



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-90-SYS

### PAPERLESS ALTERNATE MODULE (PAM)

<p><b>Date:</b> October 18, 2013</p>	<p><b>Subtopic(s):</b> Welfare Management System (WMS) Data Entry and Transactions</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Valid reasons for using PAM</p>	<p>The purpose of this policy bulletin is to introduce the Paperless Alternate Module (PAM) to Cash Assistance (CA) and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff as well as all ancillary sites that process CA and SNAP transactions.</p> <p>PAM will be rolled out to Centers in stages. On Monday, October 21, 2013, PAM will initially roll out at Fordham Model Job Center (44), SNAP Center 15 (S15), SNAP Residential Facilities Center (S61), SNAP Centralized Fair Hearing, and the SNAP Centralized Mail Recertification Unit (S66). Other locations will be phased in at later dates.</p> <p>The PAM system is designed to eliminate data entry from printed authorization documents. PAM is <u>only</u> used when case actions <u>must</u> be taken outside of the Paperless Office System (POS). For every transaction processed through PAM, staff will be required to indicate the reason for not processing the action in POS. A list of reasons will be available from a drop down menu in PAM. This list includes:</p> <ul style="list-style-type: none"> <li>• Medicaid (MA) only Recertification</li> <li>• Single Issue (SI) grants Transferred Case</li> <li>• Change MA authorization date</li> <li>• Reopen a line to AP status</li> <li>• CED Update (Only used when a budget is already clocking down in WMS)</li> <li>• SNAP 15 – TAD</li> <li>• WMS Error Correction TAD (only when original TAD was submitted in PAM)</li> <li>• Multi-Suffix</li> <li>• System Outage</li> <li>• PARIS Match closing</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

- Advised by Help Desk
- Not available in POS (used only for transactions not available in POS)
- POP/ADVENT
- Other (a comment must be entered to detail why the action is not being taken in POS)

**Note:** Welfare Management System (WMS) actions that previously did not require submission to the Control Unit (i.e. application registration, application modification, worker case update, etc...) will continue to be processed directly through WMS and not through PAM.

The implementation of PAM will eliminate certain Control Unit functions such as batching documents, reconciliation of documents prior to retention and the manual stamping of paper authorization documents. PAM will now systematically be batching the transactions and generating authorization numbers beginning with **50000000** and reducing by 1 for each PAM transaction (**50000000, 49999999, etc...**) to help identify all PAM processed transactions.

PAM will also allow staff to initiate, approve, and process grant data entry transactions without using the Public Assistance (PA) Single Issue Authorization Form (**LDSS-3575**), or the SNAP Single Issue Authorization Form (**LDSS-3574**).

Back-up-documents

**Note:** If the transaction being processed requires a back-up-document (BUD), the current process of creating a manual **LDSS-3575** and/or **LDSS-3574** and maintaining it in a tickler file must still be followed. On the due date of the document, the JOS/Worker must check WMS to see if the BUD is needed. If the BUD is needed and can now be processed in POS, it should be processed in POS and the paper documents should be discarded properly. If the action still cannot be processed in POS, then a new electronic PAM document must be created and processed.

All other data entry transactions, including the Turnaround Document (TAD), must be completed manually. This includes having the document approved and signed by the appropriate supervisory staff. Once approved, the Data Entry forms must be scanned and indexed into the electronic case record using the case/link number and not the application registration number.

New document type

When indexing the scanned documents, staff must choose **Internal Paper Authorization Document** as the **Document Type**. As PAM is designed to mimic the paper process, any additional screens or documents that would normally be sent to control along with the Data Entry Document must also be scanned and indexed, creating a multiple page document. Staff must then log in to PAM and create a new PAM activity.

**Note:** New scanners with a larger flatbed will be provided at each location to allow for the scanning of the TAD. These scanners will not replace the other scanners at the locations and are only to be used for the scanning of TADs and if necessary, the accompanying budgets that are being authorized on that TAD.

After implementation of the PAM system is complete, Control Units will no longer accept any paper transactions. If a transaction is in error status as identified on the **WINRO125** or a single issuance grant has purged, as indicated on the **WINRO107**, the Error Correction Supervisor must alert the JOS/Worker of the error. The JOS/Worker must create a new error correction PAM transaction. The **WINRO126** will no longer have to be monitored, as all successfully transmitted TADs are stored in the **Internal Paper Authorization Document** folder of the HRA OneViewer.

#### User Rights

As PAM is not intended to be a replacement of POS, certain functionalities have not been carried over into the new system. Unlike in POS, where staff can work below their titles, most staff will not be able to function in PAM in any role other than their designated title. For example, a Supervisor will not be able to initiate an eligibility transaction using a Turnaround Authorization Document (TAD). This is a function that is limited to staff identified as JOS/Worker.

The five functionalities in PAM are:

- JOS/Worker
- AJOS/Supervisor
- Data Entry Supervisor
- Data Entry Operator
- D&C Operator (CA Typist)

Exceptions will be made to allow Notice of Intent (NOI) clerks as well as Fair Hearing and Conference (FH&C) staff to initiate actions associated with their functions in PAM.

**Note:** User rights will be established and maintained through the POS Enrollment System.

#### PAM link is available in the POS Portal


For ease of access, staff will be able to log in to PAM through a new link in the POS portal. Staff will be required to sign on to PAM using their Network ID and password.

If a PAM user encounters any issues with logging in to PAM or any other usage problems, they should call the MIS POS Help Desk at **718-510-0551** or send an email to [helpdesk-pos@hra.nyc.gov](mailto:helpdesk-pos@hra.nyc.gov).



Screenshots detailing the PAM process are attached to this procedure, separated by the role of each staff member in the process.

*Effective October 21, 2013*

 Please use Print on Demand to obtain copies of forms.

**Attachments:**

- Attachment A:** PAM Screens for all users
- Attachment B:** JOS/Worker Screens
- Attachment C:** AJOS/Supervisor Screens
- Attachment D:** Data Entry Supervisor Screens
- Attachment E:** Data Entry Operator Screens
- Attachment F:** D&C Operator (CA Typist) Screens

## Attachment A: Screens for All PAM Users

A new link to access PAM has been created in the POS Portal.

NYC Human Resources Administration Department of Social Services

### Welcome to POS (Paperless Office System)

Good Afternoon ! Today is Thursday, October 10, 2013 2:32 PM [HRA Home Page](#)

- NCA SNAP Application Log
- NCA SNAP Recertification Log
- NCA SNAP Deferrals
- NCA SNAP Calendar
- Rental Assistance Database (RAD)
- FIA Reports

**POS (Paperless Office System)**

**PAM (Paperless Alternate Module)**

- POS Management Console
- POS Release Notes
- Child Care System (ACCIS)
- Public Transportation Automated Reimbursement (PTAR)
- HRA One Viewer
- Front Door Reception (FRED)
- FIA IVRS Telephone Recert Reporting System (IVRS)
- SNAP Employment System (FSES)
- Ticket Monitoring Made Easy (TIMME)

**ENTERPRISE VAULT:**

- [Enterprise Vault Benefits](#)
- [Read More](#)
- [Sign-Up for the Enterprise Vault](#)

Clicking on the link will bring up the log in screen. Staff must enter their network ID and password and click the **ENTER** button.

NYC Human Resources Administration Department of Social Services

## Paperless Alternate Module

### Log In

Already have a User ID and Password, please sign in below

User ID:

Password:

[NYC.gov Home Page](#) | [Privacy Statement](#)

All data contained in this system is confidential by City, State and Federal law and regulations. Failure to protect this information from unauthorized use or disclosure may subject you to discipline as well as financial, civil and criminal penalties, up to and including incarceration. By logging into this system, you agree to these terms of use. Modified on 09/27/2013

## Attachment A: Screens for All PAM Users

After logging in, the first screen that all PAM users will see is their inbox which provides PAM users the ability to see all the activities in his/her queue and what status they are in. To the left of the inbox is the **Navigation Menu** with five different links:



**INBOX:** Allows PAM users to see all the activities in his/her queue and what status they are in.

**NEW PAM ACTIVITY:** Opens the PAM Client Search screen (link will only available for PAM users designated as JOS/Worker).

**SEARCH PAM ACTIVITY:** Opens the PAM Activity Search screen (additional screen shots are on the following pages).

**REPORTS:** Provides ability to track all requests created by the PAM User and the ability to show the report based on the criteria selected by the PAM user.

**OTHER SOURCES:** Opens a drop down window with hyperlinks to: WMS, the HRA OneViewer and the Toe Digit Schedule.

## Attachment A: Screens for All PAM Users

### Search PAM Activity

All PAM users have the ability to search for activities using the following criteria:

- Case No
- Case Name
- SSN
- Activity Type
- Activity ID
- Activity Status

NYC Human Resources Administration Department of Social Services

# Paperless Alternate Module

Logged In As: Alex Begun (11) [Log Out](#)

INBOX

**NEW PAM ACTIVITY**

**SEARCH PAM ACTIVITY**

REPORTS

OTHER SOURCES

Activity Search

Case No
  Case Name
  SSN
  Activity Type
  Activity Id
  Activity Status

Case #

Results of the search will be displayed, in **read only** mode, in a grid at the bottom of the screen with a paging option for easier navigation.

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# Paperless Alternate Module

Logged In As: Megha Sharma (40) Role: DATA ENTRY OPERATOR [Log Out](#)

INBOX

**SEARCH PAM ACTIVITY**

REPORTS

OTHER SOURCES

Activity Search

Case No
  Case Name
  SSN
  Activity Type
  Activity Id
  Activity Status

Pam Status:

Activity List

Responsible Center	Case #	Suffix	Case Name	ActivityType	Grant #	E-Check	Activity Status	Activity ID	Assigned To	Created On	Perm
023	00000017896G	D1	SMALL, JENIFFER	CA	2		Cancelled	3120	SYSTEM SYSTEM	10/9/2013 10:21:34 AM	N
040	00030008208I	D1	SMALL, JENIFFER	TAD	0		Cancelled	3160	SYSTEM SYSTEM	10/10/2013 10:33:35 AM	N
053	00030008211C	D1	SMALL, JENIFFER	CA	1		Cancelled	3279	SYSTEM SYSTEM	10/14/2013 10:00:42 AM	N
053	00030008208I	D1	SMALL, JENIFFER	CA	1	AUTO E	Cancelled	3148	SYSTEM SYSTEM	10/10/2013 9:19:28 AM	N
053	00030008214G	D1	SPEARS, BRITNEY	CA	2	MANUAL E	Cancelled	3194	SYSTEM SYSTEM	10/10/2013 2:29:50 PM	N
023	00030008208I	D1	SMALL, JENIFFER	TAD	0		Cancelled	3235	SYSTEM SYSTEM	10/11/2013 3:52:02 PM	N
019	0000369665F	D1	SMALL, JENIFFER	CA	1	AUTO E	Cancelled	3330	SYSTEM SYSTEM	10/14/2013 5:37:53 PM	N
053	00030008208I	D1	TURNER, TNA	TAD	0		Cancelled	3195	SYSTEM SYSTEM	10/10/2013 2:33:50 PM	N

Total Records : 8/8

## Attachment A: Screens for All PAM Users

**Note:** If an incomplete case number is used, a listing of all cases containing those digits will be displayed as in the screen below.

The screenshot displays the 'Paperless Alternate Module' interface. At the top, it shows the NYC Human Resources Administration logo and the title 'Paperless Alternate Module'. Below the title, it indicates the user is logged in as 'Megha Sharma (40) Role: DATA ENTRY OPERATOR'. The interface includes a navigation menu on the left with options like 'INBOX', 'SEARCH PAM ACTIVITY', 'REPORTS', and 'OTHER SOURCES'. A search bar at the top right contains the case number '3000821'. Below the search bar, an 'Activity List' table is displayed with the following columns: Responsible Center, Case #, Suffix, Case Name, Activity Type, Grant #, E-Check, Activity Status, Activity ID, Assigned To, Created On, and Perm. The table contains 20 rows of activity records. At the bottom right of the table, it shows 'Total Records : 37/37 1 2'.

Responsible Center	Case #	Suffix	Case Name	Activity Type	Grant #	E-Check	Activity Status	Activity ID	Assigned To	Created On	Perm
053	00030008214G	01	SPEARS, BRITNEY	CA	1		Data Entered	3201	Jia Lin	10/10/2013 3:33:13 PM	N
053	00030008211C	01	SHALL, JENFFER	CA	1	MANUAL E	Failed Data Entry	3203	Jia Lin	10/10/2013 3:33:50 PM	N
053	00030008211C	01	SHALL, JENFFER	CA	1		Pending Data Entry	3264	Sharma Megha	10/12/2013 9:13:28 AM	Y
053	00030008211C	01	SHALL, JENFFER	CA	1	AUTO E	Failed Data Entry	3271	Jia Lin	10/12/2013 4:12:34 PM	N
053	00030008214G	01	SPEARS, BRITNEY	SNAP	1		Data Entered	3276	Jia Lin	10/14/2013 8:31:53 AM	N
053	00030008215D	01	DOORS, WALTER	CA	36		Pending Approval	3278	Duggirala Neeha	10/14/2013 9:58:25 AM	N
053	00030008211C	01	SHALL, JENFFER	CA	1		Cancelled	3279	SYSTEM SYSTEM	10/14/2013 10:09:42 AM	N
053	00030008211C	01	SHALL, JENFFER	CA	1	AUTO E	Cancelled	3148	SYSTEM SYSTEM	10/10/2013 9:19:28 AM	N
053	00030008211C	01	SHALL, JENFFER	TAD	0		Failed Data Entry	3153	Jia Lin	10/10/2013 10:05:37 AM	N
053	00030008211C	01	SHALL, JENFFER	TAD	0		Data Entered	3165	Jia Lin	10/10/2013 11:12:14 AM	N
053	00030008214G	01	SPEARS, BRITNEY	CA	2	MANUAL E	Cancelled	3194	SYSTEM SYSTEM	10/10/2013 2:29:50 PM	N
053	00030008214G	01	SPEARS, BRITNEY	TAD	0		Pending Approval	3200	Duggirala Neeha	10/10/2013 3:21:42 PM	N
053	00030008211C	01	SHALL, JENFFER	CA	1	MANUAL E	Pending Data Entry	3202	Sharma Megha	10/10/2013 3:28:53 PM	Y
053	00030008214G	01	SPEARS, BRITNEY	CA	1	MANUAL E	Pending Data Entry	3209	Sharma Megha	10/11/2013 9:14:01 AM	Y
053	00030008214G	01	SPEARS, BRITNEY	CA	1	AUTO E	Complete	3230	SYSTEM SYSTEM	10/11/2013 3:01:47 PM	N
053	00030008211C	01	SHALL, JENFFER	CA	1	AUTO E	Complete	3149	SYSTEM SYSTEM	10/10/2013 9:22:12 AM	N
053	00030008214G	01	SPEARS, BRITNEY	CA	1	MANUAL E	Failed Data Entry	3266	Jia Lin	10/12/2013 9:30:30 AM	N
053	00030008214G	01	SPEARS, BRITNEY	CA	1		Data Entered	3273	Jia Lin	10/12/2013 6:24:32 PM	N
053	00030008211C	01	SHALL, JENFFER	SNAP	1		Data Entered	3275	Jia Lin	10/13/2013 10:18:43 PM	N
053	00030008211C	01	SHALL, JENFFER	SNAP	4		Pending Approval	3284	Duggirala Neeha	10/14/2013 12:15:23 PM	N

## Additional Functions

In addition to the **Navigation Menu**, there are three tabs across the top of PAM: **Activity Details**, **Comments**, **Activity History**.

