

IBM Cúram Social Program Management



# Cúram Participant Guide

*Version 6.0.5*



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*Version 6.0.5*

**Note**

Before using this information and the product it supports, read the information in "Notices" on page 39

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# Chapter 1. Introduction

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## 1.1 Purpose

The purpose of this guide is to define the basic concepts of participants and participant types. After reading this guide, the reader should understand the roles the different participant types play, the importance of participant registration, and what information can be maintained for the different participant types.

In order to best understand these concepts, the guide should be read in full. The guide is not intended to be used as a training manual or user guide.

**Note:** Please note, this document supersedes a previous version of the Cúram Participant Guide. Readers using the Participant Manager application without person and prospect person dynamic evidence should refer to the superseded guide.

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## 1.2 Audience

This guide is intended for business analysts working within a social enterprise organization. It is assumed that this audience is familiar with the basic concepts of Social Enterprise Management (SEM) and has a strong knowledge of the organization's business requirements.

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## 1.3 Prerequisites

Only a basic knowledge of the Cúram application is required.

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## 1.4 Chapters in this Guide

The following list describes the chapters within this guide:

### **Understanding Participants**

This chapter provides a general definition of participants and introduces the ten participant types. The ten participant types are: persons, prospect persons, employers, prospect employers, product providers, service suppliers, utilities, information providers, representatives, and external parties. Note that the Educational Institute is described under the participant types section because it is presented in the application like other participant types. However, this role is modeled as an Information Provider participant role in the underlying application design.

### **Maintaining Information for Participants**

This chapter provides information on registering participants, on accessing participant information, and on maintaining participant information. This chapter also describes the information that is common to all participant types.

### **Maintaining Additional Information for Persons or Prospect Persons**

This chapter describes the information that can be maintained exclusively for persons and prospects.

### **Merging Information for Persons and Prospect Persons**

This chapter describes merging information for persons and prospect persons.

### **Maintaining Additional Information for Employer or Prospect Employers**

This chapter describes the information that can be maintained exclusively for employers.

### **Maintaining Additional Information for Product Providers or Service Suppliers**

This chapter describes the information that can be maintained exclusively for product providers or services suppliers.

**Maintaining Additional Information for External Parties**

This chapter describes the information that can be maintained exclusively for external parties.

**Configuring Participant Information**

This chapter describes the configuration settings available for controlling how participant information is presented and managed in the application.

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## Chapter 2. Understanding Participants

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### 2.1 Overview of Participant Types

The business of a social enterprise organization involves many individuals and bodies. These are the “participants” of the organization. There are ten participant types modeled in the application. Each of these types plays a role in the delivery or receipt of benefits and services. For example, the person participant type receives benefits from the organization.

A set of information is stored for each participant type. This set includes common information stored for all participant types and additional information stored only for some participant types. For example, address information is stored for all participant types whereas deduction information is only stored for persons.

Each participant's information is stored in a central location. This allows the participant's information to be easily accessed and maintained by users. Participant information can also be reused as necessary throughout the application. For example, a person's information may be reused as part of case processing for that person.

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### 2.2 Person Participant Type

A person is an individual who has registered with the organization. The information stored for a person is useful in managing the person's interactions with the organization. For example, a person's information may be used to determine his or her eligibility to receive benefits or services from the organization.

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### 2.3 Prospect Person Participant Type

The prospect person participant type represents a person who has either supplied insufficient information to be registered as a person participant, or alternatively, the organization does not wish to register the prospect person as a person participant in their system. The prospect person participant allows the organization to fully interact with the person without the participant being fully registered on the system. The prospect participant type may be used to screen an individual for potential eligibility for benefits or services. A prospect person participant can be registered as a person participant if more information becomes available or if prospect screening identifies an individual as potentially eligible for products or services.

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### 2.4 Employer Participant Type

Employers employ persons, prospects, or other individuals. Employers provide insurance for employees and as such are responsible for submitting insurance returns on behalf of those in its employment. The insurance returns are used to determine whether the employer is liable for employer contributions to the organization. Insurance returns are also used in the processing of benefit claims.

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### 2.5 Prospect Employer Participant Type

The prospect employer participant type represents an employer who has either supplied insufficient information to be registered as an employer participant, or alternatively, the organization does not wish to register the prospect employer as an employer participant in their system. The prospect employer participant allows the organization to fully interact with the employer without the employer being fully registered on the system. A prospect employer participant can be registered as an employer participant if required.

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## 2.6 Product Provider Participant Type

Product providers offer products to persons or employers on behalf of the organization. The organization itself may be a product provider. A product is either a benefit or a liability issued to participants. Examples of products include child care and training. An external product provider's role allows the organization to offer products that are not part of its core business. For example, the organization may contract an outside product provider to provide child care.

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## 2.7 Service Supplier Participant Type

Service suppliers offer services to persons on behalf of the organization. A service is a task that must be performed by a qualified individual or body. Examples of services include eye examinations or court translations. A service supplier's role allows the organization to outsource tasks that it is not equipped to perform. For example, an organization may cover the cost of an aged person's periodic eye examinations.

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## 2.8 Utility Participant Type

Utilities provide an essential commodity such as electricity, gas, or water. The organization's interaction with utilities typically involves the issuance of payments based on third party deductions taken from persons' benefit payments. For example, if a person deducts part of a monthly benefit payment for electricity payments, the organization issues payments to the electricity supplier based on these deductions.

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## 2.9 Information Provider Participant Type

Information providers supply the organization with information relevant to a person or employer. For example, information supplied by some information providers can be used in the prevention of fraud. Types of information providers include private individuals, government agencies, educational institutes, and registered data brokers. The information that can be stored for information providers is limited because they play a peripheral role in the organization and do not directly deliver or receive products or services.

### 2.9.1 Educational Institute

Educational Institutes are a type of information provider. Their role is to provide information regarding a person or prospect in relation to education services they are receiving. This information may be used as evidence during case processing or in the selection of appropriate services related to a product delivery case. Examples of educational institutes include elementary schools, junior schools, open universities, and vocational training institutes.

While an Educational Institute is by design a type of Information Provider, it shares many of the functions that are provided for the other participant types. The role is therefore represented in the application as a participant type in its own right. For example, A specific Educational Institute registration and search is provided.

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## 2.10 Representative Participant Type

A representative is an individual who interacts with the organization on behalf of another participant. Representatives can be contacts for participants, correspondents for participants or cases, or nominees who receive benefits on behalf of persons. The information that can be maintained for a representative is limited as most relevant information is stored for the person or case that is represented.

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## 2.11 External Party Participant Type

An external party is an individual or organization which interacts with the organization on behalf of another participant. Types of external parties include community-based organizations. Community-based organizations can assist with a participant's application for benefits. Members of community-based organizations can submit an application on behalf of a participant along with any verification items which are required by the organization, e.g., a copy of a passport.





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## Chapter 3. Maintaining Information for Participants

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### 3.1 Participant Registration

Participant registration places an individual or body in a specific role and defines the participant type of the individual or body. The registration process can be set up to facilitate the business requirements of the organization; it may be implemented as an independent process or as part of case processing, screening, intake, etc. For example, a person can be registered independently of any other business process or as part of case creation.

