

**For:** State Offices

**New Debt Management Reports for Outstanding Claims**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A  
Background**

The DW6102DM, Outstanding Claim Reports and the DW6103DM, Claim Referral Status Reports have been added to the Data Warehouse State Reports Page. DW6102DM and DW6103DM reports will provide State Offices with information to monitor debt.

**B  
Purpose**

This notice:

- introduces the new DW6102DM, which lists:
  - outstanding claims by responsible State and county with debtor information
  - age of debt
  - totals
- introduces the new DW6103DM, which lists:
  - outstanding claims
  - litigation/appeal with the Treasury Offset Program (TOP)
  - Cross-Servicing referral information
- provides instructions on using DW6102DM and DW6103DM.

**C  
Contacts**

If there are any questions about this notice, contact either of the following:

- Dawn Gerrard, KCFO, DMD at 816-926-1461
- Tolleicsa Wells, KCFO, ASPS at 816-926-6816.

<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2002	State Offices

## Notice FI-2491

### 2 General Information

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#### A

##### Training

Training may be administered as follows:

- refer to:
    - paragraphs 5 and 6 for instructions on using DW6102DM
    - paragraphs 5 and 7 for instructions on using DW6103DM
  - contact Dawn Gerrard, KCFO, DMD at 816-926-1461 for training by telephone.
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#### B

##### Research Options

The following are research options for Outstanding Claim Reports and Claim Referral Status Reports for the originating inquiring State:

- responsible State
  - responsible county
  - debtor information
  - age of debt
  - litigation referral information
  - appeal referral information
  - TOP referral information
  - Cross-Servicing referral information.
- 

#### C

##### State Office Action

State Offices shall use DW6102DM and DW6103DM to:

- monitor debt status
  - determine responsibility for followup with County Offices
  - ensure debt status is identified correctly
  - display debtor information, totals, and age of debt.
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#### D

##### Availability

DW6102DM and DW6103DM are available on issuance of this notice.

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#### E

##### Restricted Use

Data is restricted for use by authorized FSA personnel. Authorized FSA personnel will only have access to the claims originated by the inquiring State accessing the reports available. These claims will include claims that reside in the State/County Offices or that have been centralized to KCFO.

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## Notice FI-2491

### 2 General Information (Continued)

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#### F Software Requirements

State Offices must use either of the following:

- Brio Insight plug-in
- Brio Quickview plug-in.

**Note:** Contact Rose Lawson at 816-926-6424 to:

- obtain the Brio plug-in
  - setup the password for accessing the Debt Management Reports.
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### 3 DW6102DM, Outstanding Claim Reports Field Definitions

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#### A DW6102DM Outstanding Claim Detail Report

The following table provides the name and description of each field displayed on DW6102DM Outstanding Claim Detail Report.

Field	Description
Orig State	State where the claim was originally established.
Orig Cty	County within the State where the claim was originally established.
Resp State	State that has responsibility to pursue the claim.
Resp Cty	County within the State that has responsibility to pursue the claim.
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Claim Number	Unique identifier generated at the time the claim was established.
Debtor Id	9-digit tax identification number (EIN or SSN).
Debtor	Identifies who is liable for the claim.
Date of Indebtedness	Date that the loss occurred.
Outstanding Principal	Amount of outstanding principal owed on the claim.

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**Notice FI-2491**

**3 DW6102DM, Outstanding Claim Reports Field Definitions (Continued)**

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**B**

**DW6102DM  
Outstanding  
Claim Totals  
Report**

The following table provides the name and description of each field displayed on DW6102DM Outstanding Claim Totals Report.

<b>Field</b>	<b>Description</b>
Orig State	State where the claim was originally established.
Orig Cty	County within the State where the claim was originally established.
Resp State	State that has responsibility to pursue the claim.
Resp Cty	County within the State that has responsibility to pursue the claim.
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Claim Number	Unique identifier generated at the time the claim was established.
Primary Alpha Program Code	Primary alpha program code that was used to established the claim.  <b>Example:</b> 95DEFFCORN = 1995 Deficiency Corn
Date of Indebtedness	Date that the loss occurred.
Claim Count	Numeric count for each outstanding claim.
Outstanding Principal	Amount of outstanding principal owed on the claim.