The screenshot displays the 'Paperless Alternate Module' interface with the 'Activity Details' tab selected. The navigation menu on the left is visible, and the main content area is currently blank. The tabs at the top are 'Activity Details', 'Comments', and 'Activity History'.

## Attachment A: Screens for All PAM Users

**Activity Details Tab:** Allows PAM users to process activities on a selected PAM transaction based on their designated functionality (i.e. Submit for Approval, Return to JOS/Worker, etc...).

**NYC** Human Resources Administration Department of Social Services

# Paperless Alternate Module

Log Out

INBOX **Activity Details** Comments Activity History

NEW PAM ACTIVITY

SEARCH PAM ACTIVITY

REPORTS

OTHER SOURCES

Responsible Center: 053      Originating Center: F40      Activity Status: Draft

Case Name: SPEARS, BRITNEY      Date Prepared: 10/10/2013      Batch #:

Case #: 00030008214G      Suffix: 01

Activity Type

Activity ID: 3157

Reason for this action in PAM: SI grant Transferred Case      Activity Type: DSS-3575 CA Grant

\* Is there an eligibility TAD transaction associated with this grant       Yes       No

E-Check/E-Cash

Auto E       Manual E

List of Grants

Grant #	Code	Description	From Date	To Date	Amount	Grant Status	Edit	Delete
1	09	Code 09 - Supplement of Rent Only	9/1/2013	9/30/2013	\$450.00	DRAFT	<a href="#">Edit</a>	<a href="#">Delete</a>

Grant Count: 1      Total Amount: \$450.00

Actions

Add New Grant      Save Activity      **Submit for Approval**

**NYC** Human Resources Administration Department of Social Services

# Paperless Alternate Module

Log Out

Logged In As: Lin Jia (30)

INBOX **Activity Details** Comments Activity History

SEARCH PAM ACTIVITY

REPORTS

OTHER SOURCES

Responsible Center: 053      Originating Center: F40      Activity Status: Failed Data Entry

Case Name: TURNER, TINA      Date Prepared: 10/10/2013      Batch #: U/AC63

Case #: 00030008208I      Suffix: 01

Activity Type

Activity ID: 3195

Reason for this action in PAM: MA only Recert      Activity Type: DSS-3517 Turn Around Document (TAD)

Batch Type: U/AC

Linked Documents

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By	Document
81	8891	Paper LDSS-3774 EPFT Benefits Pull	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>

Actions Taken

Action

**Return To Jos Worker**



## Attachment A: Screens for All PAM Users

**Comments Tab:** Allows any PAM user to:

- Type notes (maximum 500 characters) in the Notes Box (click **SAVE** to commit notes to PAM)
- Review previous notes in read-only mode

The screenshot shows the 'Comments' tab selected. The case details are as follows:

Responsible Center:	053	Originating Center:	F40	Activity Status:	Draft
Case Name:	SPEARS, BRITNEY	Date Prepared:	10/10/2013	Batch #:	
Case #:	00030008214G	Suffix:	01		

The 'Notes' section contains a text area with the message: "All entries are save and cannot be edited or deleted from the record once saved." Below the text area, it shows "Added by : Alex Begun" and "Added Date : 10/10/2013".

The 'Notes History' table is as follows:

Type	Note	Added By	Added Date
General	Case notes can be entered here.	Alex Begun	10/10/2013 10:37:26 AM

**Activity History Tab:** Allows all PAM users to see the PAM Activity on a certain case.

The screenshot shows the 'Activity History' tab selected. The case details are as follows:

Responsible Center:	053	Originating Center:	F40	Activity Status:	Draft
Case Name:	PITT, BRAD	Date Prepared:	10/10/2013	Batch #:	
Case #:	00030008207A	Suffix:	01		

The 'Activity History' table is as follows:

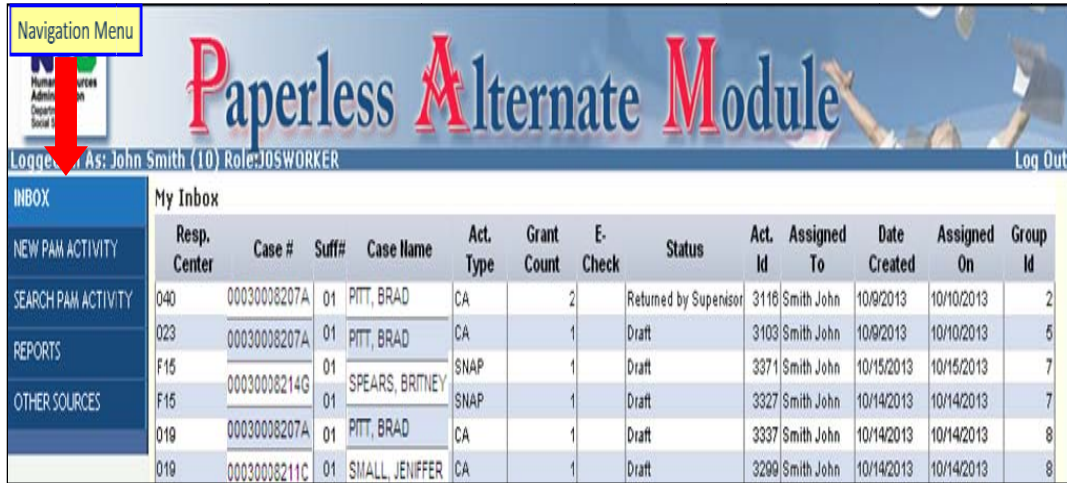
Log Id	Action	Action Detail	Status	Action By	Action On	Assigned To
1571	UPDATE ACTIVITY	Activity Updated	Draft	Alex Begun	10/10/2013 10:23:02 AM	AlexBegun
1570	INSERT ACTIVITY	Activity Created	Draft	Alex Begun	10/10/2013 10:22:57 AM	AlexBegun

Total Records : 2/2

## Attachment B: JOS/Worker Screens

After logging on to PAM the JOS/Worker's **Inbox** (My Inbox) will be the first screen he/she sees. This screen provides a listing of all the actions taken by a user that still require processing.

To initiate a new transaction click on the **NEW PAM ACTIVITY** button in the Navigation Menu.



The screenshot shows the 'Paperless Alternate Module' interface. At the top, there is a navigation menu with a red arrow pointing to the 'NEW PAM ACTIVITY' button. Below the menu, the user is logged in as John Smith (10) with the role of JOSWORKER. The main content area displays a table titled 'My Inbox' with the following data:

Resp. Center	Case #	Suff#	Case Name	Act. Type	Grant Count	E-Check	Status	Act. Id	Assigned To	Date Created	Assigned On	Group Id
040	00030008207A	01	PITT, BRAD	CA	2		Returned by Supervisor	3118	Smith John	10/9/2013	10/10/2013	2
023	00030008207A	01	PITT, BRAD	CA	1		Draft	3103	Smith John	10/9/2013	10/10/2013	5
F15	00030008214G	01	SPEARS, BRITNEY	SNAP	1		Draft	3371	Smith John	10/15/2013	10/15/2013	7
F15	00030008214G	01	SPEARS, BRITNEY	SNAP	1		Draft	3327	Smith John	10/14/2013	10/14/2013	7
019	00030008207A	01	PITT, BRAD	CA	1		Draft	3337	Smith John	10/14/2013	10/14/2013	8
019	00030008211C	01	SMALL, JENIFFER	CA	1		Draft	3299	Smith John	10/14/2013	10/14/2013	8





## Attachment B: JOS/Worker Screens

The **Client Search** screen will open up:

- Enter the case number or SSN and click on search. PAM will connect with WMS and return case information which will be displayed in the **Client List** section.
- Click on the case number (#) which will act as a hyperlink to import more WMS data for the case and bring up the **Activity Details** tab.

**Note:** For application cases, use the link number and not the application registration number.

NYC Human Resources Administration Department of Social Services

# Paperless Alternate Module

Log Out

Select and enter Search Criteria

Case No  SSN

Case #  Suffix #

Client List

Case #	Line No	Suffix	Case Name	CA Status	MA Status	SNAP Status	SNAP AUTH To Date	Category	Center #
0030008211C	01	01	SMALL, JENIFFER	AP	AP	AP		FA	053
0030008211C	02	01	SMALLS, VICTOR	AP	AP	AP		FA	053
0030008211C	03	01	SMALLS, GREG	AP	AP	AP		FA	053
0030008211C	04	01	SMALLS, CLAIRE	AP	AP	AP		FA	053

Total Records : 4/4

## Attachment B: JOS/Worker Screens

### Creating a Supplemental Nutrition Assistance Program (SNAP) Grant (LDSS-3574)

After selecting the case to be worked on, the **Activity Details** screen will open. To initiate a SNAP grant the JOS/Worker must:

- Select a reason for taking the action in PAM. If “Other” is selected, a text box will appear and the JOS/Worker must explain why the action is not being processed in POS.

The screenshot shows the 'Paperless Alternate Module' interface. The 'Activity Details' tab is active. The 'Reason for this action in PAM:' dropdown menu is open, displaying a list of reasons. A red arrow points to the 'SI grant Transferred Case' option. The list includes: MA only Recert, SI grant Transferred Case, SI grant Sep Det case, Change MA auth dt, REOP line to AP status, CED Update, SNAP 15 - TAD, WMS Error Correction TAD, Multi - Suffix, System Outage, PARIS Match closing/Unique auth TAD, Advised by Help Desk, Other, Not available in POS, and POP/Advent.

Reason for this action in PAM:	---Please Select---
	---Please Select---
	MA only Recert
	SI grant Transferred Case
	SI grant Sep Det case
	Change MA auth dt
	REOP line to AP status
	CED Update
	SNAP 15 - TAD
	WMS Error Correction TAD
	Multi - Suffix
	System Outage
	PARIS Match closing/Unique auth TAD
	Advised by Help Desk
	Other
	Not available in POS
	POP/Advent

## Attachment B: JOS/Worker Screens

- Select **SNAP Grant** as the Activity Type
- Answer **Yes** or **No** to **Is there an eligibility TAD transaction associated with this Grant?**
- Click **Add New Grant** to proceed

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as 'John Smith (10)'. The 'Activity Details' tab is active. The form contains the following fields:

Home Center#:	018	Originating Center:	F43	Responsible Center:	
Case Name:	[REDACTED]	Date Prepared:	9/17/2013	Batch#:	
Case #:	[REDACTED]	Suffix:	01		

Activity Type: 1666  
Reason for this action in PAM: SI grant Transferred Case  
Activity Type: SNAP Grant  
Is there an eligibility TAD transaction associated with this Grant?  Yes  No  
Add New Grant  
Save Activity Cancel

Activity Type:	---Please Select---
	---Please Select---
	DSS-3574 SNAP Grant
	DSS-3575 CA Grant
	DSS-3517 Turn Around Document (TAD)

## Attachment B: JOS/Worker Screens

In the **Grant Details** section, the JOS/Worker must:

- Enter the grant information
- Click the **Save Grant** button

**Note:** The authorization number will be generated by PAM unless the issuance type requires the reuse of a prior authorization number.

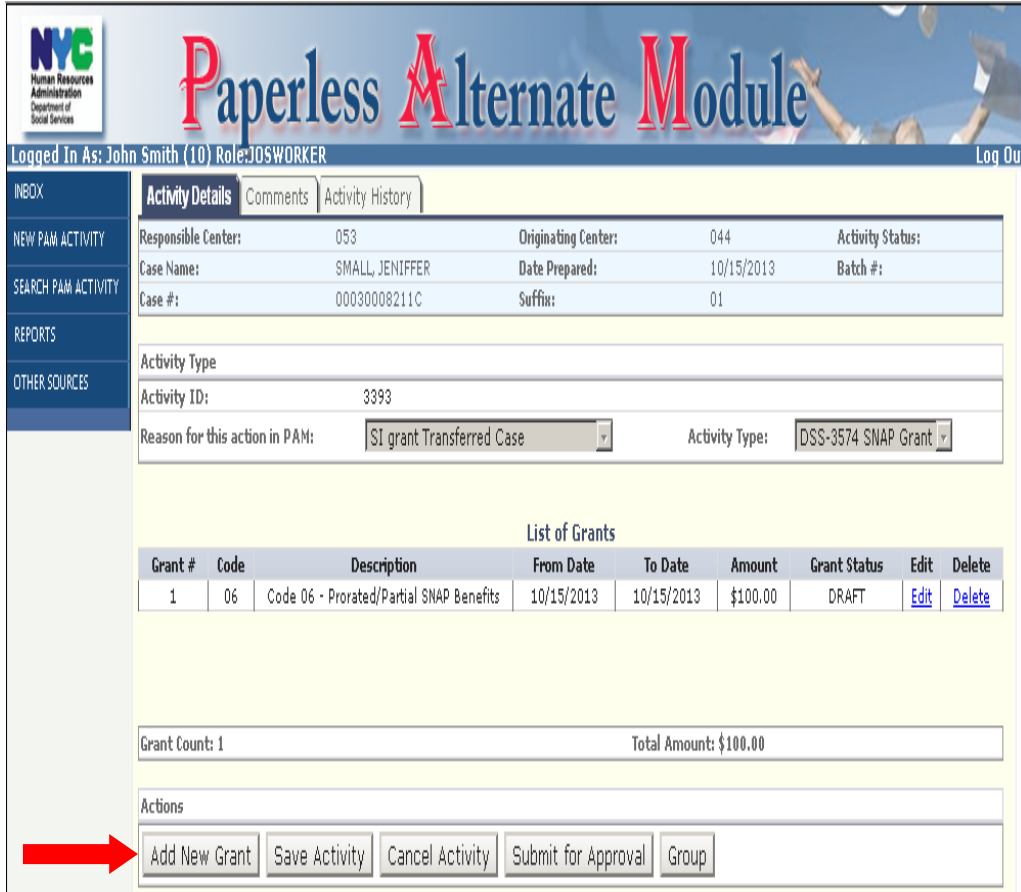
The screenshot displays the 'Paperless Alternate Module' interface. The header includes the NYC logo and the title 'Paperless Alternate Module'. The user is logged in as 'John Smith (10)'. The main content area is divided into several sections:

- Activity Details:** Home Center#: 018, Originating Center: F43, Responsible Center: 018, Case Name: [Redacted], Date Prepared: 9/17/2013, Case #: [Redacted], Suffix: 01, Batch#: 1.
- Activity Type:** Activity ID: 1680, Reason for this action in PAM: SI grant Transferred Case, Activity Type: SNAP Grant.
- Eligibility:** Is there an eligibility TAD transaction associated with this Grant?  Yes  No.
- Buttons:** Add New Grant, Save Grant (highlighted with a red arrow), Cancel, Save Activity, Cancel Activity.
- SNAP Grant Details:** Issuance Code\*: Code 08 - Prorated/Partial NPA, Amount\*: 100, Next Month Amount\*: 200, From Date\*: 09/01/2013, To Date\*: 09/30/2013, Replace Benefits: abc, Routing Location\*: 1234, Authorization #\*: 831.

