



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Person Matching

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PURPOSE

ACS performs person matching for the defendants on all cases in FARE in order to “match” persons within one court and across courts so that all cases for one person will display on the Web when the person accesses any one of their cases and so that all cases for one person will be considered when placing a TTEAP hold. All “matched” persons are assigned the same ACS Person Number.

DATA USED IN PERSON MATCHING

The following data fields are used in person matching in the order of priority used:

- Court CMS Person Number (translated to JUSTIS Person Number to make unique across courts)
- First Name
- Last Name (the suffix is concatenated into the Last Name field)
- Date of Birth (DOB)
Invalid dates such as 99/99/9999 are replaced with zeros for matching and blanks or zeros in the field will not be used for matching.
- Social Security Number (SSN)
If the SSN is filled with all the same digits (i.e. 111-11-1111), the SSN will be treated as all zeros and blanks or zeros in the field will not be used for matching.
- Driver License Number (D/L)
Blanks or zeros in the field will not be used for matching. In addition, certain contents of the field is treated as blanks or bypassed, as follows:
 - Data strings treated as blank:
UNKNOWN
NONE
SAME
SUSPENDED
UN
0000000000
0000000000
00000000000
 - Data strings in “bypass group”:



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(ID ONLY)

ID ONLY

EXPIRED

INTL

MEXICO

' ID ' (Note: ID must have a space before and after to cause it to be ignored)

- Address (1st line, 2nd line, City, State and first 5 digits of Zip Code)
Special characters not allowed by the US Postal Service will be eliminated from the address field and not considered for address matching.

PERSON MATCH CRITERIA

The criteria for matching are listed in the order in which they are applied:

1. If the JUSTIS Person Number on a new case/party record matches the JUSTIS Person Number of a case/party record currently in the database, ACS will assign the same ACS Person Number to the new record.
2. If the identification fields (DOB, SSN and D/L) on the new case/party record match the identification fields of a case/party record currently in the database, ACS will assign the same ACS Person Number to the new record.
 - a. If the new record has both a DOB and an SSN that matches the DOB and SSN of a record currently in the database, or
 - b. If the new record has both a DOB and a D/L that matches the DOB and D/L of a record currently in the database.
3. If the name and address of the new case/party record match the name and address fields of a case/party record currently in the database and certain identification field criteria are met, ACS will assign the same ACS Person Number to the new record. The conditions on which a match will be made are as follows:
 - a. If the new record does not have any valid or usable identification field (DOB, SSN or D/L) but does contain data in the First Name, Last Name, Address Line 1, City, State and Zip Code fields, and the new record has an exact match on



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full First Name, full Last Name, full Address Line 1, full Address Line 2, City, State and first five (5) positions of Zip Code to a record currently in the database, which also has no usable identification field, assign the same ACS Person Number to the new record. (Note: Address Line 2 may be blank or null and be considered valid.)

- b. If the new record has only one usable identification field (DOB, SSN or D/L) and contains data in the First Name, Last Name, Address Line 1, City, State and Zip Code fields, and the new record has an exact match on full First Name, full Last Name, full Address Line 1, full Address Line 2, City, State and first five (5) positions of Zip Code, plus an exact match on the same identification field to a record currently in the database, assign the same ACS Person Number to the new record. (Note: Address Line 2 may be blank or null and be considered valid.)

4. If a match cannot be made on criteria 1 through 3 above, ACS will assign a new ACS Person Number to the new record.

RE-EVALUATION OF MATCH CRITERIA ON CHANGE IN DATA

When the court sends updated case/party data, existing matches must be re-evaluated. If the JUSTIS Person ID, DOB, SSN, D/L, name or any of the address fields (Address Line 1, Address Line 2, City, State, or Zip Code) change, the existing ACS Person Number is deleted and a full re-evaluation of the case/party match is done by applying the Person Match Criteria above.

When ACS receives new address data from skip-tracing, existing matches are also re-evaluated by deleting the existing ACS Person Number and a full re-evaluation of the case/party match is done by applying the Person Match Criteria above.