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Notice FI-2491

3 DW6102DM, Outstanding Claim Reports Field Definitions (Continued)

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C

**DW6102DM  
Outstanding  
Claim Pivot  
Report**

The following table provides the name and description of each field displayed on DW6102DM Outstanding Claim Pivot Report.

<b>Field</b>	<b>Description</b>
Original State	State where the claim was originally established.
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Claim Count	Numeric count for each outstanding claim.
Outstanding Principal	Amount of outstanding principal owed on the claim.

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D

**DW6102DM  
Outstanding  
Claim Counts  
Chart**

The following table provides the name and description of each field displayed on DW6102DM Outstanding Claim Counts Chart.

<b>Field</b>	<b>Description</b>
Original State	State where the claim was originally established.
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Claim Counts	Numeric count for each outstanding claim.

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E

**DW6102DM  
Outstanding  
Claim Amounts  
Chart**

The following table provides the name and description of each field displayed on DW6102DM Outstanding Claim Amounts Chart.

<b>Field</b>	<b>Description</b>
Original State	State where the claim was originally established.
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Claim Amounts	Amount of outstanding principal owed on the claim.

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**Notice FI-2491**

**4 DW6103DM, Claim Referral Status Reports Field Definitions**

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**A  
DW6103DM  
Claims Referred  
for Litigation/  
Appeal Report**

The following table provides the name and description of each field displayed on DW6103DM Claims Referred for Litigation/Appeal Report.

<b>Field</b>	<b>Description</b>
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Outstanding Count	Numeric count for each outstanding claim.
Outstanding Amount	Amount of outstanding principal owed on the claim.
Litigation Count	Numeric count for each outstanding claim that is referred for litigation.
Litigation Amount	Amount of outstanding principal owed on the claim that is referred for litigation.
Appeal Count	Numeric count for each outstanding claim that is referred for appeal.
Appeal Amount	Amount of outstanding principal owed on the claim that is referred for appeal.
Eligible For Referral Count	Numeric count for each outstanding claim that is not currently referred for litigation or appeal and eligible for referral.
Eligible For Referral Amount	Amount of outstanding principal owed on the claim that is not currently referred for litigation or appeal and eligible for referral.

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**Notice FI-2491**

**4 DW6103DM, Claim Referral Status Reports Field Definitions (Continued)**

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**B  
DW6103DM  
Claim Referral  
Status Report**

The following table provides the name and description of each field displayed on DW6103DM Claim Referral Status Report.

<b>Field</b>	<b>Description</b>
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Eligible For Referral Count	Numeric count for each outstanding claim that is not currently referred for litigation or appeal and eligible for referral.
Eligible For Referral Amount	Amount of outstanding principal owed on the claim that is not currently referred for litigation or appeal and eligible for referral.
TOP Referred Count	Numeric count for each outstanding claim that is referred to TOP.
TOP Principal Referred Amount	Amount of outstanding principal owed on the claim that is referred to TOP.
TOP Total Referred Amount	Amount of the outstanding claim that is referred to TOP including any interest and fees.
Not Referred TOP Count	Numeric count for each outstanding claim that is not referred to TOP.
Principal Not Referred TOP Amount	Amount of outstanding principal owed on the claim that is not referred for TOP.
Cross Referred Count	Numeric count for each outstanding claim that is referred to cross-servicing.
Cross Referred Amount	Amount of outstanding principal owed on the claim that is referred to cross-servicing.

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Notice FI-2491

4 DW6103DM, Claim Referral Status Reports Field Definitions (Continued)

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**C**  
**DW6103DM**  
**Claim Detail**  
**Referral**  
**Information**  
**Report**

The following table provides the name and description of each field that is displayed on DW6103DM Claim Detail Referral Information Report.