Participant registration also adds a new participant to the system. Several categories of information can be stored for each new participant. While some of these categories are common to all participant types, others relate only to some participant types. For example, date of birth. Common information is generally useful or applicable to all participant types. For example, address information can be maintained for all participant types and is used for participant correspondence. Additional information is generally only useful or applicable to some participant types. For example, 'relationships' information can only be maintained for persons and prospect persons.

Participant registration validates that all necessary information is collected. It also checks to determine if a participant has already been registered. This prevents the same participant from being added to the system more than once. It also prevents a person or employer who is already registered as a participant from being registered again as prospects.

Additionally, participant registration supports multiple registrations for an individual or body. For example, a body who provides products and employs persons may be registered as both a product provider and an employer. A separate registration is completed for each participant type, but the participants are linked on the system and information is shared between them.

#### 3.1.1 Registering Prospect Persons, Prospect Employers, Representatives

Individuals can be registered as prospect person participants if the organization does not have enough information to register them as person participants. Prospect persons can be registered as part of creating a new screening case or they can be registered in the same manner as the other participant types. They are modeled similarly to person participants but there are fewer information requirements during prospect person registration. This means that an individual can be screened for potential eligibility even if information on that individual is limited. If the organization gains more information on an individual after registering them as a prospect person, the prospect person can then be registered as a person participant and any information held for the prospect person will be automatically copied to the person record.

Prospect employers are registered in the same manner as the other participant types. If the organization gains more information on an employer after registering them as a prospect employer, they can then be registered as an employer participant.

Representative registration differs from standard registration. Representatives can be registered as contacts for participants, correspondents for participants or cases, and case nominees. Representatives are registered as part of creating these roles rather than as an independent business process. For example, when a letter is sent to a correspondent who is not a registered participant, the correspondent is automatically registered as a representative. The information entered for the correspondent (such as name and address) is automatically transferred to the representative. Note that representatives are generally

accessed from the place where they were registered because their purpose only relates to the role for which they were added. The representative's date of birth is used to differentiate a person representative from an organization representative.

**Note:** Representative registration can be set up to occur as part of additional processing as needed by the organization. For example, if an organization frequently needs to store information on individuals involved in a certain process, representative registration can be set up to occur as part of that process.

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## 3.2 Accessing Participant Information

A Participant's information can be accessed by performing a participant search. Specific participant searches available include person, employer, and information provider. Additionally, searches can also be performed for product provider, service supplier, external party, external party office and educational institute participants. When searching for a person or employer, the search also returns any prospect persons or employers. Prospect persons and employers have not been fully registered on the system.

For person/prospect person searches, the user can indicate whether or not the search by names should use a phonetic (sounds-like) search, the implementation of this uses the Double Metaphone algorithm.

### 3.2.1 Searching for Participants

Common search criteria for participants includes a reference number for any alternate identification, name, which includes any alternate name for the participant, and address. In addition, specific search criteria is provided for certain participants, for example date of birth for person participants.

For person participant searches, the user can utilize nickname and phonetic searching. If a nickname search is performed, the search will return a list of all persons and prospect persons registered under the nickname, and the name associated with the nickname. For example, a person registered as "James" may also go by the name "Jimmy". If a nickname search is performed and the name "Jimmy" is specified in the search criteria, the system will return a list of all persons registered as either "Jimmy" or "James".

Nicknames are associated with names as part of application administration. By default, a person's nickname is automatically taken into account when performing a search. The default setting for the nickname search indicator can be configured via an administration property. For more information on nickname management and configuring the default setting for the nickname search indicator, see the Cúram System Configuration Guide.

Phonetic (i.e. "sounds like") searching is implemented as standard in respect of a person's last name. Phonetic searches return similar sounding names. For example, a search for "Smith" will also return "Smyth", "Smythe" plus any other similar sounding names.

Users can also choose to search across all participant roles, by entering a set of common search criteria that is applicable for all participant roles. For example, a name and address. Details of all the participants matching the search criteria are returned, including the participant role(s) they are currently assigned to in the application.

### 3.2.2 Wildcard Searching

Wildcard searching operates slightly differently depending on whether Generic Search Server (GSS) or database searching is used.

*Table 1. Wildcards for database searching*

Character Used	Description
%	A substitute for zero or more characters .  Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the search: test%

Table 1. Wildcards for database searching (continued)

Character Used	Description
-	A substitute for exactly one character.

Table 2. Wildcards for Generic Search Server

Character Used	Description
*	To perform a multiple character wildcard search.  Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the search: E.g. test*  You can also use the wildcard searches in the middle of a term. E.g. te*t
?	To perform a single character wildcard search.  The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the search: E.g. te?t

Note: Generic Search Server uses Apache Lucene support for single and multiple character wildcard searches. You cannot use a \* or ? symbol as the first character of a GSS\Lucene search. For more information on Global Search Services please refer to Cúram Generic Search Server.

### 3.2.2.1 Automatic appending of wildcards

For some searches wildcard characters are appended, pre-pended or both to some search criteria. For example, for a person search if a user enters "Smith" the appended search criteria is "Smith%" which returns all persons with the name Smith. Without appending the % wildcard the search would return only exact matches on Smith. The following table outlines searches in the application and whether wildcard are automatically appended.

Table 3. Summary of application searches

	Database or GSS?	Prepended	Appended
Person	Database	No	Yes
Person	GSS	No	No
Employer	Database	No	Yes
Employer	GSS	No	No
Information Provider	Database	No	Yes
Information Provider	GSS	No	No
Product Provider	Database	No	Yes
Product Provider	GSS	No	No
Service Supplier	Database	No	Yes
Service Supplier	GSS	No	No
Utility	Database	No	Yes
Utility	GSS	No	No
Educational Institute	Database	No	Yes
Educational Institute	GSS	No	No
External Party	Database	No	Yes
External Party	GSS	No	No
External Party Office	Database	No	Yes

Table 3. Summary of application searches (continued)

	Database or GSS?	Prepended	Appended
All Participant Search	Database	No	Yes
All Participant Search	GSS	No	No
User	Database	Yes	Yes
Organization Unit	Database	Yes	Yes
Position	Database	No	Yes
External User	Database	Yes	Yes
Wait List	Database	Yes	Yes
Work Queue	Database	Yes	Yes

### 3.2.3 Performing a Quick Search

A quick search facility is provided within the application. The quick search can be accessed from anywhere in the application, and allows a user to enter a reference number and search across all cases, participants, investigations and incidents. If the reference number entered matches the alternate identification for a participant, their participant information is automatically displayed. If the matching participant also has one or more related cases, investigations and incidents, the system returns a set of search results which includes both the participant record and the related records. Organizations can configure which participant roles are included in the quick search via a number of application property settings.

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## 3.3 Common Participant Information

Participant information can be added to and maintained. This is performed manually for most categories of information so that users can keep the information accurate and up-to-date. For example, a user can add a new address for a person.

Several categories of information are added to and maintained automatically by the system. For example, interaction records are automatically added every time a communication or payment is made to a participant.

The following sections describe the categories of information that are common to most participant types. Note that some categories may not be maintained for prospects, representatives, or information providers.

### 3.3.1 Registration Information

Registration information is saved for each participant when the participant is registered. This information includes the participant's preferences, sensitivity level, and payment information.

A participant's preferences indicate the participant's preferred public office, communication method, and language.

