRINT REPORT PAGES

X - END RMDS SESSION

Z - END RMDS SESSION AND SAVE USER DATA

REPORT NAME ==> (REQUIRED FOR V, D, OR P)

REPORT DATE ==> // (YY/MM/DD)

REPORT TIME ==> :: (HH:MM:SS)

REPORT PASSWORD ==>

PRESS PF3 TO EXIT

d. On the "**Main Menu**" screen, key in the **OPTION** you require. Seven **OPTIONS** are available. These **OPTIONS** are described below.

3. RMDS MAIN MENU OPTIONS

a. OPTION I - LIST REPORT NAMES

This is an easy way to display a report without having to key the report name.

1). Key **I** beside **SELECT OPTION** and key the beginning letters of the report name followed by an asterisk in the **REPORT NAME** field. For most reports, enter DHRWCA*. Press **ENTER**. An index of reports displays, beginning with the first report that starts with these letters.

2). Key **D** beside the report you wish to view and press **ENTER**. The report displays. This is the most recent version of the report.

- 3). Key **V** beside the report name and press **ENTER**. The different versions of the report display. Enter **D** beside the version you wish to view and press **ENTER**.
- 4). Press **PF8** to scroll forward through the list, one page at a time.
- 5). Press **PF7** to scroll backward through the list, one page at a time.

6). Press **PF3** to return to the **MAIN MENU**.

b. **OPTION N** - Option N works the same as Option I.

c. **OPTION V** - List **VERSIONS OF A REPORT**

Use this option when you want to see a version of the report other than the current version and know the exact RMDS report name. (See also A.3. above.)

1). Key **V** beside **SELECT OPTION**.

2). Key the report name beside **REPORT NAME**. Press **ENTER**. Some reports have more than one version available. The number of versions available displays to the right of the report name on the screen listing report names. For example: If a report is produced daily, each different day's report is a separate "version" of that report.

This is a useful option when you need to view a prior version of a report.

3). Key **D** in the **CMD** field beside the version you wish to display. Press **ENTER**.

d. **OPTION D** - **DISPLAY A REPORT**.

Use this option when you know the exact RMDS name of a report.

1). Key **D** in the **SELECT OPTION** field. Key the report name beside **REPORT NAME**. The report name must be keyed exactly as it appears in RMDS. Press **ENTER**. The most current version of the requested report displays.

2). The message '**DBNV400 REPORT NAME NOT FOUND IN ARCHIVE DIRECTORY**' appears if the report name is keyed incorrectly.

e. **OPTION P** - **PRINT A REPORT**.

1). Key **P** on the **SELECT OPTION** line and the report name beside **REPORT NAME**. Press **ENTER**. The following screen displays.

PRINT: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM

REPORT NAME: DHRWCA DAILY XS305/BX EDIT REPORT

REPORT DATE: 98/11/30 REPORT TIME: 13:04:48

SELECT OPTION ===>

N - PRINT ON NETWORK PRINTER

D - PRINT ON 6670 (VIA BATCH JOB)

S - PRINT ON SYSTEM PRINTER (VIA BATCH JOB)

NETWORK PRINTER ID ===> (OPTION N ONLY)

SPECIFIC PAGE RANGES:

FROM TO FROM TO FROM TO

1 2 -----

HEADER PAGE INFORMATION (OPTIONAL)

2). Key **N** beside **SELECT OPTION** on the print screen.

3). Key your printer ID number in the **PRINTER ID** field if it is not already displayed.

4). Enter the page ranges for the report in the **PAGE RANGE** field if the pages are not displayed automatically. (Use leading zeroes if necessary.) Press **ENTER**.

f. OPTION X - EXIT RMDS.

1). Key **X** in the **SELECT OPTION** field. Press **ENTER**. The message '**DBNV000 NORMAL END OF RMDS SESSION**' appears.

2). Press PF-3 to exit **RMDS** and return to the **BANNER SCREEN**.

g. OPTION Z - END RMDS SESSION AND SAVE USER DATA.

1). Key **Z** on the **SELECT OPTION** line. Press **ENTER**. The message '**DBNV000 NORMAL END OF RMDS SESSION**' appears.

2). Press PF-3 to exit **RMDS** and return to the **BANNER SCREEN**. You will exit **RMDS** and save the **NETWORK PRINTER ID** that was entered on the print screen. You do not have to enter the printer ID the next time you want to print, unless you want to print to a different printer ID.

4. VIEWING THE REPORTS

There also are options for moving around inside a report in **RMDS**. **ALL OPTIONS ARE NOT AVAILABLE IN ALL REPORTS**. Some reports are county-specific, meaning you only get the report for your county, and some are not. There are system limitations that only allow a maximum of 200 pages to be searched for each find request. If the data you requested is not within the first 200 pages, you see the error message "**STRING NOT FOUND WITHIN SYSTEM SEARCH LIMIT 0000200**" Press **PF5** to continue the search until the data you requested is displayed.

a. To find your county's section of the report key **F** followed by a space and '**County 01**' in the **COMMAND** field. (Key the single quotation marks.) Press **ENTER**.

b. To find your district within a report key **F** followed by a space and '**DISTRICT 001**' in the **COMMAND** field. (Key the single quotation marks.) Press **ENTER**.

c. To find a page in a report key **P** followed by a space and the page number you wish to view in the **COMMAND** field. Press **ENTER**. (A report page may require several screens.)

d. To find a name, word or number in a report key **F** followed by a space and '**XXXXXX**' in the **COMMAND** field. Key the single quotation marks and the name, word or number you wish to find within them. Press **ENTER**.

e. To scroll forward through a report, press **PF8**. **RMDS** displays the next screen of the report. (A report page may require several screens.)

f. To scroll backward through a report, press **PF7**. **RMDS** displays the previous screen of the report. (A report page may require several screens.)

g. Press **PF11** for the right side of a report OR beside **COMMAND**, key **SEL** space **81,132** and press **ENTER**.

h. Press **PF10** to return to the left side of a report OR beside **COMMAND**, key **SEL** space **1,80** and press **ENTER**.

i. To return to the menu, press **PF3**.

5. LOGOFF PROCEDURES

a. It is important to press PF-3 or key **X** or **Z** to exit **RMDSVIEW**. **DO NOT USE THE ALTERNATE AND CLEAR KEY**. This will clear the screen, but does not take you out of **RMDS**. If you accidentally clear the screen, the message "**CONVERSATION IN PROGRESS**" will be displayed. If this happens, clear the screen again, key **/EXIT**, and press **ENTER**.

The message "**CONVERSATION ENDED**" will be displayed. If you do not receive this message, clear the screen, key **/END**, and press **ENTER**.

b. To logoff **NCRMDS**, continue to press PF-3 until you get back to the banner screen.

6. REPORT NAMES AND ACCESS CODES-These are the most commonly used reports.

RMDS Access Code	English Report Name
DHRWCA DAILY XS305/BX EDIT REPORT II	Edit errors for the Part IV, I, and II
DHRWCA DAILY XS315 PART I/II REPORT	Good transactions of Part I & II
DHRWCA DAILY XS319 PART IV REPORT	Good transactions of Part IV
DHRWCA COUNTY TRANSMITTAL BAL RPT Report	Parts I, II, & IV Balance Control (compares file total with "Certification")
DHRWCA WCA335 XS325 SUM & DIST	Distribution report
DHRWCA WCA335 XS335 REIMB EXPEND month	Reimbursement of Expenditures for month
DHRWCA WCA375 XS337 CTY SUM RPT	Reimbursement of Exenditures for YTD
DHRWCA WCA410 XS411C CTY MTH ALL	Allocation balances