<b>Field</b>	<b>Description</b>
Claim Number	Unique identifier generated at the time the claim was established.
Age of Debt	Calculated field determining the age of debt by subtracting current day less date of indebtedness.
Outstanding Amount	Amount of outstanding principal owed on the claim.
Litigation Amount	Amount of outstanding principal owed on the claim that is referred for litigation.
Appeal Amount	Amount of outstanding principal owed on the claim that is referred for appeal.
Eligible For Referral Amount	Amount of outstanding principal owed on the claim that is not currently referred for litigation or appeal and eligible for referral.
TOP Principal Referred Amount	Amount of outstanding principal owed on the claim that is referred to TOP.
Total TOP Referred Amount	Amount of outstanding principal that is referred to TOP including any interest and fees.
Principal Not Referred TOP Amount	Amount of outstanding principal owed on the claim that is not referred to TOP.
Cross Referred Amount	Amount of outstanding principal owed on the claim that is referred to cross-servicing.

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**Notice FI-2491**

**5 Accessing DW6102DM, Outstanding Claim Reports and DW6103DM, Claim Referral Status Reports**

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**A  
Data Warehouse  
State Reports  
Page**

Follow the instructions in this table to access the:

- Data Warehouse State Reports Page
- Debt Management Reports DW6102DM and DW6103DM.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Open web browser.	The location box will be displayed.
2	ENTER “ <a href="http://dwhouse.usda.gov">http://dwhouse.usda.gov</a> ” in the location box, and PRESS “Enter”.	The Service Center Data Warehouse Home Page will be displayed.
3	On the Service Center Data Warehouse Home Page, select “Farm Service Agency”.	The Farm Service Agency page will be displayed.
4	On the Farm Service Agency page, select “State Office Reports”.	A State map page will be displayed.
5	On the State map page, select State.	A list of reports will be displayed.
6	Select DW6102DM or DW6103DM reports to be viewed.	A username and password menu will be displayed.
7	Enter your assigned data warehouse username and password.	A training link will be provided.
8	Select this link to enter the online training.	The reports will load the Brio Insight software with the data from the query.  <b>Reminder:</b> Data is restricted for use by authorized FSA personnel.

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## Notice FI-2491

### 6 Using DW6102DM, Outstanding Claim Reports

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#### A

##### General Information

The tables in subparagraphs B through H provide instructions on using DW6102DM. These reports will provide 4 limit choices.

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#### B

##### Accessing DW6102DM Report Menu Screen

To access DW6102DM Report Menu Screen, select “Continue” on the Main Menu screen, and Report Menu screen will be displayed.

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#### C

##### DW6102DM Listing All Claims For the Originating Inquiring State

Follow the instructions in this table to use DW6102DM Report Menu to list all claims for the originating inquiring State.

Step	Action	Result
1	Select “View Detail Report” above Detail Data section.	Outstanding Claim Detail Report for the originating inquiring State will be displayed.
2	Select “View Totals Report” above Totals Data section.	Outstanding Claim Totals Report for the originating inquiring State will be displayed.
3	Select “View Totals Pivot Report” above Totals Data section.	Outstanding Claim Pivot Report for the originating inquiring State will be displayed.
4	Select “View Total Counts Chart” above Totals Data section.	Outstanding Claim Counts Chart for the originating inquiring State will be displayed.
5	Select “View Total Amounts Chart” above Totals Data section.	Outstanding Claim Amounts Chart for the originating inquiring State will be displayed.

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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Notice FI-2491

6 Using DW6102DM, Outstanding Claim Reports (Continued)

**D**  
**DW6102DM**  
**Outstanding**  
**Claim Detail**  
**Report**

Follow the instructions in this table to use DW6102DM Outstanding Claim Detail Report.