## Attachment B: JOS/Worker Screens

The **Summary Section** will open up:

- If additional SNAP grants are required staff can add additional SNAP grants by clicking on the **Add New Grant** button



The screenshot displays the 'Paperless Alternate Module' interface. At the top left is the NYC Human Resources Administration logo. The main header reads 'Paperless Alternate Module' in a stylized font. Below the header, a status bar indicates 'Logged In As: John Smith (10) Role: JOSWORKER' and a 'Log Out' link.

The interface is divided into a left sidebar with navigation options: INBOX, NEW PAM ACTIVITY, SEARCH PAM ACTIVITY, REPORTS, and OTHER SOURCES. The main content area has tabs for 'Activity Details', 'Comments', and 'Activity History'. The 'Activity Details' tab is active, showing the following information:

Responsible Center:	053	Originating Center:	044	Activity Status:	
Case Name:	SMALL, JENIFFER	Date Prepared:	10/15/2013	Batch #:	
Case #:	00030008211C	Suffix:	01		

Below this, there are fields for 'Activity Type', 'Activity ID: 3393', 'Reason for this action in PAM: SI grant Transferred Case', and 'Activity Type: DSS-3574 SNAP Grant'.

A 'List of Grants' table is shown below:

Grant #	Code	Description	From Date	To Date	Amount	Grant Status	Edit	Delete
1	06	Code 06 - Prorated/Partial SNAP Benefits	10/15/2013	10/15/2013	\$100.00	DRAFT	<a href="#">Edit</a>	<a href="#">Delete</a>

Summary statistics are provided: 'Grant Count: 1' and 'Total Amount: \$100.00'.

An 'Actions' bar at the bottom contains several buttons: 'Add New Grant', 'Save Activity', 'Cancel Activity', 'Submit for Approval', and 'Group'. A red arrow points to the 'Add New Grant' button.

## Attachment B: JOS/Worker Screens

After the initiation of all the SNAP grants for a specific case:

- Click on the **Submit for Approval** button
- A new screen will pop up, select the Supervisor to submit the grants to for approval and click the **Select** button. A confirmation window will pop up
- Click **OK** to proceed

**Note:** The default will be the AJOSI/Supervisor identified as the JOS/Worker's supervisor in POS. Staff will have the ability to select a different AJOSI/Supervisor to submit the work to, if necessary.

The screenshot displays the NYC Human Resources Administration interface. A 'Select Supervisor' dialog box is open, showing a table of supervisors. The first supervisor, 'JOS SUPERVISOR: MPU Duggirala Neeha', is selected. The 'Select' button in the dialog is highlighted with a red arrow. In the background, the 'Submit for Approval' button in the 'Actions' section is also highlighted with a red arrow.

Title	Unit	Last Name	First Name	Phone No.
JOS SUPERVISOR	MPU	Duggirala	Neeha	
JOS SUPERVISOR	REC	Gunter	Max	7188386312

Grant Id	Code	Description	From Date	To Date	Amount	Grant Status	Edit	Delete
1846	K06	Code 06 - Prorated/Partial SNAP Benefits	10/1/2013	10/19/2013	3	DRAFT	Edit	Delete

## Attachment B: JOS/Worker Screens

### Creating a Cash Assistance Grant (LDSS-3575)

To initiate a CA Grant:

- Select a reason for not taking the action in POS
- Select **CA Grant** as the activity type
- Indicate if an eligibility TAD is associated with this activity
- Indicate if the CA grant is an E-Check and if it is an Auto E or a Manual E-Check
- Click the **Add New Grant** button

The screenshot shows the 'Paperless Alternate Module' interface. The header includes the NYC Human Resources Administration logo and the user 'John Smith (10)'. The main content area is divided into several sections:

- Activity Details:** Home Center#: 023, Case Name: [REDACTED], Case #: [REDACTED], Originating Center: F40, Date Prepared: 9/26/2013, Responsible Center: 023, Suffix: 01, Batch#: [REDACTED].
- Activity Type:** Activity ID: 2250. Reason for this action in PAM: SI grant Transferred Case. Activity Type: CA Grant.
- Eligibility TAD:** Is there an eligibility TAD transaction associated with this grant?  Yes  No.
- E-Check/E-Cash:**  Auto E  Manual E.
- Actions:** Add New Grant, Save Activity, Cancel Activity.

Red arrows point to the 'Reason for this action in PAM' dropdown, the 'Activity Type' dropdown, the 'Is there an eligibility TAD...' radio buttons, the 'Auto E' checkbox, and the 'Add New Grant' button.

## Attachment B: JOS/Worker Screens

The **Grant Details** screen will appear:

- Select the appropriate pick up code from the drop down menu
- Select the appropriate Issuance Category from the drop down menu
- Select the appropriate Issuance Code from the drop down menu
- Enter the:
  - Amount of the grant in the **Amount** field
  - **From** and **To** dates in the respective fields
- Select the Restriction Indicator from the drop down menu
- Click the **Save** button

**Note:** PAM will only allow for the entry of Payee Information if the Restriction Indicator requires it.

The screenshot displays the 'Paperless Alternate Module' interface. The user is logged in as Alex Begun. The main form area is titled 'Activity Details' and contains the following fields and options:

- Activity ID:** 3172
- Reason for this action in PAM:** SI grant Transferred Case
- Activity Type:** DSS-3575 CA Grant
- Is there an eligibility TAD transaction associated with this grant:** Yes (selected), No
- E-Check/E-Cash:** Auto E (selected), Manual E
- CA Grant Details:**
  - Pick-Up Code:** ---Please Select---
  - Issuance Category:** ---Please Select---
  - Issuance Code:** ---Please Select---
  - Amount:** [Empty field]
  - From Date:** [Empty field]
  - To Date:** [Empty field]
  - Restriction Indicator:** ---Please Select---
  - Fair Hearing #:** [Empty field]
  - Replace Benefits:** [Empty field]
  - Routing Location:** [Empty field]
  - Authorization #:** 89998105

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.



## Attachment B: JOS/Worker Screens

The **Summary Section** will open up. If additional CA grants are needed, staff must click on the **Add New Grant** button.

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as John Smith (10) with the role of JOSWORKER. The interface includes a sidebar with navigation options like INBOX, NEW PAM ACTIVITY, and SEARCH PAM ACTIVITY. The main content area displays 'Activity Details' for a case with the following information:

Responsible Center:	053	Originating Center:	044	Activity Status:	
Case Name:	SMALL, JENIFFER	Date Prepared:	10/15/2013	Batch #:	
Case #:	00030008211C	Suffix:	01		

Below this, the 'Activity Type' section shows 'Activity ID: 3393' and 'Reason for this action in PAM: SI grant Transferred Case'. The 'List of Grants' table is as follows:

Grant #	Code	Description	From Date	To Date	Amount	Grant Status	Edit	Delete
1	06	Code 06 - Prorated/Partial SNAP Benefits	10/15/2013	10/15/2013	\$100.00	DRAFT	Edit	Delete

The 'Actions' bar at the bottom contains buttons for 'Add New Grant', 'Save Activity', 'Cancel Activity', 'Submit for Approval', and 'Group'. A red arrow points to the 'Add New Grant' button.

After all CA Grants are entered for a case

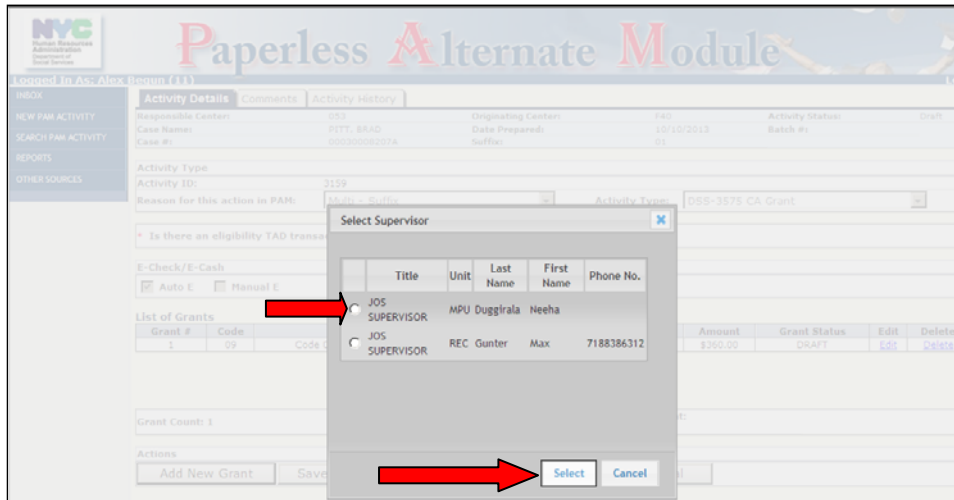
- click the **Submit for Approval** button

This screenshot is identical to the one above, showing the same interface and data. However, a red arrow now points to the 'Submit for Approval' button in the 'Actions' bar.

## Attachment B: JOS/Worker Screens

The **Submit for Approval** button will bring up the **Select Supervisor** screen where the appropriate supervisory staff will be selected

- Click the **Select** button and a confirmation window will pop up
- Click **OK** to proceed



## Attachment B: JOS/Worker Screens

### Authorizing Paper Turnaround Document (TAD)

To initiate a PAM activity involving a TAD:

- Select the reason for using PAM from the drop down menu
- Select the **Activity Type** from the drop down menu
- Select the **Batch Type** from the drop down menu

The screenshot displays the 'Paperless Alternate Module' interface. At the top left is the NYC Human Resources Administration logo. The main title 'Paperless Alternate Module' is prominently displayed. Below the title, the user is logged in as 'Alex Begun (11)'. The interface is divided into a left sidebar with navigation options (INBOX, NEW PAM ACTIVITY, SEARCH PAM ACTIVITY, REPORTS, OTHER SOURCES) and a main content area. The main content area has tabs for 'Activity Details', 'Comments', and 'Activity History'. Under 'Activity Details', there is a table with the following information:

Home Center#:	053	Originating Center:	F40	Responsible Center:
Case Name:	SMALL, JENNIFER	Date Prepared:	10/3/2013	
Case #:	00030008211C	Suffix:	01	Batch#:

Below the table, there is a section for 'Activity Type' with 'Activity ID: 2742'. The 'Reason for this action in PAM:' is set to 'MA only Recert', and the 'Activity Type:' is set to 'DSS-3517 Turn Around Document (TAD)'. A 'Batch Type' dropdown menu is open, showing options: E/AC, E/RJ, E/SI, U/CL, U/Maint, U/AC, U/AP, and U/Reop. Red arrows point to the 'Reason for this action in PAM:', 'Activity Type:', and 'Batch Type' fields.

## Attachment B: JOS/Worker Screens

- Select the TAD to associate with the activity (a check will appear in the small box adjacent to the **Doc Type ID** field)
- Enter a brief description of the action being taken
- Click on **Save Activity**

The screenshot displays the 'Paperless Alternate Module' interface. At the top left is the NYC Human Resources Administration logo. The main header reads 'Paperless Alternate Module'. Below this, it shows 'Logged In As: Alex Bequn (11)' and a 'Log Out' link. A navigation sidebar on the left includes 'INBOX', 'NEW PAM ACTIVITY', 'SEARCH PAM ACTIVITY', 'REPORTS', and 'OTHER SOURCES'. The main content area is titled 'Activity Details' and contains the following information:

Home Center#:	053	Originating Center:	F40	Responsible Center:	
Case Name:	SMALL, JENNIFER	Date Prepared:	10/3/2013		
Case #:	00030008211C	Suffix:	01	Batch#:	

Activity Type: [Empty field]

Activity ID: 2742

Reason for this action in PAM: MA only Recert [Dropdown] Activity Type: DSS-3517 Turn Around Document (TAD) [Dropdown]

Batch Type: U/Maint [Dropdown]

Newly Scanned Documents

Doc Type Id	Description	Scan Time	Pages	Scan By	Document
<input checked="" type="checkbox"/> 8882	Paper LDSS 3517 Turn Around Document	Thu 03-Oct-2013 11:39:06	1	907A63	<a href="#">Preview</a>

Actions Taken

Closing case as requested. Test Case.

Actions

v1.01 Oct 3 2013 9:57AM

Three red arrows point to the 'Doc Type Id' checkbox, the 'Actions Taken' text area, and the 'Save Activity' button.

## Attachment B: JOS/Worker Screens

- Click on the **Submit for Approval** button

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as John Smith (10) with the role of JOSWORKER. The main content area displays 'Activity Details' for a case with ID 3394. The 'Reason for this action in PAM' is set to 'MA only Recert' and the 'Activity Type' is 'DSS-3517 Turn Around Document (TAD)'. Below this, the 'Batch Type' is 'E/AC' and the 'Authorization Number' is '49996983'. A table of 'Linked Documents' shows one document with ID 50, type 8882, description 'Paper LDSS 3517 Turn Around Document', and scan time 'Thu 03-Oct-2013 11:39:06'. At the bottom, the 'Actions' section contains three buttons: 'Save Activity', 'Submit for Approval', and 'Group'. A red arrow points to the 'Submit for Approval' button.