A participant's sensitivity level indicates the users who will be able to access the participant's information. Each user is assigned a sensitivity level on the system. In order for a user to access and/or modify the participant's details, the user must have a sensitivity level equal to or higher than the participant's sensitivity level.

A participant's payment information indicates the currency, method of payment, and frequency by which third party payments are issued to the participant. Third party payments are issued to registered participants based on deductions from a person's benefit payments. For example, an amount can be

deducted from a person's benefit and used to pay the provider of a utility such as gas or electricity. Third party payments are issued as a result of case processing. Payment information is not maintained for prospects or representatives.

In order to effectively manage eligibility and the delivery of benefits and services to persons and prospect persons, information about the social community to which the person or prospect person belongs is saved for these participant types during registration. Social community information aids in determining eligibility per strata of society the participant belongs and includes details on ethnic origin, race, and indigenous group. Additional information that can be saved for person and prospect persons includes nationality and country of birth.

An example of an ethnic origin is Hispanic or Latino. Examples of race include Black/African American and White/Caucasian. One or more races can be captured for a participant if appropriate. This enables the participant to be assessed for all the benefits and services that are applicable to each race. Indigenous groups refer to the specific communities of origin to which the person or prospect person belong. For example, Aztec , Babine, Bahwika and so on. Examples of indigenous groups include Eskimo, Maya, and Lakota. Indigenous details include whether or not the participant is a member of an indigenous group and the indigenous group to which the participant belongs.

### **3.3.2 Addresses, Phone Numbers, and Email Addresses**

For each address, phone number, or email address recorded, a type must be selected, e.g., private, business, home.

Address records are optional for prospects and representatives, but mandatory for all other participant types.

### **3.3.3 Administrators**

An administrator is the user assigned to manage the interactions between the organization and a participant. For example, Jane Doe, the administrator for the person, Lisa Jones, is responsible for managing all interactions between the organization and Lisa Jones. The user who registers a participant is set as that participant's administrator. The administrator can be changed after registration to another user, or to a group of users by setting the administrator to any organization group, i.e. organization unit, position, or work queue. Assigning ownership to an organization group indicates that the participant can be managed by all members of the specified organization group or work queue.

Administrators are not assigned to representatives.

### **3.3.4 Alternative IDs**

Alternative ID records are used to store different forms of participant identification, such as passport numbers and national insurance numbers. Organizations generally use identification records to identify and search for participants.

If an alternative ID reference number is not entered for a participant at registration, the system automatically generates a reference number identification record.

**Note:** Person and prospect participant types use Identification records to capture alternative identification information. See the topic related to Identification for further details.

### **3.3.5 Attachments**

An attachment is a supplemental file specific to a participant that is attached to the participant's record. For example, the organization may attach photographs of a person's pets, first day at school, or sporting achievements in order to provide a record of the key events in the person's life. Other examples of attachments include marriage certificates, letters, and invoices. Additionally, product providers may provide the organization with documents such as fire certificates and health and safety statements.

A range of file types are supported including Microsoft Word, Microsoft Excel, and PDF. The system does not restrict the file size of the attachment although the organization may wish to set a limit using an application property. Once the file is attached to the case, it may be accessed by other system users who have appropriate security privileges.

Attachments can also be integrated with a content management system through the configuration of application properties as part of administration. If an organization chooses to integrate attachments with a content management system, the file will be stored in and retrieved from the content management system rather than the application database. Information about the attachment can also be stored in the content management system. For example, the reference number of the case in which the attachment was created, the document type, and the date the document was received can be stored along with the document.

For more information on integration with a content management system, see the *Cúram System Configuration Guide* and the *Cúram Content Management Interoperability Services Integration Guide*.

### **3.3.6 Bank Accounts**

Bank account information contains the details of a participant's bank accounts. Bank accounts can be used to set up electronic fund transfers (EFT) to or from the organization. A type must be recorded for each bank account, e.g., personal current, corporate deposit. A bank branch must also be selected for every bank account. Bank accounts which are jointly owned can be recorded as such for information purposes. It is not possible, however, to record information about the joint bank account owner.

A participant's primary bank account is used for financial transactions with that participant. It is possible to specify a new bank account for use with future or pending payments. It is also possible to transfer all occurrences of future payments to another bank account. If the participant is a nominee on a case (or multiple cases), the system will automatically update the bank account details to match the transfer. Bank transfers allow participants to change bank accounts without disrupting their regular financial transactions with the organization.

Once the organization has issued payments to a bank account, it cannot be deleted from the system and if this bank account subsequently modified, the bank account is cloned to ensure the details are retained for any payments previously issued to this bank account. One of the benefits of the cloning of bank accounts is that when a user views bank account details for a financial transaction, the system displays the details of the bank account relevant at the time the financial transaction occurred.

### **3.3.7 Communications**

A communication is an item of correspondence to or from the organization. Communications related to a participant are contained in the participant's list of communications. The participant may or may not be the correspondent for all communications on this list. For example, a letter may be sent to an outside agency on behalf of a person.

Communications can be hard copy, telephone, or email-based. Outgoing communications can be created using Microsoft Word templates, XSL templates, or email and then automatically stored for a participant. Outgoing and incoming communications can also be recorded after they have been issued or received. For example, a letter received from a participant can be scanned and then stored for the participant.

For a communication to be issued to a participant, relevant information must be stored for the participant. For example, for an email to be sent to a participant, an email address must be stored. Communications cannot be issued for prospect persons who do not have a last name or address recorded.

If a communication is sent to someone who is not registered as a participant, communication information about the correspondent has to be added manually. The correspondent is automatically registered as a representative and the information entered is stored.

### **3.3.8 Communication Exceptions**

A communication exception is used to indicate that a participant does not wish to receive communications in a specific format. If a correspondent has an active communication exception, a communication cannot be created using that method. For example, if hard copy communications are listed as a communication exception because a person has no fixed address, hard copy communications are not sent to that person.

### **3.3.9 Contacts**

A contact is a person who is assigned to act on behalf of a participant. Contacts are useful if a participant is unable to speak directly with the organization or if the participant is a large body that has designated an individual to handle its interactions. For example, if a person is incapacitated, all the person's interactions with the organization can be conducted through a contact. Or, if a product provider is a large company, a representative of the company might be listed as the company contact.

If a contact who has not been registered as a participant is added, he or she is automatically registered as a representative. The information entered for the contact is used for the new representative.

### **3.3.10 Financials**

Each financial transaction between a participant and the organization is recorded on the participant's list of financials. For example, when a payment is issued to a person, a financial record is automatically added to the person's list of financials.

Financial transactions recorded for persons and employers are issued as a result of case processing. For example, a person may be issued payments when he or she is eligible for a benefit. If necessary, a financial transaction for a person or employer can be entered as an account adjustment from the person or employer's list of financials. This allows a user to credit or debit a financial transaction to correct any errors that may have occurred. A financial transaction is also recorded when a client makes a payment to the agency.

Third party payments can be issued to persons, employers, information providers, product providers, utilities, service suppliers, and external party participants based on deductions from a person's benefit payment. The financial transactions recorded for persons, employers, product providers, service suppliers, information providers, utilities, and external party participants typically include several payments from more than one participant. These are usually issued to the participant at a specified frequency, e.g., quarterly, annually.

The frequency, method, and currency by which payments are issued can be set up for each participant. For example, a service supplier may be issued a single payment for all services rendered over a defined period of time. The frequency, method, and currency by which payments are issued can be set up for each product provider, service supplier, utility, or external party.