If skip tracing results in new identification data (DOB, SSN, or DL) these fields are not used for person matching. The information may be sent back to the court on a near-match report, leaving the court the option of changing their data. If the court changes their data based on the information received, then the person match will be re-evaluated as described above.

There is one special circumstance where the re-evaluation of the matching criteria will not result in the matching of cases for the same person. This happens because of the



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precedence the person number takes over all other matching criteria and the integrity of that number across multiple cases for that person **within the same court**. For example: a person has a criminal case with a fine imposed. When the case is added to the system, all of the person's key information (SSN, DOB, etc.) is entered and a person number is generated. Subsequently, three parking cases are entered for this same person in this same court, but the key person information is not initially known from these cases, and a different person number is generated because the person could not be matched to the other information stored. Later, the person information is obtained for the parking cases and added in the court's CMS, but the court doesn't change the person number in their system to match the first person number from the criminal case. Upon re-evaluation of the match criteria at ACS, even though the key information now matches between the multiple parking cases and the criminal case, because the person number's don't match between the two case types, the parking cases will only match to the person number on the other parking cases, and the other key field matching conditions will never be tested. The only way around this is for the court to have matched the cases in its system and to have changed their person ID on the parking cases. This would allow all cases for this person to match together at ACS.

NEAR-MATCH REPORT

ACS generates a Near-Match report when a new case is added showing "near matches" of case/party records based on the data for person matching, or when new identification data (DOB, SSN, or D/L) is received as a result of skip-tracing leaving the court the option of changing their data in ways that would cause person match re-evaluation.

A sample of the report as displayed on Report Web is contained in Appendix E. Since the report contains data for all FARE courts, the AOC is presently separating and reformatting data on the report so that courts will only receive their own data.

PERSON MATCHING FOR TTEAP

When there is Motor Vehicle Division (MVD) confirmation that a TTEAP hold has been placed, ACS will maintain the MVD record number for each case that contributes to a TTEAP hold for an individual and will utilize that number when processing releases. The MVD record number may apply to more than one ACS Person Number.



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The MVD/TTEAP reporting process has the following rules for person matching:

1. When a record is sent to MVD and the MVD number is received, all ACS numbers that have a matching MVD number will be aggregated for the purpose of calculating the release from TTEAP.

The criterion above is valid for handling the MVD number returned to ACS. To further clarify, if an MVD link occurs but ACS does not show the same link, a report will be generated for the courts showing Near Matches for TTEAP. A sample of this report is also contained in Appendix E.

2. De-linking a case reported to MVD will cause the case involved to be removed from the MVD TTEAP amount due and if the amount falls below the set amount (currently anything over \$200.00) a release will be sent for the old group. The new group that the de-linked case is assigned to will also be evaluated and if now greater than the set amount a hold will be sent on the new group if it did not already exist on the new group.

MVD uses the following criteria for person matching for TTEAP:

1. Customer Number (either D/L and D/L State **or** verified SSN)
2. Last Name
3. First Initial
4. Date of Birth (DOB)

An exact match must be made on all of the above for a TTEAP registration hold to be placed. If there is an exact match and the person is coded as deceased in their records, they will return a code that the person is deceased. If there is a match on Customer Number, as defined above, but any or all of the other fields do not match their records, MVD will return a code indicating there is a possible match to their records and return all the data fields that they have in their files. ACS will forward transactions with the deceased and possible match codes and data to JUSTIS to be forwarded to Full FARE courts. In addition, ACS produces reports of MVD deceased records and MVD possible match records. Copies of these reports are included in Appendix E.



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RELATED REFERENCES:

- 3.00 Pre-Disposition
- 4.00 Post Disposition
- 5.00 Delinquency
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- 6.04 Skip Tracing
- 6.08 Traffic Ticket Enforcement Assistance Program (TTEAP)
- Appendix E Report Samples

ADDITIONAL REFERENCES:

- MVD TTEAP Specifications, Business Requirements, Attachment D
FARE Web site
<http://www.supreme.state.az.us/fare>