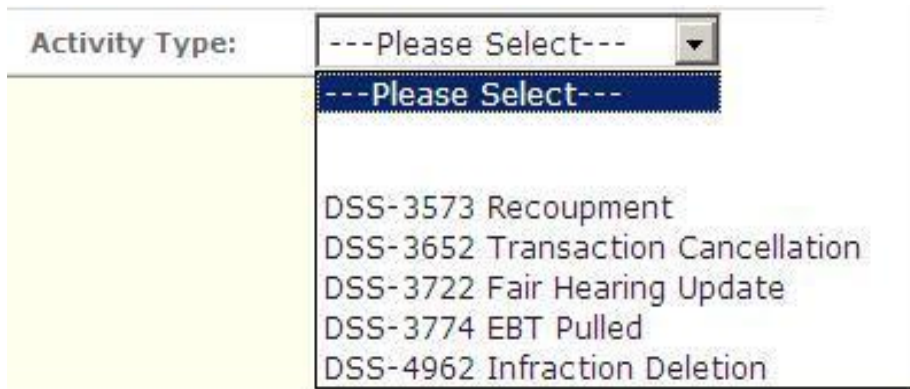
- Select the appropriate supervisory staff and click the **Select** button

The screenshot shows the 'Paperless Alternate Module' interface with a 'Select Supervisor' dialog box open. The dialog box has a table with columns 'Title', 'Last Name', 'First Name', and 'Phone No.'. It lists two supervisors: '002 [redacted] Neeha' and '002 [redacted] Max'. A red arrow points to the 'Select' button in the dialog box. In the background, the 'Actions' section of the main interface is visible, with a red arrow pointing to the 'Submit for Approval' button.

## Attachment B: JOS/Worker Screens

### Authorizing All Other Data Entry Documents

When the reason, **Not Available in POS**, is selected as the reason for taking an action in PAM the **Activity Type** drop down will allow the JOS/Worker to select one of the data entry documents that is currently not available in POS.



The screenshot shows a web form with a label "Activity Type:" and a dropdown menu. The dropdown menu is open, displaying a list of activity types. The first option is "--Please Select--" and is highlighted in blue. Below it are five other options: "DSS-3573 Recoupment", "DSS-3652 Transaction Cancellation", "DSS-3722 Fair Hearing Update", "DSS-3774 EBT Pulled", and "DSS-4962 Infraction Deletion".

- Select the appropriate **Activity Type** and the **Activity Details** section will display all of the data entry documents related to the selected activity that have been scanned and indexed into the **Internal Paper Authorization Document** folder
- Click on the **Preview** link to view the scanned image(s)
- Select that document by checking off the box next to the document being authorized
- Click on the **Save Activity** button

## Attachment B: JOS/Worker Screens

**NYC**  
Human Resources Administration  
Department of Social Services

# Paperless Alternate Module

Logged In As: Alex Begun (11) Log Out

**Activity Details** | Comments | Activity History

Responsible Center: 053      Originating Center: F40      Activity Status:   
 Case Name: TURNER, TINA      Date Prepared: 10/10/2013      Batch #:   
 Case #: 000300082081      Suffix: 01

Activity Type:   
 Activity ID: 3175   
 Reason for this action in PAM: MA only Recert      Activity Type: DSS-3517 Turn Around Document (TAD)   
 Batch Type: U/AC

<input checked="" type="checkbox"/>	c Type Id	Description	Scan Time	Pages	Scan By	Document
<input checked="" type="checkbox"/>	8883	Paper LDSS-3573 PA Recoupment Data Entry Form	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8887	Paper LDSS-3652 Transaction Cancellation	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8882	Paper LDSS 3517 Turn Around Document	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8889	Paper LDSS-3575 Cash Authorization Document	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8890	Paper LDSS-3574 Nutrition Assistance Program (SNAP)	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8884	Paper LDSS-3722 Fair Hearing Case Update Data Entry Form	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8885	Paper LDSS-4962 Infraction Deletion Form	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>
<input type="checkbox"/>	8891	Paper LDSS-3774 EPFT Benefits Pull	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>

Actions Taken

Actions:

- When completed, click on the **Submit for Approval** button

**NYC**  
Human Resources Administration  
Department of Social Services

# Paperless Alternate Module

Logged In As: Alex Begun (11) Log Out

**Activity Details** | Comments | Activity History

Responsible Center: 053      Originating Center: F40      Activity Status: Draft   
 Case Name: SMALL, JENNIFER      Date Prepared: 10/10/2013      Batch #:   
 Case #: 00030008211C      Suffix: 01

Activity Type:   
 Activity ID: 3153   
 Reason for this action in PAM: MA only Recert      Activity Type: DSS-3517 Turn Around Document (TAD)   
 Batch Type: U/AC

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By	Document	Delete
S4	8890	Paper LDSS 3517 Turn Around Document	Thu 03-Oct-2013 11:39:07	1	907A63	<a href="#">Preview</a>	<a href="#">Unlink</a>

Actions Taken

Test DOC

Actions:



## Attachment B: JOS/Worker Screens

- Select the appropriate supervisory staff
- Click the **Select** button

The screenshot shows the 'Paperless Alternate Module' interface. A 'Select Supervisor' dialog box is open, displaying a list of supervisors with their titles, last names, first names, and phone numbers. Two supervisors are listed: Neeta (002) and Max (002). A red arrow points to the 'Select' button in the dialog. Another red arrow points to the 'Save Activity' button in the main form.

## Grouping

When multiple PAM Activity Types (SNAP Grant, CA Grant, TAD, etc...) are being processed on a specific case, staff will be able to group the activities together. Each Activity Type in a group will share a common, group ID.

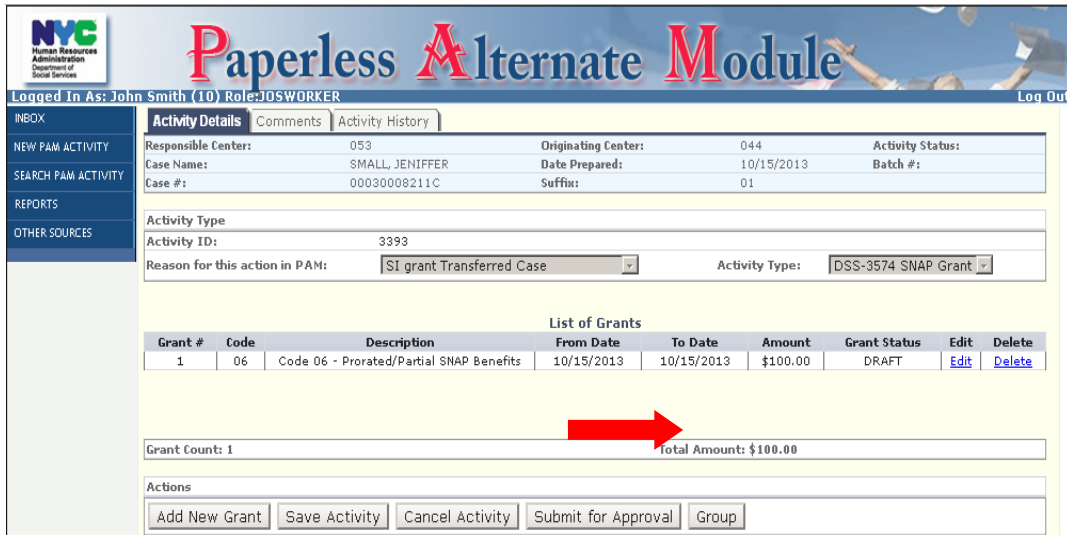
The screenshot shows the 'Paperless Alternate Module' interface with a table of activity records. A red arrow points to the 'Group Id' column header.

Resp. Center	Case #	Suff#	Case Name	Act. Type	Grant Count	E-Check	Status	Act. Id	Assigned To	Date Created	Assigned On	Group Id
040	00030008207A	01	PITT, BRAD	CA	2		Returned by Supervisor	3116	Smith John	10/9/2013	10/10/2013	2
023	00030008207A	01	PITT, BRAD	CA	1		Draft	3103	Smith John	10/9/2013	10/10/2013	5
F15	00030008214G	01	SPEARS, BRITNEY	SNAP	1		Draft	3371	Smith John	10/15/2013	10/15/2013	7
F15	00030008214G	01	SPEARS, BRITNEY	SNAP	1		Draft	3327	Smith John	10/14/2013	10/14/2013	7
019	00030008207A	01	PITT, BRAD	CA	1		Draft	3337	Smith John	10/14/2013	10/14/2013	8
019	00030008211C	01	SMALL, JENIFFER	CA	1		Draft	3299	Smith John	10/14/2013	10/14/2013	8



## Attachment B: JOS/Worker Screens

Clicking on the **Group** button will open a pop-up window listing all the actions initiated on a particular case by the JOS/Worker.



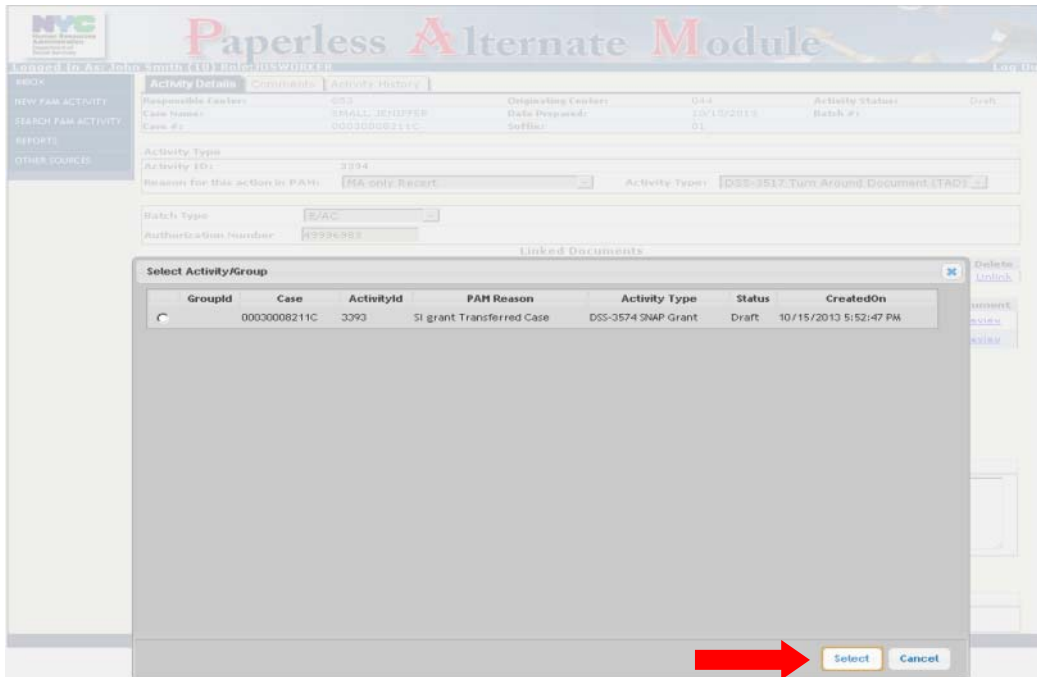
The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as John Smith (10) with the role of JOSWORKER. The main content area displays 'Activity Details' for a case. The activity ID is 3393, and the reason for this action is 'SI grant Transferred Case'. The activity type is 'DSS-3574 SNAP Grant'. Below this, a 'List of Grants' table is shown with one entry: Grant # 1, Code 06, Description 'Code 06 - Prorated/Partial SNAP Benefits', From Date 10/15/2013, To Date 10/15/2013, Amount \$100.00, Grant Status DRAFT. A red arrow points to the 'Total Amount: \$100.00' field. At the bottom, there are buttons for 'Add New Grant', 'Save Activity', 'Cancel Activity', 'Submit for Approval', and 'Group'.

Grant #	Code	Description	From Date	To Date	Amount	Grant Status	Edit	Delete
1	06	Code 06 - Prorated/Partial SNAP Benefits	10/15/2013	10/15/2013	\$100.00	DRAFT	Edit	Delete

Grant Count: 1 Total Amount: \$100.00

If the activity was not previously grouped, only the current activity will be displayed

- JOS/Worker must select the activity and click on the **Select** button

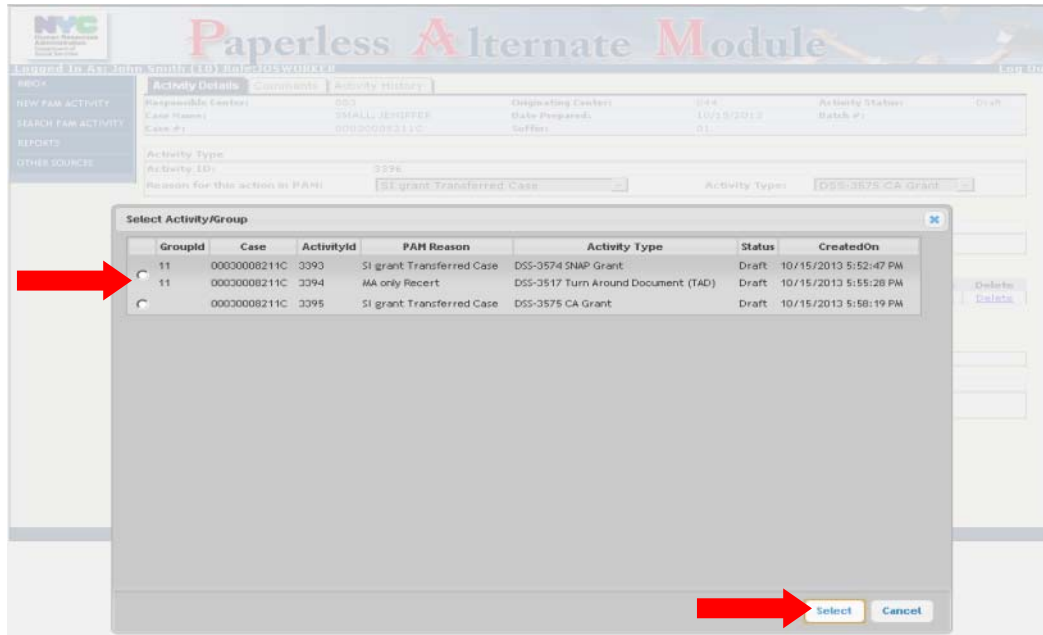


The screenshot shows the 'Paperless Alternate Module' interface with a 'Select Activity/Group' pop-up window open. The pop-up window displays a table with columns: GroupId, Case, ActivityId, PAM Reason, Activity Type, Status, and CreatedOn. The table contains one entry: GroupId (radio button), Case 00030008211C, ActivityId 3393, PAM Reason SI grant Transferred Case, Activity Type DSS-3574 SNAP Grant, Status Draft, and CreatedOn 10/15/2013 5:52:47 PM. A red arrow points to the 'Select' button at the bottom right of the pop-up window.