Financial information is not maintained for representatives.

### **3.3.11 Interactions**

A participant's list of interactions provides information on all of a participant's communications and payments. Interactions are useful because they form an overview of a participant's contact with the organization. For example, if a participant calls about a specific payment, a user can quickly access the general information about that payment and any communications relating to it.

Interaction records are automatically added by the system when they occur. For example, when a payment is made to a participant, an interaction record is automatically recorded for that participant. An interaction is also recorded when a payment is received by a client and when a liability is sent to a client.

Additionally, call centers can be set up to link to interactions. Phone calls received by a call center are automatically added to the list of interactions.

Interaction information is not maintained for representatives.

### **3.3.12 Notes**

Notes allow a user to store additional information regarding a participant. A note is entered as free text and given a sensitivity rating so that it can only be accessed by certain users. A note history is maintained for all notes. This history includes a history of the changes made, the date and time of the changes, and the name of the user who made the changes.

Notes cannot be stored for representatives.

### **3.3.13 Participant Roles**

An individual or body that interacts with the organization in more than one capacity is registered as a separate participant type for each capacity. For example, if a registered person is also registered as an employer, a role record is stored for both the person and employer.

Role records are automatically added for each participant when a participant is registered as an additional participant type. They are likewise automatically canceled when a participant for a related role is canceled.

Roles are not maintained for representatives.

### **3.3.14 Tasks**

A task is an instruction to carry out an item of work. Tasks are usually created automatically by the system but they can also be created manually by a user. Tasks are assigned to a user and managed from the user's inbox. Tasks that are associated with a particular participant are also displayed and managed from the participant's list of tasks. For example, a task created to indicate that a participant's date of birth must be verified after registration appears in the user's inbox and on the participant's list of tasks.

Tasks are not created in relation to representatives.

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## **3.4 External Party Registration Information**

An external party's registration information differs to the standard registration information recorded for other participants. In addition to standard information such as preferences and payment details, for certain types of external parties, such as community-based organizations, verification information is also recorded.

Verification information indicates whether or not the external party can collect verification items on behalf of a participant. Examples of verification items include a copy of a birth certificate or passport. If verification is allowed, members of the external party whose user profile contains the appropriate verification privileges can submit verification items to the organization as required.

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## **3.5 Educational Institute Registration Information**

Educational institute registration information differs to the standard registration information recorded for other participants. In addition to standard information such as preferences and contact details, the educational institute type, such as graduate school and the school district to which the educational institute belongs is also recorded. Educational institute registration information also indicates whether or not the educational institute is a public or private organization.



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## Chapter 4. Maintaining Additional Information for Persons and Prospects

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### 4.1 Introduction

This chapter describes the additional categories of information that can be maintained for person participants and/or prospect person participants.

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### 4.2 Person Picture

A picture can be maintained for a person or prospect person. Once a picture is uploaded by the user it is displayed on the person or prospect person's home page. The picture can also be removed by a user. A maximum picture size of 65 kb is allowed. A variety of image file types can be used including jpeg, png and gif. The option to display pictures for persons and prospect persons is configured in the system administration application.

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### 4.3 Cases

Cases are used to manage the determination of eligibility and the delivery of benefits and services to person participants and prospect person participants. A case refers to an integrated case or product delivery case.

If a person participant or prospect person participant is recorded as a case member, the case is automatically added to the person's list of cases. This enables the user to see how the person participant or prospect person participant is interacting with the organization. It also provides a convenient way of accessing any cases that relate to that person. The organization may wish to restrict the case list view to cases where the person participant or prospect participant is the primary client for the case. This is defined during system administration.

The user can also view any service plans, assessments, screenings, investigations and issues where the person participant or prospect person participant is the primary client.

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### 4.4 Incidents

Incidents are events that have (or could have) a direct negative effect on the health and safety of the participants involved. For example, a report of child neglect or abuse or an accident in a work place.

#### 4.4.1 Recording an Incident

An incident record includes:

- The incident type. For example, suspected abuse or suspected neglect.
- The severity and sensitivity of the incident.
- The role that the participant plays in the incident. For example, perpetrator or witness. A number of different participants can be involved in an incident. To allow for this, a role can apply to any participant whose details are recorded for the incident, or any of the participants that the incident concerns. For example, the person who reported the incident may also be the alleged victim. Note that a participant can have multiple roles on a single incident.
- A detailed description of the incident.
- The date that the incident occurred, including either the actual time or time of day. Examples of time of day include early morning, noon and night time.

- The incident reporter. Reporters can be registered participants, users or unregistered persons whose contact details are entered when reporting the incident.
- Any supporting documentation. For example, evidence verifying the circumstances of the incident.
- The injury details, for example, the source of the injury, severity and the person responsible for the injury.

#### 4.4.2 Incident Contact Logs

A contact log maintains details of any follow-up action that is carried out for the incident. For example, a case conference or a home visit. A contact log includes one or more associated contacts, which can be carried out face to face or by Email, phone or hard copy.

Each contact includes:

- The name and details of any contact participants. These can be other participants or unregistered persons whose contact details can be entered on a contact log.
- Details of the contact, such as location, purpose, date, type, method, and narrative.
- A mechanism to upload and store supporting documentation.

One or more contacts can also be previewed as part of a specific contact log. The preview function allows the user to view a snapshot of the key data of any contacts relating to that contact log. In addition, users can also search for a specific contact.

#### 4.4.3 Incident Notifications

One of the benefits of incident reporting is the option of notifying users when incidents are created, updated or closed. Incident notifications can also be configured based on incident severity. For example, users can be notified when changes are made to severe incidents but not when changes are made to minor incidents. By being informed, users are better prepared in making decisions on behalf of their clients.

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### 4.5 Special Cautions

Special cautions can be maintained for person participants to highlight any issues requiring special attention. This information is recorded to ensure the safety of the person(s) and the organization. Special cautions are typically directly associated with the safety of the person or the safety of others in relation to a person. Categories of special cautions include behavioral alerts, for example, runaway, escapee, or suicide risk, health, such as allergies, contagious disease, special dietary needs, or safety issues, for example pertinent criminal history such as violent or sexual offender. The list of special cautions can be configured to meet the requirements of the local organization. When a special caution is no longer current, an end date is recorded which saves the special caution on a list of historical cautions.

Organization users are kept informed of special cautions regarding person participants via the special caution icon. When a registered participant has one or more active special cautions, this icon will be displayed on the person's home page. The complete list of special cautions can be accessed via the icon.

Note that special cautions can only be recorded for person participants.

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### 4.6 Deductions

A person in receipt of a benefit can request that a portion of the benefit be deducted and paid to a third party or allocated toward a debt. Third parties are registered participants. For example, a portion of a person's benefit payments can be paid to a registered electricity supplier. A person may opt to apportion their benefits in this way as a means of budgeting or to clear an existing debt. Additionally the organization can make deductions from a person's benefit as a means of refunding money to the organization.

Deductions are set up as part of case processing. A person's deduction list shows the deductions that are set up across all of the person's cases.

Note that deduction information is not maintained for prospects.

For more information on deduction processing, see the *Cúram Deductions Guide*.

