

CHANGE NOTICE FOR MANUAL

DATE: August 28, 2007

MANUAL: Enterprise Program Integrity Control System (EPICS) User's Manual
CHANGE NO.: 1-2007
TO: County Directors of Social Services
EFFECTIVE: **Upon receipt**, make the following changes to the EPICS User's Manual

I. GENERAL

This change notice transmits revisions to the EPICS Manual. These changes are outlined below.

II. SPECIFIC CHANGES

A. EPICS 102 – Referrals

Section 102 is being revised to add a 3 character field to display the Suffix of a name on the Referral Detail 1, Notepad Summary, and Notepad Detail screens. Also, a new field 'Suffix' has been added to the Name List screen to display the suffix of a name. Field Descriptions within this section are being revised to include the changes.

B. EPICS 103 – Claims

1. EPICS 103 is being revised to add a 3 character field to display the Suffix of a name on the Claim Detail, Debtor Detail, Debtor Summary, Repayment Approach, EPICS History By Case Head, and EPICS History By Debtor screens. Field Descriptions within this section are being revised to include the changes.
2. EPICS 103 III.B.1 is being revised to add four new fields, FRST MTH BENEFIT, DA ACCEPT DATE, ADH HEARING DATE, and ADH PAST DUE, to the Claim Detail screen. Instructions for completing each field are being included.

C. EPICS 104 – Collections

EPICS 104 is being revised to add a 3 character field to display the Suffix of a name on the Payments, Payment History By Referral, Payment History By Individual, and NC Debt Setoff Pending Intercepts screens. Field Descriptions within this section are being revised to include the changes.

D. EPICS 105 – Disqualifications

EPICS 105 II.E.9 is being revised to clarify that the Claim Type must be IPV in order to create a disqualification.

E. EPICS 106 – Case Maintenance

1. EPICS 106 III.C.2 is being revised to add a 3 character field to display the Suffix of a name on the County Transfer screen.
2. EPICS 106 VI.A.2 is being revised to add the Suffix field to the Name List screen.

F. EPICS 2000 - Appendix A: Referral Codes

EPICS 2000 is being revised to add the REASON CLOSED codes table.

G. EPICS 2200 – Appendix C: Payment Codes

Section 2200 is being revised to add the New Method of Collection code ‘L’ “State Lottery”.

H. EPICS 2500- Appendix F: Reports

EPICS 2500 is being revised to include a County Roll-Up page and a State Roll-Up page to the FRD501 List of Active Claims Report. Also, throughout the section, NC is being added to XPTR to reflect correct name of NCXPTR.

The EPICS User’s Manual has been updated with these changes and is available in PDF format (see below).

III. INSTRUCTIONS FOR MAINTENANCE OF THE EPICS USER’S MANUAL**To maintain your current hard copy of the EPICS User’s Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-10/chg/>
2. Click on Change No. 1-2007
3. Click on the “**CN 1-2007**” and attachment links **at the bottom** of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/> .

To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
102	1-4, 7-8, 27-32	102	1-4, 7-8, 27-32
103	1-20, 25-26, 35-36, 39-46	103	1-20, 25-26, 35-36, 39-46
104	1-8, 17-28	104	1-8, 17-28
105	1-2, 9-10	105	1-2, 9-10
106	1-4, 11-12	106	1-4, 11-12
2000	1-2, 5	2000	1-2, 5
2200	1	2200	1
2500	1-2, 5-12, 21-32, 35-36, 39-50	2500	1-2, 5-12, 21-32, 35-36, 39-50

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting &
Evaluation Management Section

HB/wc
Attachments
[EPICS_CN1-2007](#)
[EPICSc102](#)
[EPICSc103](#)
[EPICSc104](#)
[EPICSc105](#)
[EPICSc106](#)
[EPICSc2000](#)
[EPICSc2200](#)
[EPICSc2500](#)