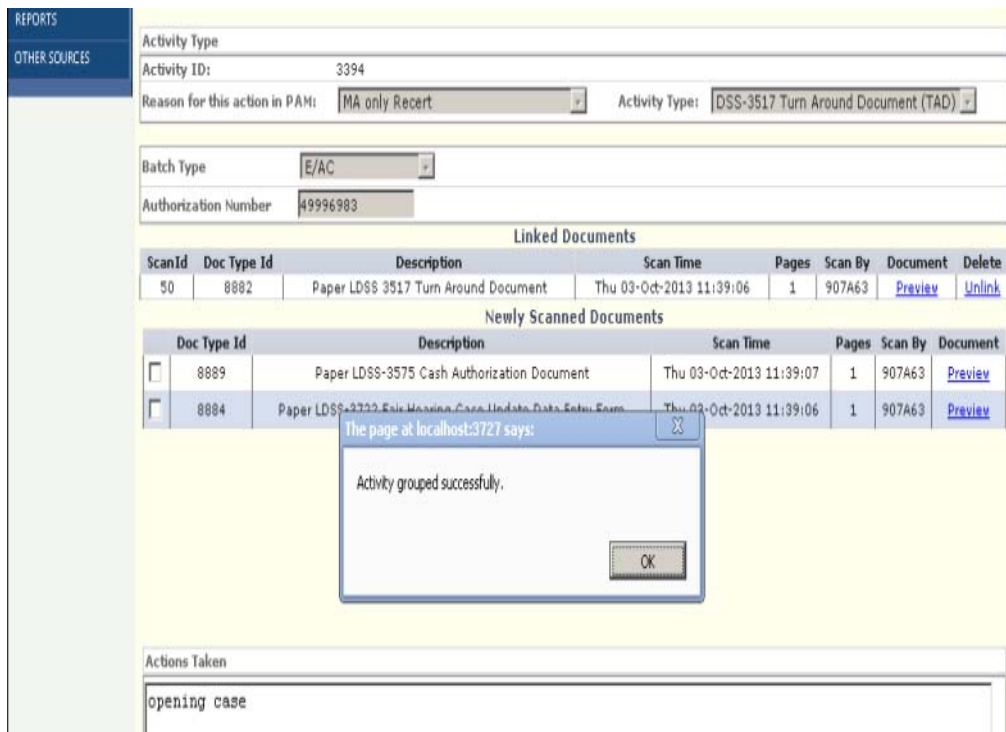
GroupId	Case	ActivityId	PAM Reason	Activity Type	Status	CreatedOn
<input type="radio"/>	00030008211C	3393	SI grant Transferred Case	DSS-3574 SNAP Grant	Draft	10/15/2013 5:52:47 PM

## Attachment B: JOS/Worker Screens

If other activities for a particular case were previously selected for grouping, they will be displayed in the list.

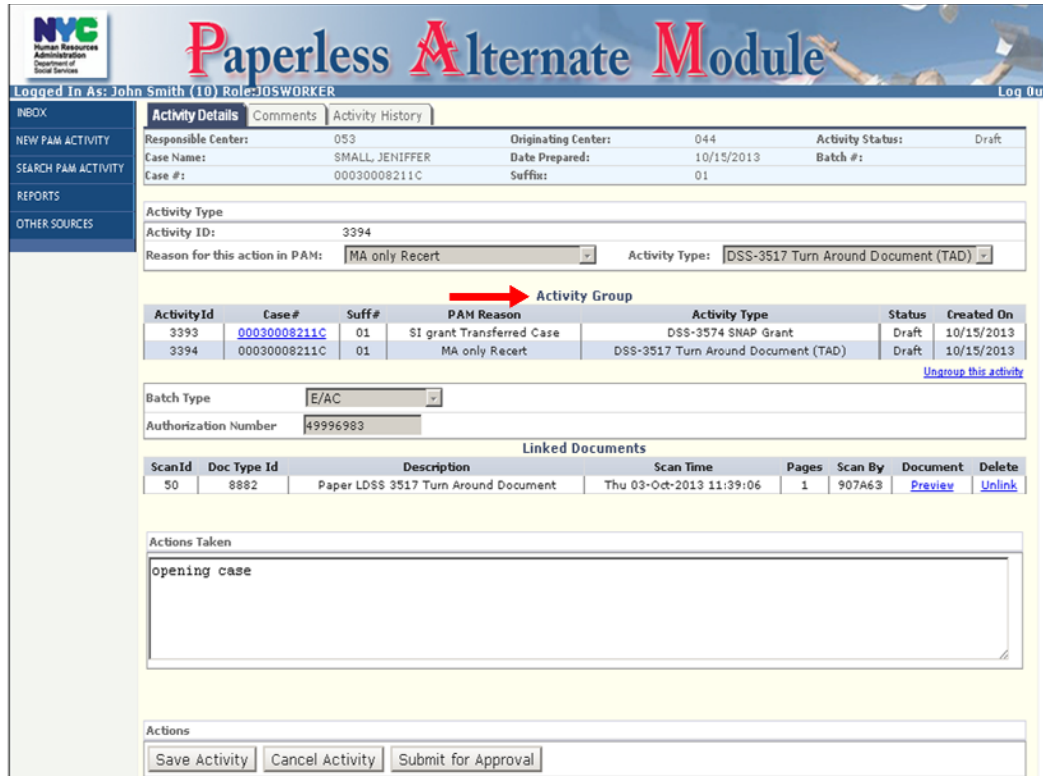


After selecting the group to associate the activity to, a confirmation pop-up window will open. Click **OK** to proceed.



## Attachment B: JOS/Worker Screens

The **Activity Details** screen will now display the activity group for a selected case.



NYC Human Resources Administration Department of Social Services

**Paperless Alternate Module**

Logged In As: John Smith (10) Role: JOSWORKER Log Out

Activity Details | Comments | Activity History

Responsible Center: 053      Originating Center: 044      Activity Status: Draft  
Case Name: SMALL, JENIFFER      Date Prepared: 10/15/2013      Batch #:   
Case #: 00030008211C      Suffix: 01

Activity Type  
Activity ID: 3394  
Reason for this action in PAM: MA only Recert      Activity Type: DSS-3517 Turn Around Document (TAD)

Activity Group

ActivityId	Case#	Suff#	PAM Reason	Activity Type	Status	Created On
3393	<a href="#">00030008211C</a>	01	S1 grant Transferred Case	DSS-3574 SNAP Grant	Draft	10/15/2013
3394	00030008211C	01	MA only Recert	DSS-3517 Turn Around Document (TAD)	Draft	10/15/2013

[Ungroup this activity](#)

Batch Type: E/AC  
Authorization Number: 49996983

Linked Documents

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By	Document	Delete
50	8882	Paper LDSS 3517 Turn Around Document	Thu 03-Oct-2013 11:39:06	1	907A63	<a href="#">Preview</a>	<a href="#">Unlink</a>

Actions Taken  
opening case

Actions

If it is determined that an activity was grouped in error, staff will also have the ability to ungroup an activity from a selected group. To unselect an activity from a group, from the **Activity Details** screen for a specific activity, click on the **Ungroup** link. A pop-up window will open asking the user to verify the ungrouping.

**Note:** If more than two activities are in a group, the remaining activities will remain in the group while the ungrouped activity will become its own individual activity.

Attachment B: JOS/Worker Screens

The screenshot shows the 'Paperless Alternate Module' interface. At the top, it says 'Logged In As: John Smith (10) Role: JOSWORKER'. The main area is titled 'Activity Details' and shows a summary of an activity with ID 3396. Below this is an 'Activity Group' table with three rows. A red arrow points to the 'Ungroup this activity' link at the end of the third row. A dialog box is open in the center, asking 'Are you sure you want to ungroup this activity?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. Below the dialog is a table of grants with one row: Grant # 1, Code 09, Code 09, Amount \$2,500.00, Grant Status DRAFT. At the bottom, there are buttons for 'Add New Grant', 'Save Activity', 'Cancel Activity', and 'Submit for Approval'.

After ungrouping the activity, it will be displayed in the **Activity Details** screen as an individual activity. Staff can continue to process the activity as needed.

This screenshot shows the 'Paperless Alternate Module' interface after the activity has been ungrouped. The 'Activity Details' section is the same as in the previous screenshot. Below the 'E-Check/E-Cash' section, there is a 'List of Grants' table with one row: Grant # 1, Code 09, Description 'Code 09 - Supplement of Rent Only', From Date 10/1/2013, To Date 10/1/2013, Amount \$2,500.00, Grant Status DRAFT. At the bottom, there are buttons for 'Add New Grant', 'Save Activity', 'Cancel Activity', 'Submit for Approval', and a new 'Group' button.

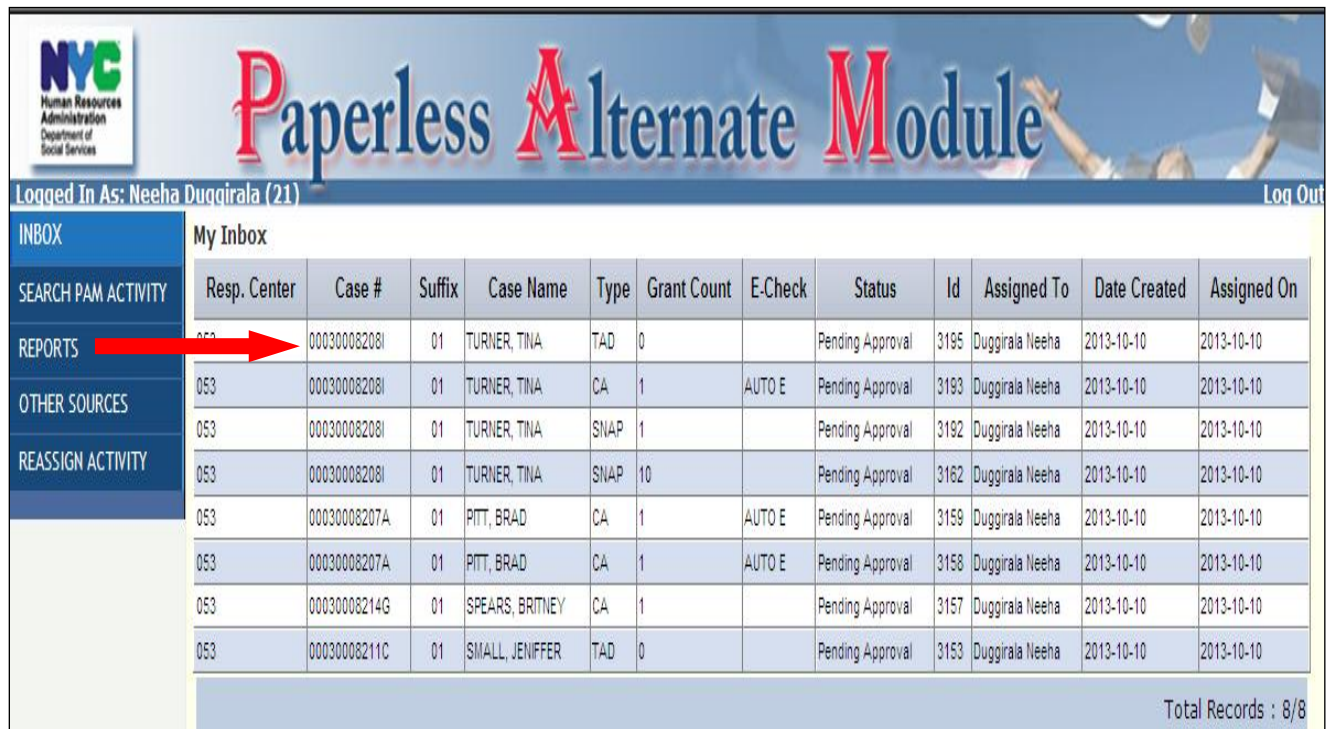
## Attachment C: AJOS/Supervisor Screens

### Grant Approvals

After logging on, the **Supervisor's Inbox** will open with activities in **Pending Approval** status displaying.

- Click on the case number (#) hyperlink to begin the approval process

**Note:** The **Navigation Menu** will not have the **NEW PAM ACTIVITY** button as AJOS/Supervisors cannot initiate PAM activities.



The screenshot displays the 'Paperless Alternate Module' interface. At the top left is the NYC Human Resources Administration logo. The main header reads 'Paperless Alternate Module'. Below the header, it shows 'Logged In As: Neeha Duggirala (21)' and a 'Log Out' link. On the left is a navigation menu with options: INBOX, SEARCH PAM ACTIVITY, REPORTS, OTHER SOURCES, and REASSIGN ACTIVITY. The main content area is titled 'My Inbox' and contains a table of pending approval activities. A red arrow points to the first row of the table.

Resp. Center	Case #	Suffix	Case Name	Type	Grant Count	E-Check	Status	Id	Assigned To	Date Created	Assigned On
053	00030008208I	01	TURNER, TINA	TAD	0		Pending Approval	3195	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008208I	01	TURNER, TINA	CA	1	AUTO E	Pending Approval	3193	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008208I	01	TURNER, TINA	SNAP	1		Pending Approval	3192	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008208I	01	TURNER, TINA	SNAP	10		Pending Approval	3162	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008207A	01	PITT, BRAD	CA	1	AUTO E	Pending Approval	3159	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008207A	01	PITT, BRAD	CA	1	AUTO E	Pending Approval	3158	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008214G	01	SPEARS, BRITNEY	CA	1		Pending Approval	3157	Duggirala Neeha	2013-10-10	2013-10-10
053	00030008211C	01	SMALL, JENIFFER	TAD	0		Pending Approval	3153	Duggirala Neeha	2013-10-10	2013-10-10

Total Records : 8/8

## Attachment C: AJOS/Supervisor Screens

The PAM action associated with that case will open. If multiple actions are being taken on a case they will be identified as part of an **Activity Group**.

**Note:** Each activity in a group must be approved individually and will continue to be displayed as part of the **Activity Group**, with an updated status.