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## 4.7 Evidence

Evidence is information supplied by participants which can be used to make an assessment or a determination. For example, the date of birth of a person may be used to determine age qualification for a benefit or service and is therefore key to the processing of the case.

Person and prospect person evidence is made up of a set of evidence types which are essentially logical groups of related attributes. A number of evidence types are provided as part of the person and prospect person tab.

Person and prospect person evidence can be maintained from the person and prospect person tabs and shared to any cases of which the participant is a member. Conversely, organizations can choose to maintain person and prospect person evidence from within a case, and configure the system to share that evidence back to the person or prospect person tab.

The way in which evidence is maintained on the person or prospect person tab is slightly different to the way it is maintained on a case. On the person or prospect person tab, there is no concept of 'In Edit' evidence and so updates are automatically applied. This is in contrast to the brokering of evidence from the person or prospect person tab to cases, where user intervention might be required before updates to evidence are either accepted onto the case or activated and used by rules.

The following sections describe each of the evidence types provided on the person and prospect person tabs and provide a brief overview of how each one is maintained.

### 4.7.1 Addresses

While address information can be recorded for all participant types, person and prospect person address information is maintained as evidence. The address captured during registration is recorded as a private address. A number of different types of address can be recorded for a person or prospect person, such as 'private' and 'rented', and multiple instances of each type are also allowed. 'From' and 'To' dates are used to record the period during which a person or prospect person resided at a particular address, in other words the period during which the evidence is effective.

The details of an address do not change over time as an address is static. This means that while an individual might leave a particular address, the details of that address do not change. For this reason, when maintaining address information in the system, users must either create new records or correct existing records. Successions, which are changes with effect from a particular date, therefore are not allowed in the case of address evidence.

For example, a client might contact the organization to say he has moved from one private address to another. In this situation, the user would enter a 'To' date on the existing address record to indicate the date on which the client moved out of the old address, and would create a new record with a 'From' date set to the date on which the client moved into the new address. The same client might later contact the organization to say he is not receiving mail to his new private address. The user would then view the newly recorded address, verify that it is incorrect and edit and correct the details.

Address records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine if the address should be treated as a new address, modify an existing address or is a duplicate of an address already held. If the address is deemed to be a duplicate

(where all attributes on the record match an existing address record held) no updates are made. In order to determine if a new record is added or an existing record requires modification, the system first checks if there is an existing record that is logically identical. Logically identical means that a number of attributes match the incoming record - in this case this would include all address attributes except dates such as 'From Date' and 'To Date'. If the attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system will add this as a new address.

## 4.7.2 Bank Account

While bank account information can be recorded for all participant types, person and prospect person bank account information is maintained as evidence. A number of different types of bank accounts can be recorded for a person or prospect person and multiple instances of each type are also allowed. 'From' and 'To' dates are used to record the effective period for a bank account. The details of a bank account do not change over time as a bank account is static. This means that while an individual might close a particular account, the details of that account do not change. For this reason, when maintaining bank account information in the system, users must either create new records or correct existing records, and successions are not allowed.

For example, a client might contact the organization to say he has recently changed banks. In this situation, the user would enter a 'To' date on the existing bank account record to indicate the date on which the client closed his old account, and would create a new record with a 'From' date set to the date on which the client opened his new account. The same client might later contact the organization to say he is not receiving payments to his new bank account. The user would then view the newly recorded bank account, verify that it is incorrect and edit and correct the details.

Bank account records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine if the bank account should be treated as a new bank account, modify an existing account or is a duplicate of an account already held. If the bank account is deemed to be a duplicate (where all attributes on the record match an existing bank account record held) no updates are made.

In order to determine whether to add a new record or modify an existing one, the system first checks if there is an existing record that is logically identical. Logically identical means that a number of attributes match the incoming record - in this case this would include 'sort code' and 'account number'. If these attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system will add this as a new bank account.

## 4.7.3 Birth and Death Details

The birth and death details evidence type contains information such as date of birth, date of death and mother's birth last name. Date of birth is captured at participant registration and is mandatory for a person (and optional for a prospect person) so once the registration process is complete, a birth and death evidence record is created automatically. Only one birth and death record can exist for a participant or a case at any point in time and the information does not change over time, so users must update the existing record as a correction when making changes. For example, a client might contact the organization to say he incorrectly entered his date of birth during an online application for benefits. The user would view his birth and death details record and update the date of birth as a correction.

Birth and death details records brokered from another case are processed automatically. Because there can only ever be one birth and death details record, the system checks for an existing record, and if one is found, the system checks whether the incoming record is logically identical to the existing record using the 'date of birth' and 'date of death' attributes. If the attributes match, the incoming record is deemed to be a duplicate and no updates are made. If the attributes do not match, the system updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If no existing birth and death details record is found, the system adds this as a new record.

## 4.7.4 Contact Preferences

Contact preferences evidence captures the client's preferred language and preferred communication method. There can only be one contact preferences record for a person or prospect person so users must update the existing record as a correction. For example, a client who recently moved to the country may initially have a foreign language recorded as his preferred language and later wish to change that to the local language. In this situation, the user would simply correct the preferred language.

Contact preferences records brokered from another case are processed automatically. Because there can only ever be one contact preferences record, the system checks for an existing record, and if one is found, the system checks whether the incoming record is logically identical to the existing record using the 'preferred communication method' and 'preferred language' attributes. If the attributes match, the incoming record is deemed to be a duplicate and no updates are made. If the attributes do not match, the system updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If no existing contact preferences record is found, the system adds this as a new record.

## 4.7.5 Email Addresses

While email address information can be recorded for all participant types, person and prospect person email addresses are maintained as evidence. A person or prospect person can have a personal or business email address type, and multiple instances of each type are also allowed. 'From' and 'To' dates are used to record the period during which a particular email address is valid. The details of an email address do not change over time. While an individual might stop using a particular email address, the details of that email address do not change. For this reason, when maintaining email address information in the system, users must either create new records or correct existing records and successions are not allowed.

Email address records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine whether the system should treat the email address as a new record, , modify an existing email address or consider it a duplicate of an email address already held. If the email address is deemed to be a duplicate (where all attributes on the record match an existing email address record held) no updates are made.

In order to determine whether to add a new record or modify an existing one, the system first checks whether there is an existing record that is logically identical. Logically identical means that a number of attributes match the incoming record - in this case this would include 'email type' and 'address'. If the attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system will add this as a new email address.

## 4.7.6 Gender

Gender is a characteristic of a person which must always exist. It is captured on registration and is mandatory for a person (and optional for a prospect person) so once the person registration process is complete, a gender evidence record is created automatically. Gender records can be updated with corrections and successions. For example, a client might contact the organization to say he incorrectly recorded his gender as female during an online application for benefits. The user would view his gender record and correct the value from 'female' to 'male'.

The client may later contact the organization to inform them of a gender change which took place on a particular date. In this situation, the user would edit the existing gender record, entering a new gender value with an effective date of change set to the date on which the gender changed. Updating a record with a succession is therefore recording a change in details from a particular date.

Gender records brokered from another case are processed automatically. Because there can only ever be one gender record, the system simply checks for a gender record and if one exists, the system checks if the incoming record is logically identical to the existing record, by comparing the 'gender' attribute on both.