Step	Action	Result
1	Select the following in the Detail Data section: <ul style="list-style-type: none"> <li>• “Clear Detail Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply Limit(s) to Detail Report”</li> <li>• “View Detail Report” at the bottom of this section.</li> </ul>	Outstanding Claim Detail Report for the responsible State selected will be displayed.  If all responsible States are selected, Outstanding Claim Detail Report displayed will reflect the same data as subparagraph C, step 1.  <b>Note:</b> To display Outstanding Claim Detail Report for another responsible State, repeat this step.
2	Select the following in the Detail Data section: <ul style="list-style-type: none"> <li>• “Clear Detail Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• Age of Debt in list box “Age of Debt” (can select multiple)</li> <li>• “Apply Limit(s) to Detail Report”</li> <li>• “View Detail Report” at bottom of this section.</li> </ul>	Outstanding Claim Detail Report for the responsible State and age of debt selected will be displayed.  If all responsible States and all age of debts are selected, Outstanding Claim Detail Report displayed will reflect the same data as subparagraph C, step 1.  If all age of debts are selected, Outstanding Claim Detail Report displayed will reflect the same data as step 1.  <b>Note:</b> To display Outstanding Claim Detail Report for another responsible State or age of debt, repeat this step.

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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**Notice FI-2491**

**6 Using DW6102DM, Outstanding Claim Reports (Continued)**

**E  
DW6102DM  
Outstanding  
Claim Totals  
Report**

Follow the instructions in this table to use DW6102DM Outstanding Claim Totals Report.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Select the following in the Totals Data section: <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Totals Report” at the bottom of this section.</li> </ul>	Outstanding Claim Totals Report for the responsible State selected will be displayed.  If all responsible States are selected, Outstanding Claim Totals Report displayed will reflect the same data as subparagraph C, step 2.  <b>Note:</b> To display Outstanding Claim Totals Report for another responsible State, repeat this step.
2	Select the following in the Totals Data section: <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• Age of Debt in list box “Age of Debt” (can select multiple)</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Totals Report” at bottom of this section.</li> </ul>	Outstanding Claim Totals Report for the responsible State and age of debt selected will be displayed.  If all responsible States and all age of debts are selected, Outstanding Claim Totals Report displayed will reflect the same data as subparagraph C, step 2.  If all age of debts are selected, Outstanding Claim Totals Report displayed will reflect the same data as step 1.  <b>Note:</b> To display Outstanding Claim Totals Report for another responsible State or age of debt, repeat this step.

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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**Notice FI-2491**

**6 Using DW6102DM, Outstanding Claim Reports (Continued)**

**F  
DW6102DM  
Outstanding  
Claim Pivot  
Report**

Follow the instructions in this table to use DW6102DM Outstanding Claim Pivot Report.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Select the following in the Totals Data section: <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Totals Pivot Report” at bottom of this section.</li> </ul>	Outstanding Claim Pivot Report for the responsible State selected will be displayed.  If all responsible States are selected, Outstanding Claim Pivot Report displayed will reflect the same data as subparagraph C, step 3.  <b>Note:</b> To display Outstanding Claim Pivot Report for another responsible State, repeat this step.
2	Select the following in the Totals Data section: <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• Age of Debt in list box “Age of Debt” (can select multiple)</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Totals Pivot Report” at bottom of this section.</li> </ul>	Outstanding Claim Pivot Report for the responsible State and age of debt selected will be displayed.  If all responsible States and all age of debts are selected, Outstanding Claim Pivot Report displayed will reflect the same data as subparagraph C, step 3.  If all age of debts are selected, Outstanding Claim Pivot Report displayed will reflect the same data as step 1.  <b>Note:</b> To display Outstanding Claim Pivot Report for another responsible State or age of debt, repeat this step.

**Reminder:** Select “house” icon on menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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**Notice FI-2491**

**6 Using DW6102DM, Outstanding Claim Reports (Continued)**

**G  
DW6102DM  
Outstanding  
Claim Counts  
Chart**

Follow the instructions in this table to use DW6102DM Outstanding Claim Counts Chart.