**Paperless Alternate Module**

Logged In As: Neeha Duggirala (21) Role: JCS SUPERVISOR

**Activity Details** | Comments | Activity History

Responsible Center: 053 | Originating Center: 044 | Activity Status: Pending Approval  
 Case Name: SMALL, JENIFFER | Date Prepared: 10/15/2013 | Batch #:   
 Case #: 00030008211C | Suffix: 01

Activity Type: 3394  
 Activity ID:   
 Reason for this action in PAM: **MA only Recert** | Activity Type: DSS-3517 Turn Around Document (TAD)

ActivityId	Case#	Suff#	PAM Reason	Activity Type	Status	Created On
3393	00030008211C	01	SI grant Transferred Case	DSS-3574 SNAP Grant	Pending Approval	10/15/2013
3394	00030008211C	01	MA only Recert	DSS-3517 Turn Around Document (TAD)	Pending Approval	10/15/2013
3396	00030008211C	01	SI grant Transferred Case	DSS-3575 CA Grant	Pending Assignment	10/15/2013

Batch Type: E/AC

Authorization Number: 8996983

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By	Document
50	8882	Paper LDSS 3517 Turn Around Document	Thu 03-Oct-2013 11:39:06	1	907A63	<a href="#">Review</a>

Actions Taken: opening case

Action:

Comments:

Action:

To begin the approval of a grant:

- Click on the **View Grants Details**

**Paperless Alternate Module**

Logged In As: Neeha Duggirala (21) Role: JCS SUPERVISOR

**Activity Details** | Comments | Activity History

Responsible Center: 053 | Originating Center: 044 | Activity Status: Pending Approval  
 Case Name: SMALL, JENIFFER | Date Prepared: 10/15/2013 | Batch #:   
 Case #: 00030008211C | Suffix: 01

Activity Type: 3396  
 Activity ID:   
 Reason for this action in PAM: SI grant Transferred Case | Activity Type: DSS-3575 CA Grant

ActivityId	Case#	Suff#	PAM Reason	Activity Type	Status	Created On
3393	00030008211C	01	SI grant Transferred Case	DSS-3574 SNAP Grant	Pending Approval	10/15/2013
3394	00030008211C	01	MA only Recert	DSS-3517 Turn Around Document (TAD)	Pending Approval	10/15/2013
3396	00030008211C	01	SI grant Transferred Case	DSS-3575 CA Grant	Pending Approval	10/15/2013

E-Check/E-Cash:  Auto E  Manual E

Grant #	Code	Description	From Date	To Date	Amount	Grant Status
1	09	Code 09 - Supplement of Rent Only	10/1/2013	10/1/2013	\$2,500.00	PENDING

Grant Count: 1 | Total Amount: \$2,500.00

## Attachment C: AJOS/Supervisor Screens

The **Grant Details Screen** will open up:

- Review each grant and **Approve** or **Disapprove**
- Enter a comment into the **Comments Box**, indicating the decision
- If all associated grants are approved, click on the **Submit** button
- If any of the grants are disapproved, click on the **Return to Worker** button.

**Note:** The **Return to Worker** button will only appear if any grant is disapproved.

The screenshot displays the Grant Details Screen for Grant # 1. At the top, a table lists the grant details:

Grant Id	Code	Description	From Date	To Date	Amount	Grant Status
1948	G02	Code 02 - Regular Allowance for Recurring Needs	10/1/2013	10/5/2013	100	PENDING

Below the table, it shows "Grant Count: 1" and "Total Amount: \$100.00". A "View Grant Details" button is present.

The main content area is divided into two sections:

- Grant # 1**: A table with fields for Pick-Up Code (9), Issuance Category (G), Issuance Code (G02), Amount (100), From Date (10/1/2013), To Date (10/5/2013), Restriction Indicator (1), Fair Hearing #, Replaces Benefit, Routing Location, and Authorization Number (49999661).
- Grant # 1 Payee Information**: Fields for Name, Street Address, City, State, Zip, and Recoupment Indicator.

Below these sections is the "Grant # 1 Action" section, which contains radio buttons for "Approve" and "Disapprove". A red arrow points to this section.

Below the action section is the "Comments" section, which is a text input field. A red arrow points to this field.

At the bottom, the "Action" section contains two buttons: "Submit" and "Return To Worker". A red arrow points to the "Submit" button.

The footer of the screen displays "v1.01 Oct 3 2013 9:57AM".



## Attachment C: AJOS/Supervisor Screens

### Approval of all other Data Entry Documents

To approve any other Data Entry Documents:

- Click on the selected case number (#) hyperlink

NYC Human Resources Administration Department of Social Services  
Paperless Alternate Module  
Logged In As: Neeha Duggirala (21) Log Out

INBOX  
SEARCH PAM ACTIVITY  
OTHER SOURCES

My Inbox

Case #	Suffix	Case Name	Type Of Activity	Auto Ch.	Manual Ch.	Activity Id	Date Created	Status
00030008211C	01	SMALL, JENIFFER	TAD	N	N	2750	2013-10-03	Pending Approval

Total Records : 1/1

- Verify that the reason for taking the action outside of POS is valid

NYC Human Resources Administration Department of Social Services  
Paperless Alternate Module  
Logged In As: Neeha Duggirala (21) Log Out

INBOX  
SEARCH PAM ACTIVITY  
REPORTS  
OTHER SOURCES

Activity Details | Comments | Activity History

Home Center#: 053      Originating Center: F40      Responsible Center:  
Case Name: SMALL, JENIFFER      Date Prepared: 10/3/2013  
Case #: 00030008211C      Suffix: 01      Batch#:

Activity Type  
Activity ID: 2750  
Reason: MA only Recert      Activity Type: DSS-3517 Turn Around Document (TAD)

Batch Type: U/Maint

Linked Documents

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By
50	8882	Paper LDSS 3517 Turn Around Document	Thu 03-Oct-2013 11:39:06	1	907A63

Actions Taken  
Case being closed. Test.

Action  
\*  Approve  Disapprove

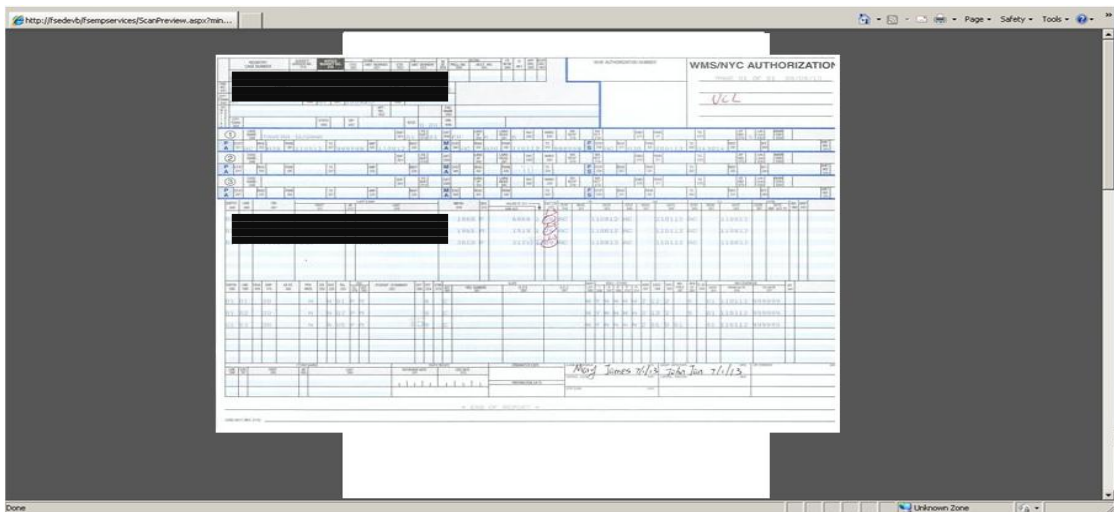
Comments

Action  
Submit



## Attachment C: AJOS/Supervisor Screens

- Click the **Preview** link to view the attached PDF Document in the **Linked Documents Section**



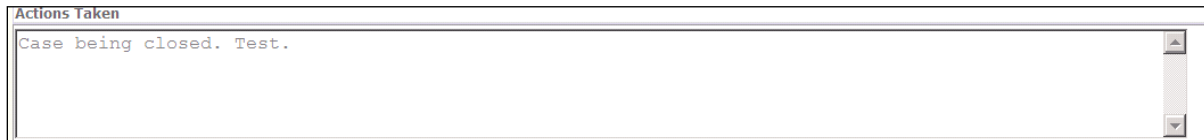
## Attachment C: AJOS/Supervisor Screens

After reviewing the image:

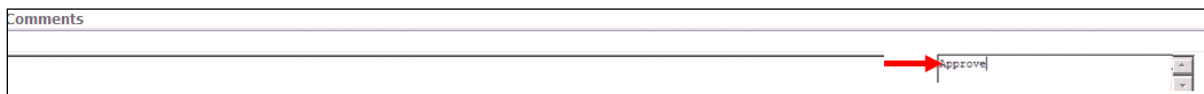
- Select **Approve** or **Disapprove**



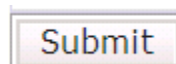
- Review the JOS/Worker notations in the **Actions Taken** text box



- Enter Supervisory Comments in the **Comments** box



- Click on the **Submit** button to forward PAM Activity to the Data Entry Supervisor's **Inbox**



## Attachment C: AJOS/Supervisor Screens

### Reassign Activity

To reassign an activity:

- Click on the **REASSIGN** link from the Left Navigation Menu to display the **Reassign Grid**

**NYC** Human Resources Administration Department of Social Services  
**Paperless Alternate Module**  
 Logged In As: Neeha Duggirala (21) Log Out

**INBOX** My Inbox

SEARCH PAM ACTIVITY	Resp. Center	Case #	Suffix	Case Name	Type	Grant Count	E-Check	Status	Id	Assigned To	Date Created	Assigned On
REPORTS	053	00030008208I	01	TURNER, TINA	TAD	0		Pending Approval	3195	Duggirala Neeha	2013-10-10	2013-10-10
OTHER SOURCES	053	00030008208I	01	TURNER, TINA	CA	1	AUTO E	Pending Approval	3193	Duggirala Neeha	2013-10-10	2013-10-10
<b>REASSIGN ACTIVITY</b>	053	00030008208I	01	TURNER, TINA	SNAP	1		Pending Approval	3192	Duggirala Neeha	2013-10-10	2013-10-10
	053	00030008208I	01	TURNER, TINA	SNAP	10		Pending Approval	3162	Duggirala Neeha	2013-10-10	2013-10-10
	053	00030008207A	01	PITT, BRAD	CA	1	AUTO E	Pending Approval	3159	Duggirala Neeha	2013-10-10	2013-10-10
	053	00030008207A	01	PITT, BRAD	CA	1	AUTO E	Pending Approval	3158	Duggirala Neeha	2013-10-10	2013-10-10
	053	00030008214G	01	SPEARS, BRITNEY	CA	1		Pending Approval	3157	Duggirala Neeha	2013-10-10	2013-10-10
	053	00030008211C	01	SMALL, JENIFFER	TAD	0		Pending Approval	3153	Duggirala Neeha	2013-10-10	2013-10-10

Total Records : 8/8

**NYC** Human Resources Administration Department of Social Services  
**Paperless Alternate Module**  
 Logged In As: Max Gunter (20) Log Out

**INBOX** Filter By

Activity Status: Draft Local Office: 053 Sort By: ACTIVITYID Order By: DESC

**Filtered Results**

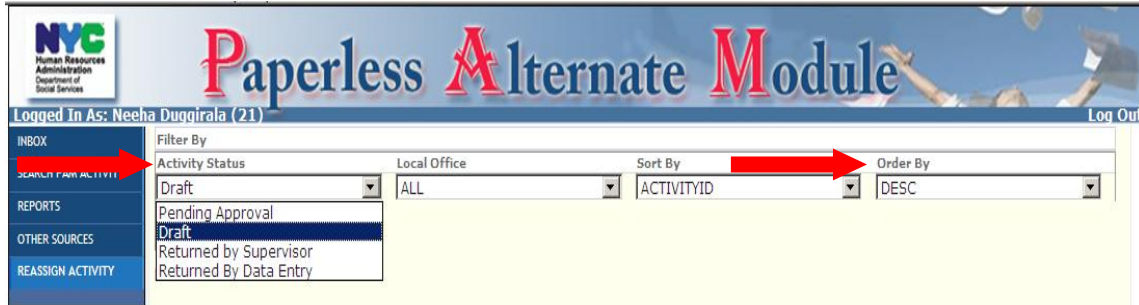
Resp. Center	Case#-Suffix	Case Name	Type of Activity	# of Grants	E-Check	Status	Activity Id	Assigned To	Date Created	Assigned On
<input type="checkbox"/>	053 00030008215D-01	PITT, BRAD	CA	30		Draft	3278	Smith John	10/14/2013 9:58:25 AM	10/14/2013 9:58:25 AM
<input type="checkbox"/>	053 00030008207A-01	PITT, BRAD	TAD	0		Draft	3270	Smith John	10/12/2013 10:20:49 AM	10/12/2013 10:20:49 AM
<input type="checkbox"/>	053 00030008208I-01	TURNER, TINA	TAD	0		Draft	3183	Begun Alex	10/10/2013 12:30:23 PM	10/10/2013 12:30:23 PM
<input type="checkbox"/>	053 00030008208I-01	TURNER, TINA	TAD	0		Draft	3179	Begun Alex	10/10/2013 12:22:22 PM	10/10/2013 12:22:22 PM
<input type="checkbox"/>	053 00030008207A-01	PITT, BRAD	CA	1	AUTO E	Draft	3154	Begun Alex	10/10/2013 10:21:23 AM	10/10/2013 10:21:23 AM