If the attributes do not match, the system updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). This update will either result in a correction to the gender (i.e. because the gender was recorded incorrectly initially) or a change in gender from a different effective date. To determine this, the system will compare the effective date of change on both records and if the incoming record has a later effective date of change, it will assume the gender has changed from that date. This means that from the original effective date, the client will be recorded as one gender and from a later date, they are recorded as another gender.

### 4.7.7 Identification

Identification records are used to store different forms of participant identification, such as passport numbers and national insurance numbers. Organizations generally use identification records to identify and search for participants.

If an identification reference is not entered on person or prospect person registration, the system automatically creates a reference number identification evidence record. A person or prospect person can have multiple instances of most types of identification but can only have one social security number or medical card number at any point in time. 'From' and 'To' dates are used to record the validity period of the particular form of identification. For example, a person might have dual citizenship and therefore have two valid passports, both of which have expiry dates. If the person renews both passports, the user can simply update 'To' dates on both Identification records. If that person contacts the organization to say that he mistakenly entered the wrong passport number when applying online for benefits, the user can find the relevant Identification record and update it as a correction. Because identification references do not change over time, successions are not allowed.

Identification records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine whether the system should treat the identification record as a new record, modify an existing record or consider it a duplicate of an identification record already held. If the identification record is deemed to be a duplicate (where all attributes on the record match an existing email address record held) no updates are made.

In order to determine whether to add a new record or modify an existing one, the system checks if there is an existing record that is logically identical, by comparing the 'ID Reference' and 'Type' attributes. If the attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system adds this as a new identification record.

### 4.7.8 Names

A name is any name recorded for a person or prospect person. A number of different types of names can be recorded, such as 'registered', 'preferred', 'alias' and 'stage name'. Name information is captured on registration, so once the registration process is complete a 'registered' name evidence record is created automatically. Only a first name is mandatory for registration of a prospect person and if later registered as a person, a last name must be captured as part of the person registration process. A person or prospect person can have multiple alias or stage names. However, a person can only ever have one 'registered' or 'preferred' name. A participant's 'registered' or 'preferred' name might change over time however, so users have the option to update these records as corrections or successions. For example, a client might contact the organization to say that he has mis-spelt his name on an online application for benefits. The user can find his name record and edit it as a correction. The same client may later contact the organization to say that he has changed his name and in this situation, the user can find the existing name record and edit it with effect from a particular date by entering an 'effective date of change'.

Names records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine if the name should be treated as a new record, modify an existing record or is a duplicate of a record already held. If the name record is deemed to be a duplicate (where all attributes on the record match an existing record held) no updates are made.

In order to determine if a new record is added or an existing record requires modification, the system checks if there is an existing record that is logically identical, by comparing the 'first name', 'last name' and 'type' attributes. If the attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system will add this as a new name record.

### **4.7.9 Phone Numbers**

While phone numbers can be recorded for all participant types, person and prospect person phone numbers are maintained as evidence. A person or prospect person can have a number of different types of phone numbers and multiple instances of each type are also allowed. 'From' and 'To' dates are used to record the period during which a particular phone number is valid. Because phone numbers do not change over time, users must modify existing records as corrections. For example, a client might contact the organization to say he entered the wrong number on his online application. The user can find his phone number record and update it as a correction.

Phone number records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine if the name should be treated as a new record, modify an existing record or is a duplicate of a record already held. If the phone number record is deemed to be a duplicate (where all attributes on the record match an existing record held) no updates are made. In order to determine if a new record is added or an existing record requires modification, the system checks if there is an existing record that is logically identical, by comparing all attributes except date fields. If the attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system will add this as a new phone number record.

### **4.7.10 Relationships**

A relationship indicates a personal relationship between a person participant or prospect person participant and another person, e.g., spouse. When a relationship is added for a person participant or prospect participant, the system automatically adds a reciprocal relationship for the related person, if the related person is registered on the system. For example, if a spouse relationship is stored for a person participant, the relationship is also automatically stored for that person participant's spouse. Relationships can also be recorded for a person or prospect person when the related person is not registered on the system. The details of a relationship do not change over time. Rather, an individual enters into a relationship and can later leave it. For this reason, when maintaining relationship information in the system, users must either create new records or correct existing records and successions are not allowed.

Relationship records brokered from another case are processed automatically. In order to do this, the system checks the incoming record to determine whether the system should treat the relationship record as a new record, modify an existing record or consider it a duplicate of a record already held. If the relationship record is deemed to be a duplicate (where all attributes on the record match an existing record held) no updates are made.

In order to determine whether to add a new record or modify an existing one, the system checks if there is an existing record that is logically identical, by comparing all attributes except date fields. If the attributes match, the system then updates the existing record held with the details on the incoming record (where the incoming record has the latest received date). If none of the attributes match, the system will add this as a new relationship record.

### **4.7.11 System Usage of Person and Prospect Person Evidence**

The system uses information maintained for persons and prospect persons in processing which can be un-related to determining eligibility. For example, participant context panels display summary information for the client, such as date of birth and current private address. For certain evidence types, the system allows multiple concurrent records of different types. For example, a participant can have a private and a mailing address, and multiple concurrent records of the same type are also allowed. For

example, a participant may have more than one private address at a given point in time.. In this situation the system must know which of these addresses to display in the context panel. The system therefore contains logic which selects the record to display. It runs through a hierarchy of types, checking for a record of each type in the order of priority outlined by the hierarchy and selects that type. When more than one instance of a type exists, the most recent record (i.e. the one with the most recent start date) is selected. If the start dates are the same, the entry created first is selected.

If a person has multiple addresses recorded, the system runs through the list checking for the first instance of any of the following types:

- Private
- Mailing
- Rented
- Business
- Institutional
- Registered

If there are two private addresses for example, the system will select the most recent record.

If a person has multiple names recorded, the system runs through the list checking for the first instance of any of the following types:

- Registered
- Preferred
- Alias
- Stage Name

If a person or prospect person has multiple identification records listed, the system checks for the first instance of any of the following types:

- Social Security Number
- Passport Number
- Driving license Number
- Medical Card Number
- Person Reference Number
- Reference Number
- Prospect Person Reference Number
- Information Provider Reference Number
- Revenue Reference Number
- Claim/Benefit Reference Number
- Employer Reference Number
- External Party Reference Number
- Product Provider Reference Number
- Service Supplier Reference Number
- Utility Reference Number

If a person or prospect person has multiple bank account records listed, the system checks for the first instance of any of the following types:

- Personal Current
- Personal Deposit
- Personal Current - Sole
- Personal Current - Joint



- Personal Deposit - Sole
- Personal Deposit - Joint
- Corporate Current
- Corporate Deposit
- Corporate Current - Sole
- Corporate Current - Joint
- Corporate Deposit - Sole
- Corporate Deposit - Joint

If a person or prospect person has multiple email address records listed, the system checks for the first instance of any of the following types:

- Personal
- Business

If a person or prospect person has multiple phone number records listed, the system checks for the first instance of any of the following types:

- Personal
- Mobile
- Business
- Fax
- Pager
- Other

#### **4.7.12 Sharing Evidence**

Person or prospect person evidence types can be configured for case types so that evidence can be maintained from within the case as well as from within the Participant Manager. For example, if both case and participant information is entered as part of processing a case, the person or prospect person evidence can be configured to be maintained from the case, and any updates can be shared back to the participant record. So, the case and evidence configuration allows participant information to be maintained from multiple places, and the brokering configuration ensures consistency of that information.. Evidence sharing from the participant manager to cases is only available if the Cúram Evidence Broker™ is installed. For further information on evidence and brokering configuration, see Cúram Evidence Guide and Cúram Evidence Broker Guide.



