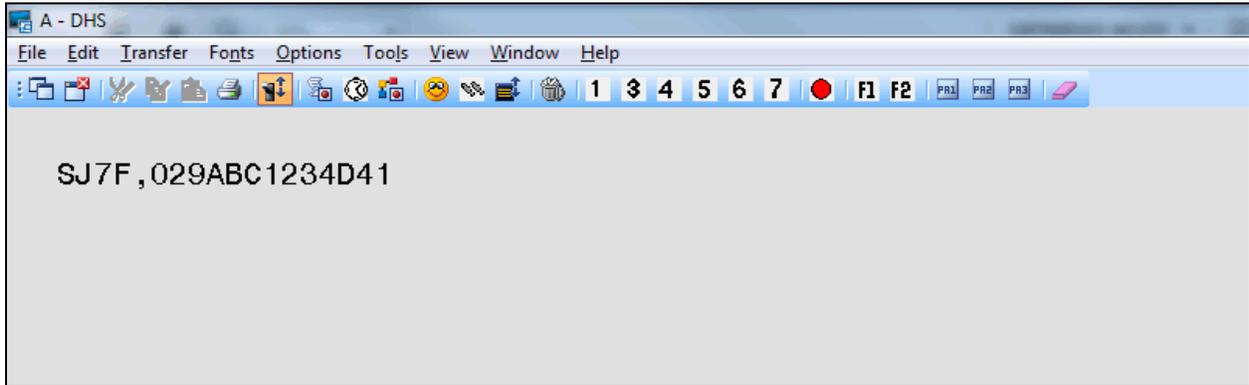


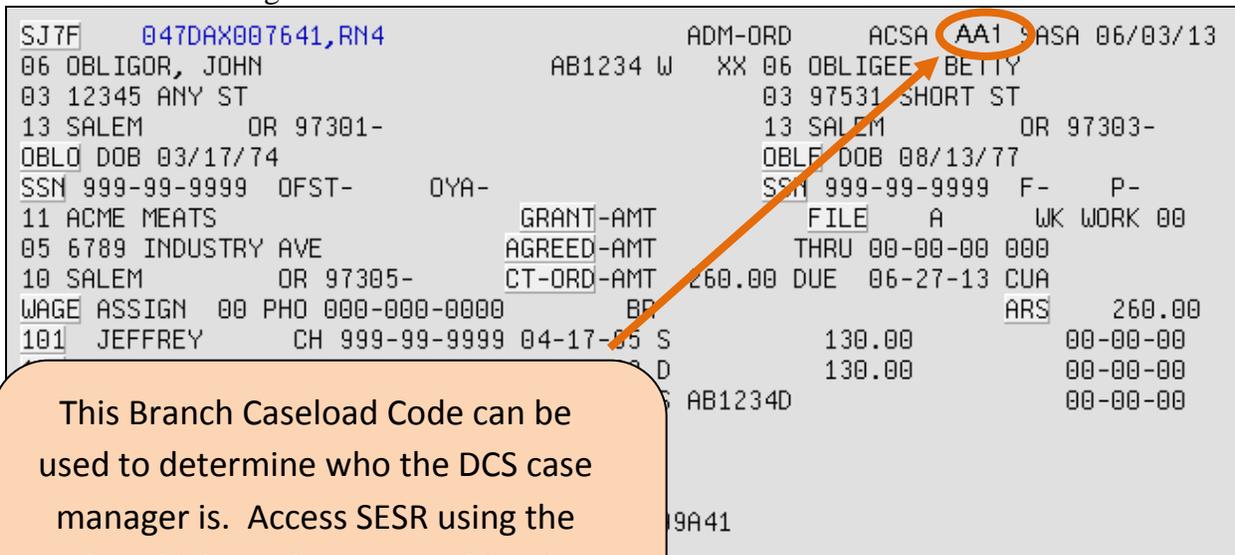
## Identifying and Contacting a DCS Case Manager

Need to know the name of a DCS case manager? Or need to know a DCS case manager's phone number, email or mailing address? Find all this using DCS screens SJ7F and SESR.

SJ7F is accessed from a blank mainframe screen – Type SJ7F,DCS CASE NUMBER and press Enter:

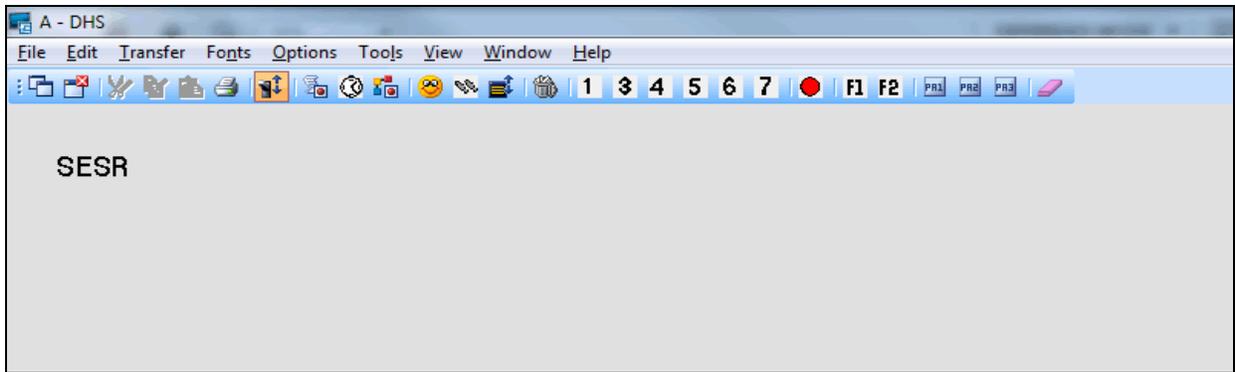


The DCS case manager can be determined from the Branch Caseload Code on SJ7F:

