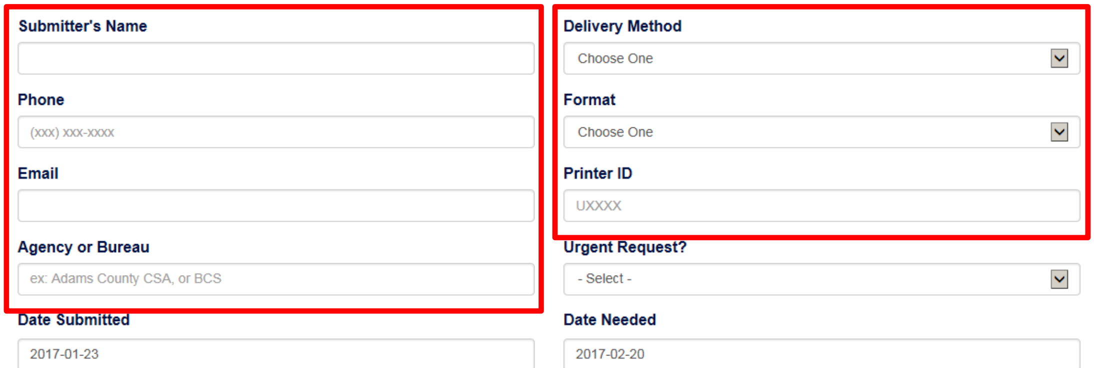
BUREAU OF CHILD SUPPORT

Bureau of Child Support Report Request

Instructions/Help

Section 1: Requestor; Delivery and Due Date



Submitter's Information: Details for the person submitting the request are required, including:

Submitter's Name, Phone, Email Address, and Agency or Bureau.

Date Submitted: This date is defaulted to the current date.

Delivery Method: Select the delivery method *

- If Email is the delivery method, select a **Format** (PDF or Excel); or
- If Printer is the delivery method, provide the **Printer ID.**

  ** NOTE: Depending on the type of report, regulations may define the delivery method. For example, rules require if personally identifiable information (PII) is included, the report must be sent direct to printer.*

Urgent Request? Provide a Yes or No response. If Yes, provide a Date Needed (the latest date you must receive your report).

Requestor's Information: If the request is made on the behalf of another, provide the requestor's name. Include his/her direct phone, agency, or bureau and email address.

Additional Recipients: If the report should be sent to others in addition to the requestor, provide their email addresses.

Section 2: Request Type

Select a Request Type:

- Re-run (Repeat of a previously requested Adhoc report);
- Adhoc (Most commonly used as a one-time only report for a specific need); or
- New (A report to fill a long-term need that is not available in existing reports).

Re-Run

Previous Ticket No.: This is a required field and can be found on previously requested reports, typically in the upper left-hand corner.

Notes: Provide any notes and modifications to the original request. Ex. "Please rerun for the month of August YYYY." Provide any notes and modifications to the original request.

Next, select the "**Submit**" button. Upon submission an email is sent to the KIDPOL Mailbox with the details of your report request.

Submit

ADHOC or New (Webi Only)

Report Purpose: Describe the need of this report and how the data or report will be used. Please be specific; this will help. What is the business purpose of this report? In other words, what will this report allow you to do in your everyday business-related tasks, and how will you use it?

Time Frame: If a report is for specific time frame/frequency, select a time frame and enter its parameters. For example, a time period of December 1-15 or a frequency of Monthly, Annually – Calendar Year End, or Annually – State Fiscal Year end.

Selection Criteria: In order to create a report that provides value, selection criteria are needed.

Child Support Agency (CSA)/Tribes/Statewide: Define the data needed for the report. Examples include Brown CSA, Red Cliff Tribal, or any CSA excluding Milwaukee.

Case Status: Select one case status that best fits your need.

Case Types: Select one case type (IVD, NIVD, IVD/NIVD, Arrears, or Arrears and Current Support).

Worker ID: If the report should be limited to a specific worker or a small group, enter their worker IDs in this field.

System Level Accts: If the report should include a system level account(s), enter them here. Ex. Account 30.

Debt Types: Enter debt type(s), if applicable. Ex. AFDCA or AFDCAI.

Last Payment Date: Enter date of last payment in KIDS, if applicable.

Additional Information: Provide any additional criterial or areas for clarification, if not captured above.

Data Displayed/Columns

Columns
Check the boxes for the columns of information to include in the report. These include: Case Worker ID/Responsible Worker, KIDS Case Number, Court Case Number, System Level Accounts, and Date of Last Payment.

Participant Information
Select one or many participant types. To select more than one, hold down the CTRL key while selecting each participant. The selected participant types will display as highlighted.

Next, use the **PIN**, **Address,** and **Name** checkboxes to identify the information for the participants to display on the report.

Totals/Subtotals: Describe any totals or subtotals, and method of calculation.

Sorting: Identify how the information should be sorted. Ex. Worker ID then court case number.

Grouping: How should the report information be grouped. Ex. Worker then page break.

Additional Information: Provide any additional grouping details not yet documented in this space.

Lastly, select the "**Submit**" button. Upon submission an email is sent to the KIDPOL mailbox with the details of your report request. A representative of the KIDPOL team will contact you within three to five days.

Submit

If there is a similar report (even if from another source or an Adhoc report) that could be used as a mockup or baseline, please be prepared to provide that example when contacted by the System Support and Development Section.