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## Chapter 5. Merging Information for Persons and Prospect Persons

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### 5.1 Introduction

Information recorded for persons and prospect persons can be merged. If the organization registers the same person more than once, conflicting or additional information about the person may be recorded on different records. Merging information essentially copies selected details from a duplicate record to a master record as required. A master record is the valid record to be used by case processing. Merging information ensures that the master record contains all the required information about a person and reduces the possibility of inaccurate information being used by the system.

Information can be merged from a person record to another person record. Information can also be merged from a prospect person record to a person record.

For example, Linda is registered as a prospect person under her maiden name, "Linda Smith". Linda is later registered as a person under her married name, "Linda Williams". Linda requests that the organization use her married name when sending correspondence. To facilitate this, Linda Smith's prospect record is merged to the Linda Williams person record. Any valid information on the prospect record is also copied across to the person record.

Merging information for persons and prospect persons consists of three stages, marking a record as a duplicate of another record, merging information from the duplicate record to the master record, and completing the merge. Optionally, duplicate records can be unmarked and a merge can be quit and resumed. A list of duplicate records is automatically maintained.

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### 5.2 Marking a Record as a Duplicate

Marking a record as a duplicate flags it as a duplicate of another record and indicates that it can be merged with that other record.

The duplicate record can be accessed by performing a search. Search criteria such as name and date of birth are processed to return a list of all matching person and/or prospect records. The system automatically links the duplicate record to the master record and displays a snapshot of both records. This allows the user to compare the information that exists on both files.

The reason for marking the duplicate record is then recorded, e.g., input error, misuse of identity.

Once the record has been marked as a duplicate, no modifications can be made to it and it will not be used in future processing. However, if the duplicate record is already used by existing processing, for example, if payments are currently issued to the duplicate participant; these financial transactions will continue to be processed. The case owner is notified automatically each time a payment or communication is issued to a duplicate participant.

A record that has been marked as a duplicate can be merged immediately or at a later date.

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### 5.3 Unmarking a Record as a Duplicate

A record that has been marked as a duplicate can be unmarked. For example, if the organization discovers that two records do not relate to the same person, it can unmark the record that was marked as a duplicate. Unmarking a duplicate effectively breaks the link between the two records.

When a record is unmarked, the reason for unmarking the record as a duplicate is recorded, e.g., input error, not a duplicate. The name of the user who unmarked the record and the date the record is unmarked is automatically recorded by the system.

If a record is unmarked as a duplicate, the system automatically notifies the case owner of any cases on which the duplicate participant is the primary client in the event that further action has to be taken on the case. For example, Jim was merged to James Smith. The user had selected to merge Contact Details on Jim's record to James' record. When it was realized that these two individuals were merged in error, they were unmarked.

The contact details that were merged to James Smith's record must be manually removed. Unmarking breaks the links between the 2 individuals, but any details selected during the merge process will need to be manually removed by the caseworker.

**Note:** If identification information is merged from a duplicate record to a master record and it is later discovered the records do not relate to the same person, the identification record must be manually canceled from one of the records before the duplicate record can be unmarked. This is because only one identification reference is allowed to exist in the system for certain types across all person participants.

---

## 5.4 Merging Information

Key information such as addresses, phone numbers and bank accounts can be merged from the duplicate record to the master record where appropriate. Organizations can configure which key information can be merged as part of the merge process, via a number of client merge application property settings. The information that can be merged is as follows:

- Administrators
- Addresses
- Bank Accounts
- Communication Exceptions
- Contacts
- Email Addresses
- Identifications
- Names
- Notes
- Phone Numbers
- Relationships
- Special Cautions
- Web Addresses

Any merged data can then be used as part of any subsequent case processing. Case specific data, such as financials and communications records, cannot be merged to the master record. This information can still be viewed from within the context of the duplicate record.

However, if required, organizations can choose to view this unmerged data from within the master record itself. This information is for view only purposes, and cannot be used as part of any subsequent case processing.

**Note:** If a name record of type 'Registered' or 'Preferred' is merged from a duplicate record to a master record that already has an alternate name of type 'Registered' or 'Preferred', the alternate name will be merged, but the type will be set to 'Alias' in the master record. This is because only one alternate name of type 'Preferred' or 'Registered' is allowed to exist for any one person.

---

## 5.5 Completing a Merge

When all the required information has been merged from the duplicate record to the master record, the merge is completed. The name of the user who completed the merge and the merge completion date is automatically recorded.

Once a merge is completed, the status is updated to "merge complete". Users cannot re-enter the merge wizard once they have selected to complete the merge.

---

## 5.6 Quitting and Resuming a Merge

The merge wizard can be quit at any stage and the merge resumed at a later date. When a merge is quit, the status of the merge is "merge in progress".

When the merge is resumed, the user is returned to the start of the merge wizard where further information can be merged to the master record as required.

---

## 5.7 Viewing the Duplicates List

A list of duplicate records is automatically maintained for all persons and prospect persons. The duplicates list allows the organization to track the progress of a duplicate record from the time it is marked as a duplicate to the time its information is merged to the master record.

The duplicates list records duplicate processing and is automatically updated when a user marks, merges, or unmarks a duplicate record. Details of the user who processed the duplicate are also recorded as well as the date processing occurred.



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## Chapter 6. Maintaining Additional Information for Employers and Prospect Employers

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### 6.1 Introduction

This chapter describes the additional categories of information that can be maintained for employers and prospect employers.

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### 6.2 Trading Status

A trading status is a record of whether an employer or prospect employer is currently trading. An employer or prospect employer's trading status can be actively trading, ceased trading, or liquidated. Note that only an actively trading employer or prospect employer can be listed as a person's current employer.

---

### 6.3 Related Companies

A related company is a registered employer or prospect employer that is related to another registered employer. For example, an employer or prospect employer may be the parent company of a subsidiary company. When a related company relationship is added for an employer or prospect employer, the system automatically adds a reciprocal relationship for the related employer.

---

### 6.4 Cases

An employer or prospect employer can be the primary client of one or more liability product delivery cases (which can be part of integrated cases). Each of the employer or prospect employer's cases is automatically added to the employer or prospect employer's list of cases. This list is useful as an overview of all of its cases. It also provides a convenient way of accessing a case relating to the employer or prospect employer.





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## Chapter 7. Maintaining Additional Information for Product Providers and Service Suppliers

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### 7.1 Introduction

This chapter describes the additional information that can be maintained for product providers and service suppliers.

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### 7.2 Product Provider Information

The following sections describe the information that can be maintained for product providers.

#### 7.2.1 Products

A product is either a benefit or a liability. Examples of products include child care and insurance contributions. A registered product provider can be selected to provide a product as part of application administration. The selected product will appear on the product provider's list of products.

#### 7.2.2 Product Provider Locations

Product provider locations are the places where products are delivered, e.g. child care centers or training facilities. Facilities, such as audio or visual impairment services can also be added for each location. The specific product(s) offered by the product provider at a location is set up as part of application administration.

#### 7.2.3 Contracts

Records of signed contracts can be maintained for each product provider. A contract is an agreement between a product provider and the organization for the provision of one or more products.