Step	Action	Result
1	Select the following in the Totals Data section: <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Total Counts Chart” at bottom of this section.</li> </ul>	Outstanding Claim Counts Chart for the responsible State and age of debts selected will be displayed.  If all responsible States are selected, Outstanding Claim Counts Chart displayed will reflect the same data as subparagraph C, step 4.  <b>Note:</b> To display Outstanding Claim Counts Chart for another responsible State, repeat this step.
2	Select the following in the Totals Data section: <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• Age of Debt in list box “Age of Debt” (must select more than 1)</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Total Counts Chart” at bottom of this section.</li> </ul>	Outstanding Claim Counts Chart for the responsible State and age of debts selected will be displayed.  If all responsible States and all age of debts are selected, Outstanding Claim Counts Chart displayed will reflect the same data as subparagraph C, step 4.  If all age of debts are selected, Outstanding Claim Counts Chart displayed will reflect the same data as step 1.  <b>Note:</b> To display Outstanding Claim Counts Chart for another responsible State or age of debt, repeat this step.

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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**Notice FI-2491**

**6 Using DW6102DM, Outstanding Claim Reports (Continued)**

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**H  
DW6102DM  
Outstanding  
Claim Amounts  
Chart**

Follow the instructions in this table to use DW6102DM Outstanding Claim Amounts Chart.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	<p>Select the following in the Totals Data section:</p> <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Total Amounts Chart” at bottom of this section.</li> </ul>	<p>Outstanding Claim Amounts Chart for the responsible State selected will be displayed.</p> <p>If all responsible States are selected, Outstanding Claim Amounts Chart displayed will reflect the same data as subparagraph C, step 5.</p> <p><b>Note:</b> To display Outstanding Claim Amounts Chart for another responsible State, repeat this step.</p>
2	<p>Select the following in the Totals Data section:</p> <ul style="list-style-type: none"> <li>• “Clear Totals Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• Age of Debt in list box “Age of Debt” (must select more than 1)</li> <li>• “Apply Limit(s) to Totals Reports”</li> <li>• “View Total Amounts Chart” at bottom of this section.</li> </ul>	<p>Outstanding Claim Amounts Chart for the responsible State and age of debts selected will be displayed.</p> <p>If all responsible States and all age of debts are selected, Outstanding Claim Amounts Chart displayed will reflect the same data as subparagraph C, step 5.</p> <p>If all age of debts are selected, Outstanding Claim Amounts Chart displayed will reflect the same data as step 1.</p> <p><b>Note:</b> To display Outstanding Claim Amounts Chart for another responsible State or age of debt, repeat this step.</p>

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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**Notice FI-2491**

**7 Using DW6103DM, Claim Referral Status Reports**

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**A**

**General Information**

The tables in subparagraphs B through D provide instructions on using DW6103DM. These reports will provide 2 limit choices.

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**B**

**Accessing DW6103DM Report Menu Screen**

To access DW6103DM Report Menu screen, select “Continue” on Main Menu screen, and Report Menu screen will be displayed.

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**C**

**DW6103DM Responsible State Reports**

Follow the instructions in this table to use DW6103DM Responsible State Reports.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Select the following in the Responsible State section: <ul style="list-style-type: none"> <li>• “Clear State Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply State Limit(s) for Reports”</li> <li>• “View State Litigation/Appeal Report”.</li> </ul>	Claims Referred for Litigation/Appeal Report for the responsible State selected will be displayed.  If all responsible States are selected, Claims Referred for Litigation/Appeal Report displayed will reflect all data for the originating inquiring State.  <b>Note:</b> To display Claims Referred for Litigation/Appeal Report for another responsible State, repeat this step.
2	Select the following in the Responsible State section: <ul style="list-style-type: none"> <li>• “Clear State Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply State Limit(s) for Reports”</li> <li>• “View State Referral Status Report”.</li> </ul>	Claim Referral Status Report for the responsible State selected will be displayed.  If all responsible States are selected, Claim Referral Status Report displayed will reflect all data for the originating inquiring State.  <b>Note:</b> To display Claim Referral Status Report for another responsible State, repeat this step.

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7 Using DW6103DM, Claim Referral Status Reports (Continued)

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**C**  
**DW6103DM**  
**Responsible State**  
**Reports**  
**(Continued)**

Step	Action	Result
3	Select the following in the Responsible State section: <ul style="list-style-type: none"> <li>• “Clear State Limit(s)”</li> <li>• Responsible State in list box “Responsible State”</li> <li>• “Apply State Limit(s) for Reports”</li> <li>• “View State Claim Detail Report”.</li> </ul>	Claim Detail Referral Information Report for the responsible State selected will be displayed.  If all responsible States are selected, Claim Detail Referral Information Report displayed will reflect all data for the originating inquiring State.  <b>Note:</b> To display Claim Detail Referral Information Report for another responsible State, repeat this step.