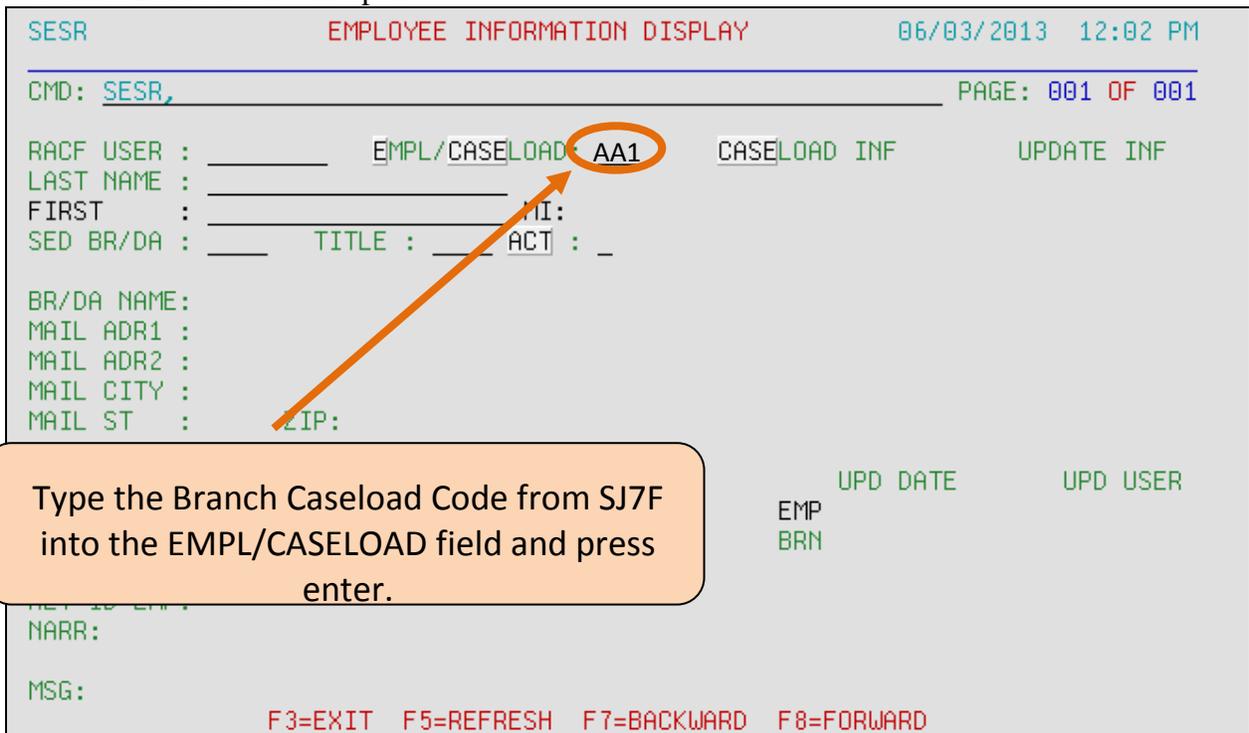


Make a note of the Branch Caseload Code on SJ7F and then access the SESR screen.

SESR is accessed from a blank mainframe screen – Type SESR and press Enter:



A blank SESR screen will open:



Note:

If the case manager's name is known, type it into the LAST NAME and FIRST fields, and then press enter.

Or

If the RACF ID is known, it can be typed into the RACF USER field

Amy Sevdy

Employee information for the Branch Caseload Code will appear:

```
SESR                EMPLOYEE INFORMATION DISPLAY                06/03/2013  11:36 AM
-----
CMD: SESR,AA1                PAGE: 001 OF 001
RACF USER : HJDOAA1  EMTL/CASELOAD: AA1  CASELOAD TNE  UPDATE TNE
LAST NAME : CASEMANAGER
FIRST    : CARL                MI: C
SEC BR/DA : SASA  TITLE :      ACT : -
BR/DA NAME: DCS
MAIL ADR1 : SALEM BRANCH OF DCS
MAIL ADR2 :
MAIL CITY :
MAIL ST   :      ZIP:
TELE EMP  :      EXT:      EMP
TELE BRN  :      FAX:      BRN
EMAIL EMP : carl.casemanager@doj.state.or.u
NET ID EMP:
NARR:
MSG: U030 DISPLAY COMPLETE
                F3=EXIT  F5=REFRESH  F7=BACKWARD  F8=FORWARD
```

The case manager's work address appears here.

BR/DA NAME: DCS  
MAIL ADR1 : SALEM BRANCH OF DCS  
MAIL ADR2 :  
MAIL CITY :  
MAIL ST : ZIP:

The case manager's phone/FAX numbers and email address appear here.

TELE EMP : EXT: EMP  
TELE BRN : FAX: BRN  
EMAIL EMP : carl.casemanager@doj.state.or.u

### And Did You Know?

If after talking with the DCS case manager you need additional help from DCS, you may contact the local DCS point person. For DCS point people name and contact information:

- See the “DCS Branch Point Person – DHS Outreach Project Handout” at <https://www.dcs.state.or.us/training/outreach/index.html>. (Note: Accessing this website requires a password. You can get the password from your local **DHS** Child Support point person or email TANF.policy.) **OR**
- Contact your **DHS** Child Support point person for the name/contact information of the DCS child support point.

*TANF Policy Unit*