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### 7.3 Service Supplier Information

The following sections describe the information that can be maintained for service suppliers.

#### 7.3.1 Services

A service is a task that must be performed by a qualified individual or body. Each service added for a service supplier must be selected from a list of generic services required by the organization, e.g., eye examinations, court translations, etc.

#### 7.3.2 Service Supplier Returns

A service supplier must submit a return that indicates the cost and the number of persons for whom a service has been provided. The organization will pay the service supplier based on this return and the payment will be issued as part of case processing.

#### 7.3.3 Contracts

Records of signed contracts can be maintained for each service supplier. A contract is an agreement between the service supplier and the organization for the provision of one or more services.



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## Chapter 8. Maintaining Additional Information for External Parties

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### 8.1 Introduction

This chapter describes the additional categories of information that can be maintained for external parties.

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### 8.2 External Party Offices

External party offices are the places from which an external party offers its services, e.g., a library, school, or shelter for the homeless. An external party may have several offices. For example, an external party may offer its services at a shelter for the homeless and a center for the elderly. The type of service offered can also be added for each external party office, such as computer provision or application training. The specific service(s) offered by an external party office is set up as part of application administration.

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### 8.3 External Party Office Search

External party office information can be accessed by performing an external party office search. Search criteria such as external party name, external party type, office name, office type, and address details are processed to return a list of all matching external party offices.

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### 8.4 External Party Office Phone Number

Phone number information can be maintained for external party offices. For each external party office phone number, a type must be selected, e.g., personal, business.

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### 8.5 External Party Office Address

Address information can be maintained for external party offices. It is possible to specify a new address for an external party office or use any address recorded for the external party as the external party office address.

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### 8.6 Office Members

Office members are the individuals associated with an external party office. An office member record contains a profile which relates to the user role the office member plays within the external party. For example, some office members can provide verification items to the organization on behalf of a participant.



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## Chapter 9. Configuring Participant Information

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### 9.1 Introduction

There are a number of configuration settings that control how participant information is managed in the application. This chapter provides an overview of each of these administrative settings.

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### 9.2 Common Participant Settings

#### 9.2.1 Participant Search

Organizations can control how the application performs participant searches using a number of participant search settings in system administration. A property is provided for each participant type to define whether or not that participant type should be included in search results.

For example, `curam.participantsearch.personsearch` determines whether the person participant type should be returned in search results. The `curam.participantsearch.maximum` setting determines how many results should be returned for any participant search. And `curam.participantsearch.age` can be used to only return results for people in a certain age bracket.

#### 9.2.2 Case List

The Case List can be configured to display cases of which the participant is a member, or limited to case of which the participant is the primary client. This is controlled by setting the `curam.participant.includenonprimaryclientcases` property in system administration.

#### 9.2.3 Participant Role List

The `curam.participantRole.returncasemember` property controls whether or not case members are presented as part of the case participant role list.

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### 9.3 Participant Settings for Person and Prospect Person

#### 9.3.1 Person Picture

The `curam.miscapp.personimages_display` property controls whether or not an organization displays images for a person.

The `curam.participant.max.image.size` property specifies the maximum size of the image to be uploaded.

#### 9.3.2 Nickname Search

The property `curam.miscapp.searchwithnicknames` controls whether or not a person's nickname is included in search results when the search includes the forename field.

#### 9.3.3 Participant Evidence

The evidence types provided for the person and prospect person participant types can be viewed from the 'Participants' section of the Cúram Administration Application.

##### 9.3.3.1 Configuring New Person and Prospect person Evidence Types

In order for an evidence type to be available for association with a person or prospect person, it must first be created using the Dynamic Evidence Editor. For information on configuring dynamic evidence, see the Cúram Dynamic Evidence Configuration Guide.

Any new evidence types created can then be added to the person or prospect person evidence configuration. Selecting 'New' on the person or prospect person page will present the user with a list of all available evidence types, which can then be added to the participant. Once added, the evidence type can be enabled for sharing to cases by selecting 'Enable'.

### **9.3.3.2 Configuring Person or Prospect Person Evidence for Cases**

In order to share person or prospect person evidence with cases of which the person or prospect person is a member, the evidence type must also be configured for the target case. The evidence types list page for the case displays the list of evidence types configured for that case. Like participant evidence configuration, selecting 'New' will present the user with a list of all evidence types created including those created for participants. Once the relevant participant evidence type has been added to the case configuration, it can be enabled for sharing by selecting 'Enable'. For further information on configuring evidence for cases, refer *Cúram Integrated Case Management Guide* for more details.

All of the person/prospect evidence types described in this guide are also available for configuring on other cases e.g. IC and application case.

### **9.3.3.3 Configuring Evidence for Sharing**

Once person or prospect person evidence has been configured for the participant and cases and enabled for sharing, the Evidence Broker should be used to define the particular sharing configuration. Organizations can choose to collect information once and ensure it is reflected across all cases and programs automatically. Or the sharing configuration can ensure users are made aware of any changes being shared to cases before they are either accepted onto the case or applied to the case. For further information on available sharing configuration settings, see the *Cúram Evidence Broker Guide*.

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## Chapter 10. Conclusion

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### 10.1 Summary

The following list summarizes the main concepts covered in this guide:

- Each participant type plays a different role in the delivery or receipt of benefits and services. The ten participant types include persons, prospect persons, employers, prospect employers, product providers, service suppliers, utilities, information providers (includes educational institutes), representatives, and external parties.
- Participant registration places an individual or body in a specific role and defines the individual's or body's participant type.
- There is a set of common information that can be maintained for all participant types. This set includes information such as addresses and bank accounts.
- Additional information can be maintained only for some participant types. This includes information such as relationships for persons and prospect persons, related companies for employers and prospect employers, and office members for external parties.
- Certain information for person and prospect person participant types is maintained as evidence, which means it can be shared to and from cases, used in eligibility and entitlement and retained for historical purposes. Organizations can also define additional information for person and prospect person participants.
- Information for persons and prospect person participant types can be merged. Merging information copies selected details from a duplicate person or prospect record to another person record.
- The presentation and management of participant information can be controlled by configuration settings within the Cúram Administration application.

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### 10.2 Additional Information

Additional information on the topics covered in this guide are covered in several related documents:

**Cúram Address Guide**

This guide covers the basic concepts of addresses.

**Cúram Integrated Case Management Guide**

This guide covers the basic concepts of case processing.

**Cúram Issue Management Guide**

This guide covers the basic concepts of issue management.

**Cúram Evidence Guide**

This guide covers the basic concepts of evidence.

**Curam Evidence Broker Guide**

This guide provides an overview of evidence broker functionality

**Cúram Verification Guide**

This guide provides an overview of Cúram Verifications.

**Cúram Financials Guide**

This guide covers the basic concepts of financial processing.

**Cúram Deductions Guide**

This guide covers the basic concepts of deduction processing.

**Cúram Service Planning Guide**

This guide covers the basic concepts of Cúram Service Planning.

**Cúram Communications Guide**

This guide provides an overview of communication functionality.

**Cúram Workflow Overview Guide**

This guide provides an overview of workflow functionality.

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**10.3 Where to Go Next**

After reading this guide, the reader will be prepared to learn about the concepts covered in the Cúram Integrated Case Management Guide.



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