Reassign to JOS Worker

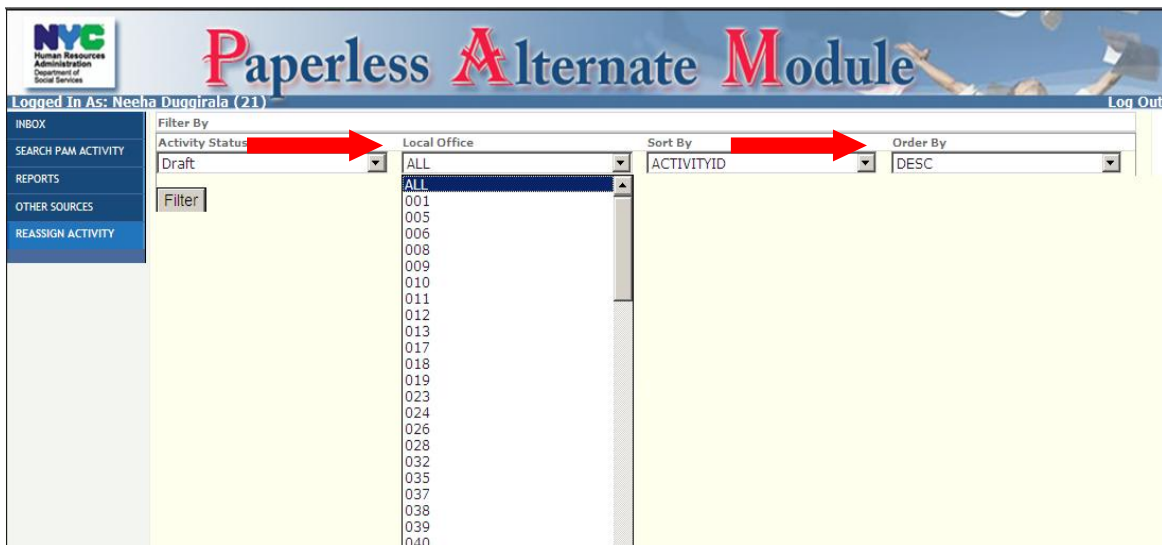
## Attachment C: AJOS/Supervisor Screens

The **Reassign Grid** can be filtered by different variables and be displayed in either **Ascending** or **Descending** order:

### Activity Status

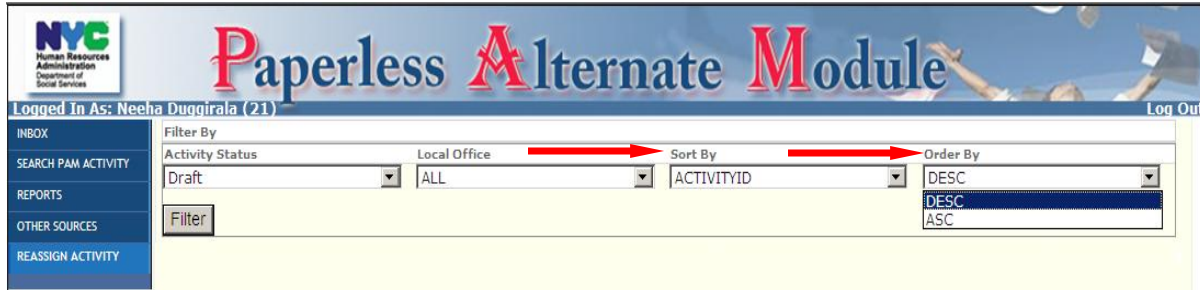


### Local Office



## Attachment C: AJOS/Supervisor Screens

### Sort By



NYC Human Resources Administration Department of Social Services

# Paperless Alternate Module

Logged In As: Neeha Duogirala (21) Log Out

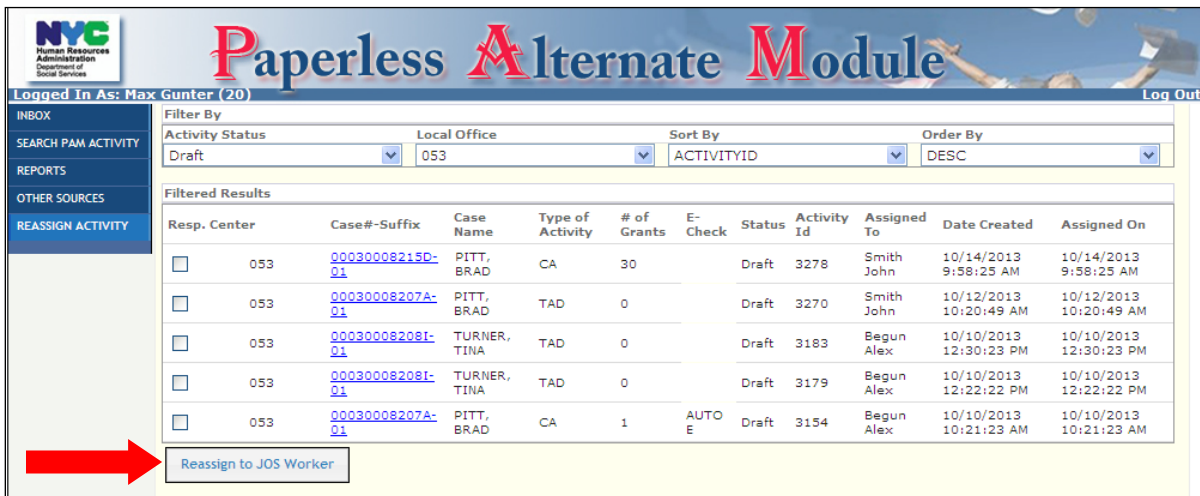
Filter By

Activity Status: Draft Local Office: ALL Sort By: ACTIVITYID Order By: DESC

Filter

Order By: DESC, ASC

Based on the **Activity Status**, either the **Reassign to JOS/Worker** or the **Reassign to Supervisor** button will be displayed.



NYC Human Resources Administration Department of Social Services

# Paperless Alternate Module

Logged In As: Max Gunter (20) Log Out

Filter By

Activity Status: Draft Local Office: 053 Sort By: ACTIVITYID Order By: DESC

Filtered Results

Resp. Center	Case#-Suffix	Case Name	Type of Activity	# of Grants	E-Check	Status	Activity Id	Assigned To	Date Created	Assigned On	
<input type="checkbox"/>	053	<a href="#">00030008215D-01</a>	PITT, BRAD	CA	30		Draft	3278	Smith John	10/14/2013 9:58:25 AM	10/14/2013 9:58:25 AM
<input type="checkbox"/>	053	<a href="#">00030008207A-01</a>	PITT, BRAD	TAD	0		Draft	3270	Smith John	10/12/2013 10:20:49 AM	10/12/2013 10:20:49 AM
<input type="checkbox"/>	053	<a href="#">000300082081-01</a>	TURNER, TINA	TAD	0		Draft	3183	Begun Alex	10/10/2013 12:30:23 PM	10/10/2013 12:30:23 PM
<input type="checkbox"/>	053	<a href="#">000300082081-01</a>	TURNER, TINA	TAD	0		Draft	3179	Begun Alex	10/10/2013 12:22:22 PM	10/10/2013 12:22:22 PM
<input type="checkbox"/>	053	<a href="#">00030008207A-01</a>	PITT, BRAD	CA	1	AUTO E	Draft	3154	Begun Alex	10/10/2013 10:21:23 AM	10/10/2013 10:21:23 AM

Reassign to JOS Worker

**Note:** All PAM Activities in **Draft, Returned by Data Entry** and **Returned by Supervisor** status can only be reassigned to a JOS/Worker. PAM Activities in **Pending Approval** status can only be reassigned to an AJOS/Supervisor.

## Attachment D: Data Entry Supervisor Screens

After logging on, the **Data Entry Supervisor** inbox is displayed. The Data Entry (DE) Supervisor can filter activities by:

- Activity Status (Pending Assignment is the default)
- Local Office
- Sort By
- Order By

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as 'Val Klever (31)'. The 'Filter By' section includes dropdown menus for 'Activity Status' (set to 'Pending Assignment'), 'Local Office' (set to 'ALL'), 'Sort By' (set to 'ACTIVITYID'), and 'Order By' (set to 'DESC'). A 'Filter' button is visible below these options. Below the filter section is a 'Filtered Results' table with columns: Resp. Center, Case#-Suffix, Case Name, Type of Activity, # of Grants, E-Check, Status, Activity Id, Assigned To, Date Created, and Assigned On. An 'Assign To Data Entry Operator' button is located below the table.

## Assigning to Data Entry Operator

Based on the filtered criteria (e.g. Pending Assignment):

- Select the local office
- Select the cases for assigning to Data Entry Operator by checking off boxes
- Click on the **Assign to Data Entry Operator** button

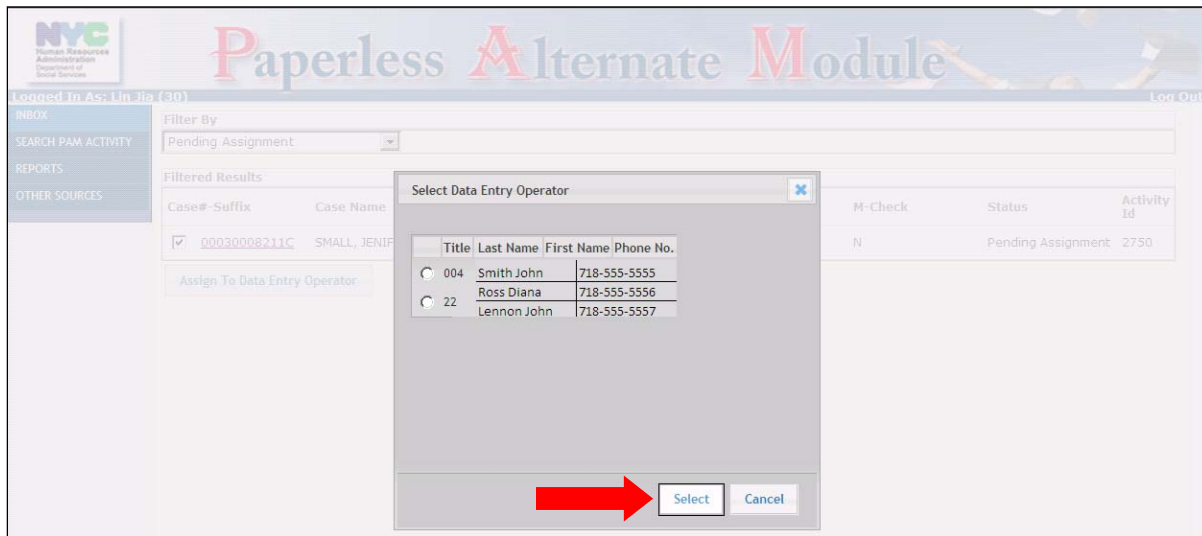
The screenshot shows the 'Paperless Alternate Module' interface with the user logged in as 'Lin Jia (30)'. The 'Filter By' section is updated: 'Activity Status' is 'Pending Assignment' and 'Local Office' is '053'. The 'Filter' button is highlighted with a red arrow. The 'Filtered Results' table shows one case selected with a checkmark in the first column. The 'Assign To Data Entry Operator' button is highlighted with a red arrow.

Resp. Center	Case#-Suffix	Case Name	Type of Activity	# of Grants	E-Check	Status	Activity Id	Assigned To	Date Created	Assigned On
<input checked="" type="checkbox"/>	053	<a href="#">00030008214G-01</a>	SPEARS, BRITNEY	CA	1	Pending Assignment	3157	Jia Lin	10/10/2013 10:12:19 AM	10/10/2013 3:27:17 PM

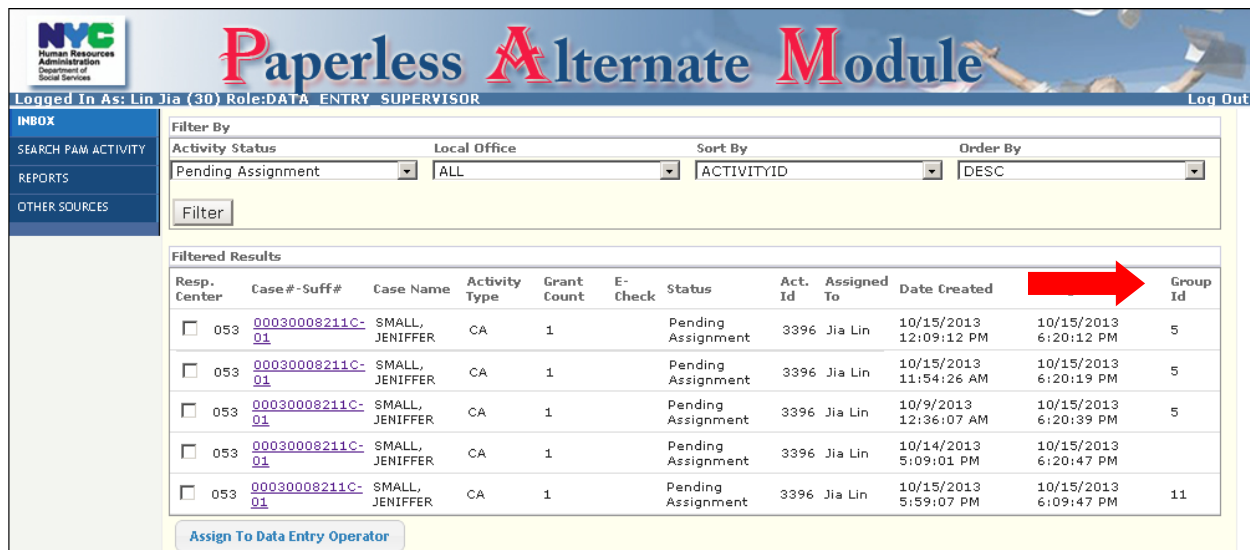
## Attachment D: Data Entry Supervisor Screens

The **Select Data Entry Operator** window pops up:

- Select the appropriate DE Operator's name
- Click the **Select** button
- Click **OK** on the confirmation window pop-up to proceed



**Note:** If multiple activities have been identified as part of a group (indicated by the group ID), assign all activities in the group to the same Data Entry Operator, when possible.





## Attachment D: Data Entry Supervisor Screens

### Data Entry Supervisor's Other Responsibilities in PAM

If work needs to be reassigned from one Data Entry Operator to another:

- Filter the inbox to display the batches that are Pending Data Entry
- Select the batches to be reassigned
- Click on the **Assign to Data Entry Operator Button** to open **Select Data Entry Operator** screen
- Select appropriate Data Entry Operator
- Click the **Select** button
- Click **OK** on the confirmation pop-up to continue

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as 'Lin Jia (30)'. The left sidebar contains navigation options: 'INBOX', 'SEARCH PAM ACTIVITY', 'REPORTS', and 'OTHER SOURCES'. The main area displays a 'Filter By' section with 'Activity Status' set to 'Pending Data Entry' and 'Local Office' set to 'ALL'. Below this is a table of 'Filtered Results' with columns: Resp. Center, Case#-Suffix, Case Name, Type of Activity, # of Grants, E-Check, Status, Activity Id, Assigned To, Date Created, and Assigned On. Two rows are visible, both with 'Pending Data Entry' status. A red arrow points to the 'Assign To Data Entry Operator' button at the bottom of the table.