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.

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**Notice FI-2491**

**7 Using DW6103DM, Claim Referral Status Reports (Continued)**

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**D  
DW6103DM  
Responsible  
County Reports**

Follow the instructions in this table to use DW6103DM Responsible County Reports.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	<p>Select the following in the Responsible State and Responsible County sections:</p> <ul style="list-style-type: none"> <li>• “Clear State Limit(s)” in the Responsible State section</li> <li>• Responsible State in list box “Responsible State” in the Responsible State section</li> <li>• “Apply State Limit(s) for Reports” in the Responsible State section</li> <li>• “Clear County Limit(s)” in the Responsible County section</li> <li>• Responsible County in list box “Responsible County” in the Responsible County section</li> <li>• “Apply County Limit(s) for Reports” in the Responsible County section</li> <li>• “View State/County Litigation/Appeal Report” in the Responsible County section.</li> </ul>	<p>Claims Referred for Litigation/Appeal Report for the responsible State and county selected will be displayed.</p> <p>If all responsible States and counties are selected, Claims Referred for Litigation/Appeal Report displayed will reflect all data for the originating inquiring State.</p> <p><b>Note:</b> To display Claims Referred for Litigation/Appeal Report for another responsible State or County, repeat this step.</p>

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7 Using DW6103DM, Claim Referral Status Reports (Continued)

**D**  
**DW6103DM**  
**Responsible**  
**County Reports**  
**(Continued)**

Step	Action	Result
2	<p>Select the following in the Responsible State and Responsible County sections:</p> <ul style="list-style-type: none"> <li>• “Clear State Limit(s)” in the Responsible State section</li> <li>• Responsible State in list box “Responsible State” in the Responsible State section</li> <li>• “Apply State Limit(s) for Reports” in the Responsible State section</li> <li>• “Clear County Limit(s)” in the Responsible County section</li> <li>• Responsible County in list box “Responsible County” in the Responsible County section</li> <li>• “Apply County Limit(s) for Reports” in the Responsible County section</li> <li>• “View Claim Detail Referral Information Report” in the Responsible County section.</li> </ul>	<p>Claim Referral Status Report for the responsible State and county selected will be displayed.</p> <p>If all responsible States and counties are selected, Claim Referral Status Report displayed will reflect all data for the originating inquiring State.</p> <p><b>Note:</b> To display Claim Referral Status Report for another responsible State or County, repeat this step.</p>

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7 Using DW6103DM, Claim Referral Status Reports (Continued)

**D**  
**DW6103DM**  
**Responsible**  
**County Reports**  
**(Continued)**

Step	Action	Result
3	<p>Select the following in the Responsible State and Responsible County sections:</p> <ul style="list-style-type: none"> <li>• “Clear State Limit(s)” in the Responsible State section</li> <li>• Responsible State in list box “Responsible State” in the Responsible State section</li> <li>• “Apply State Limit(s) for Reports” in the Responsible State section</li> <li>• “Clear County Limit(s)” in the Responsible County section</li> <li>• Responsible County in list box “Responsible County” in the Responsible County section</li> <li>• “Apply County Limit(s) for Reports” in the Responsible County section</li> <li>• “View State/County Claim Detail Referral Information Report” in the Responsible County section.</li> </ul>	<p>Claim Detail Referral Information Report for the responsible State and county selected will be displayed.</p> <p>If all responsible States and counties are selected, Claim Detail Referral Information Report displayed will reflect all data for the originating inquiring State.</p> <p><b>Note:</b> To display Claim Detail Referral Information Report for another responsible State or County, repeat this step.</p>

**Reminder:** Select “house” icon on the menu bar at the top of the screen to return to the Report Menu screen after viewing reports.