Resp. Center	Case#-Suffix	Case Name	Type of Activity	# of Grants	E-Check	Status	Activity Id	Assigned To	Date Created	Assigned On
023	00030008207A-01	PITT, BRAD	DSS-3722	0		Pending Data Entry	3237	Sharma Megha	10/11/2013 3:54:19 PM	10/11/2013 3:56:11 PM
F15	00030008208I-01	TURNER, TINA	SNAP	1		Pending Data Entry	3198	Sharma Megha	10/10/2013 3:00:03 PM	10/10/2013 3:15:27 PM

The screenshot shows the 'Paperless Alternate Module' interface with a 'Select Data Entry Operator' dialog box open. The dialog box has a table with columns: Title, Last Name, First Name, and Phone No. Two operators are listed: 'John' (718-555-5555) and 'Diana' (718-555-5556). A red arrow points to the 'John' row. Below the table are 'Select' and 'Cancel' buttons. A red arrow points to the 'Select' button.

Title	Last Name	First Name	Phone No.
	John		718-555-5555
	Diana		718-555-5556

## Attachment D: Data Entry Supervisor Screens

If Data Entry fails and work must be returned to the JOS/Worker:

- Filter the inbox to display activities in **Failed Data Entry** status
- Select the activities to be returned to the JOS/Worker

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as 'Lin Jia (30)'. The left sidebar contains 'INBOX', 'SEARCH PAM ACTIVITY REPORTS', and 'OTHER SOURCES'. The main area has a 'Filter By' section with dropdowns for 'Activity Status' (set to 'Failed Data Entry'), 'Local Office' (set to 'ALL'), 'Sort By' (set to 'ACTIVITYID'), and 'Order By' (set to 'DESC'). A 'Filter' button is present. Below this is a 'Filtered Results' table with the following data:

Resp. Center	Case#-Suffix	Case Name	Type of Activity	# of Grants	E-Check	Status	Activity Id	Assigned To	Date Created	Assigned On
<input type="checkbox"/>	053	<a href="#">000300082081-01</a>	TURNER, TINA	TAD	0	Failed Data Entry	3195	Jia Lin	10/10/2013 2:33:50 PM	10/10/2013 3:01:24 PM

The Activity Details for that PAM activity will open:

- Enter comments into the **Actions Taken** box
- Click on the **Return to JOS/Worker** button

The screenshot shows the 'Activity Details' page for the selected activity. The user is logged in as 'Lin Jia (30)'. The page has tabs for 'Activity Details', 'Comments', and 'Activity History'. The 'Activity Details' tab is active, showing the following information:

- Responsible Center: 053
- Case Name: TURNER, TINA
- Case #: 000300082081
- Originating Center: F40
- Date Prepared: 10/10/2013
- Suffix: 01
- Activity Status: Failed Data Entry
- Batch #: U/AC59

Activity Type: 3195  
Reason for this action in PAM: MA only Recert  
Activity Type: DSS-3517 Turn Around Document (TAD)  
Batch Type: U/AC

Linked Documents:

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By	Document
81	8891	Paper LDSS-3774 EPFT Benefits Pull	Thu 03-Oct-2013 15:01:08	1	907A63	<a href="#">Preview</a>

Actions Taken: [Empty text area]

Action:

## Attachment E: Data Entry Operator Screens

### Grant Data Entry

After logging on to PAM the Data Entry (DE) Operator's **Inbox** screen will open.

To start data entry activities:

- Click on the case number (#) hyperlink

NYC Human Resources Administration Department of Social Services

# Paperless Alternate Module

Logged In As: Vinod Rachakunta (41) [Log Out](#)

**INBOX** My Inbox

SEARCH PAM ACTIVITY	Resp. Center	Case #	Suffix	Case Name	Type	Grant Count	E.Check	Status	Id	Assigned To	Date Created	Assigned On
REPORTS		00030008214G	01	SPEARS, BRITNEY	CA	1		Pending Data Entry	3157	Rachakunta Vinod	2013-10-10	2013-10-10

OTHER SOURCES Total Records : 1/1

The **Activity Details** Screen will open up:

- Click on the **View Grant Details** button

NYC Human Resources Administration Department of Social Services

# Paperless Alternate Module

Megha Sharma (40) [Log Out](#)

Home Center#: 053      Originating Center: F40      Responsible Center:  
Case Name: SMALL, JENIFFER      Date Prepared: 10/3/2013  
Case #: 00030008211C      Suffix: 01      Batch#:   
Activity ID: 1616  
Reason for this action in PAM: SI grant Transferred Case      Activity Type: SNAP

Code	Description	From Date	To Date	Amount	Grant Status
1043	Code 12 - Daily Supplement (Includes Replacement of Food Destroyed in a Disaster)	9/1/2013	9/30/2013	100	READY
1040	Code 08 - Prorated/Partial NPA	9/1/2013	9/30/2013	100	READY

Grant Count: 2      Total Amount: \$200.00

[View Grant Details](#)

## Attachment E: Data Entry Operator Screens

The grant information will be displayed:

- Data enter the information displayed in PAM into WMS (visible on the dual monitor)

The left monitor shows the PAM interface with the following data:

Home Center#: 053      Originating Center: F40  
Case Name: SMALL, JENIFFER      Date Prepared: 10/3/2013  
Case #: 00030008211C      Suffix: 01

Reason for this action in PAM: 31 year Transferred Case      Activity Type: STAFF

Code	Description	From Date	To Date	Amount	Grant Status
1340	Code 12 - Daily Supplement (Includes Replacement of Food Destroyed in a Disaster)	9/1/2013	9/30/2013	100	READY
1340	Code 08 - Prenatal/Paternal SPA	9/1/2013	9/30/2013	100	READY

Grant Count: 2      Total Amount: \$200.00

View Grants

Grant 1

Insurance Code	111		
Amount	100		
From Date	9/1/2013	To Date	9/30/2013
Replaces Benefit			
Reading Location	111		
Authorization Number	824		
Data Entered in WMS?			
Y   N	Y   N		

Grant 2

Insurance Code	111		
Amount	100		
From Date	9/1/2013	To Date	9/30/2013
Replaces Benefit			
Reading Location	111		
Authorization Number	821		
Data Entered in WMS?			
Y   N	Y   N		

Save

The right monitor shows the WMS login screen with the following text:

NYLOGO (Z)      NEW YORK STATE DEPT. OF SOCIAL SERVICES      06/17/13  
DEVELOPMENT COMPUTER SYSTEM      VERSTON  
THIS TERMINAL IS OPERATING IN PRODUCTION MODE      (13301)

Enter: User-Id      And Password

WARNING: THESE SYSTEMS ARE LEGALLY CONFIDENTIAL AND PROPRIETARY TO THE STATE OF NEW YORK, ITS OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE, AND RELATED AGENCIES AND MAY BE ACCESSED ONLY BY LAWFULLY AUTHORIZED ENTITIES. UNAUTHORIZED ACCESS TO OR RELEASE OF SYSTEM DATA MAY ENTAIL BOTH CIVIL LIABILITY AND CRIMINAL PROSECUTION. ALSO, THESE SYSTEMS ACCESS DATA MAINTAINED BY OTHER GOVERNMENT AGENCIES; SUCH ACCESS IS ONLY FOR AGENCY PROGRAM ADMINISTRATION - UNAUTHORIZED ACCESS TO OR REPRODUCTION OF THESE ADDITIONAL FILES IS ALSO LIKELY TO RESULT IN CIVIL LIABILITY/CRIMINAL PROSECUTION. IF YOU SUSPECT UNAUTHORIZED DATA RELEASE OR ACCESS OCCURRING THROUGH THIS TERMINAL/REPORT OR HAVE QUESTIONS ABOUT AUTHORIZATION, CALL: 1-800-697-1323

# Attachment E: Data Entry Operator Screens

For each grant:

- Answer **Yes** or **No** for the **Data Entered in WMS?** question
- Click on the **Submit** button

The screenshot displays the 'Paperless Alternate Module' interface. At the top, it shows the NYC Human Resources Administration logo and the title 'Paperless Alternate Module'. The user is logged in as 'Vinod Rachakunta (41)'. The interface includes a navigation menu on the left with options like 'INBOX', 'SEARCH PAM ACTIVITY', 'REPORTS', and 'OTHER SOURCES'. The main content area shows 'Activity Details' for a grant with the following information:

Responsible Center:	033	Originating Center:	F40	Activity Status:	Pending Data Entry
Case Name:	SPEARS, BRITNEY	Date Prepared:	10/10/2013	Batch #:	UAC67
Case #:	000300082149	Suffix:	01		

Below this, the 'Activity Type' is 'DSS-3575 CA Grant'. A question asks 'Is there an eligibility TAD transaction associated with this grant?' with radio buttons for 'Yes' and 'No'. There are also options for 'E-Check/E-Cash' (Auto E or Manual E). A 'List of Grants' table shows one grant with a total amount of \$450.00. The 'Grant # 1' details section includes fields for Grant Status (READY), Pick-Up Code (2), Issuance Category (A), Issuance Code (A09), Amount (450), From Date (9/1/2013), To Date (9/30/2013), Restriction Indicator (1), Fair Hearing #, Replaces Benefit, Routing Location, and Authorization Number (49998191). The 'Grant # 1 Payee Information' section includes fields for Name, Street Address, City, State, Zip, and Recoupment Indicator. At the bottom, the 'Grant # 1 Action' section contains the question 'Data Entered in WMS?' with radio buttons for 'Yes' and 'No'. A red arrow points to the 'No' radio button. Below this is an 'Action' section with a 'Submit' button, also indicated by a red arrow.

## Attachment E: Data Entry Operator Screens

### All Other Data Entry

To start data entry activities:

- Click on the case number (#) hyperlink

The screenshot shows the 'Paperless Alternate Module' interface. The user is logged in as Vinod Rachakunta (41). The main content area displays a table titled 'My Inbox' with the following columns: Resp. Center, Case #, Suffix, Case Name, Type, Grant Count, E-Check, Status, Id, Assigned To, Date Created, and Assigned On. A red arrow points to the 'Case #' column, specifically to the value '00030008214G'. The table contains one record with the following details: Resp. Center: 000, Case #: 00030008214G, Suffix: 01, Case Name: SPEARS, BRITNEY, Type: CA, Grant Count: 1, E-Check: (empty), Status: Pending Data Entry, Id: 3157, Assigned To: Rachakunta Vinod, Date Created: 2013-10-10, Assigned On: 2013-10-10. The total number of records is 1/1.

The **Activity Details Screen** will open up:

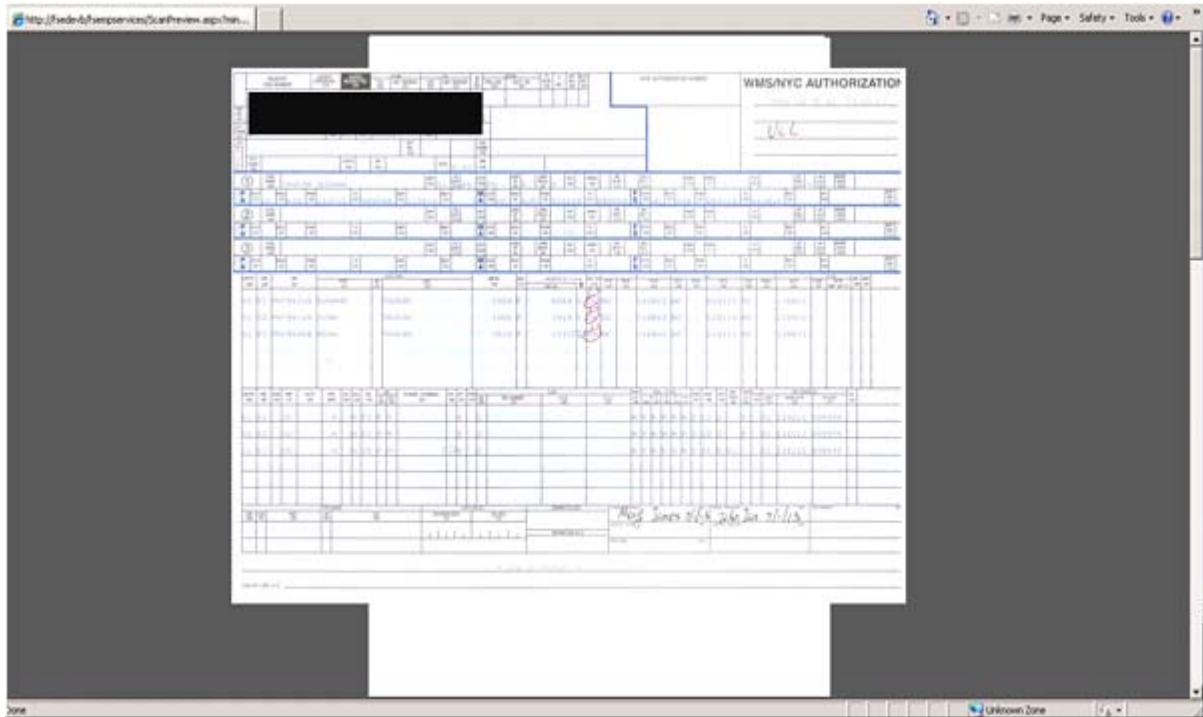
- Click on the **Preview** link to open up an image of the Data Entry Document (TAD is being used as an example, but would apply to all non-grant related Data Entry Documents)

The screenshot shows the 'Activity Details' screen for a user logged in as Meha Sharma (40) with the role of DATA ENTRY OPERATOR. The screen is divided into several sections: 'Activity Details', 'Comments', and 'Activity History'. The 'Activity Details' section contains the following information: Responsible Center: 033, Originating Center: F40, Activity Status: Pending Data Entry, Case Name: SPEARS, BRITNEY, Date Prepared: 10/11/2013, Batch #: UAC80, Case #: 00030008214G, Suffix: 01. Below this, the 'Activity Type' is 'DSS-3517 Turn Around Document (TAD)'. The 'Batch Type' is 'E/AC' and the 'Authorization Number' is '49997365'. The 'Linked Documents' section contains a table with the following columns: ScanId, Doc Type Id, Description, Scan Time, Pages, Scan By, and Document. A red arrow points to the 'Preview' link in the 'Document' column of the first row. The 'Actions Taken' section shows a list of actions, with 'tat' visible. The 'Action' section includes a radio button for 'Data Entered in WMS?' with 'Yes' selected. A 'Submit' button is located at the bottom of the screen.



## Attachment E: Data Entry Operator Screens

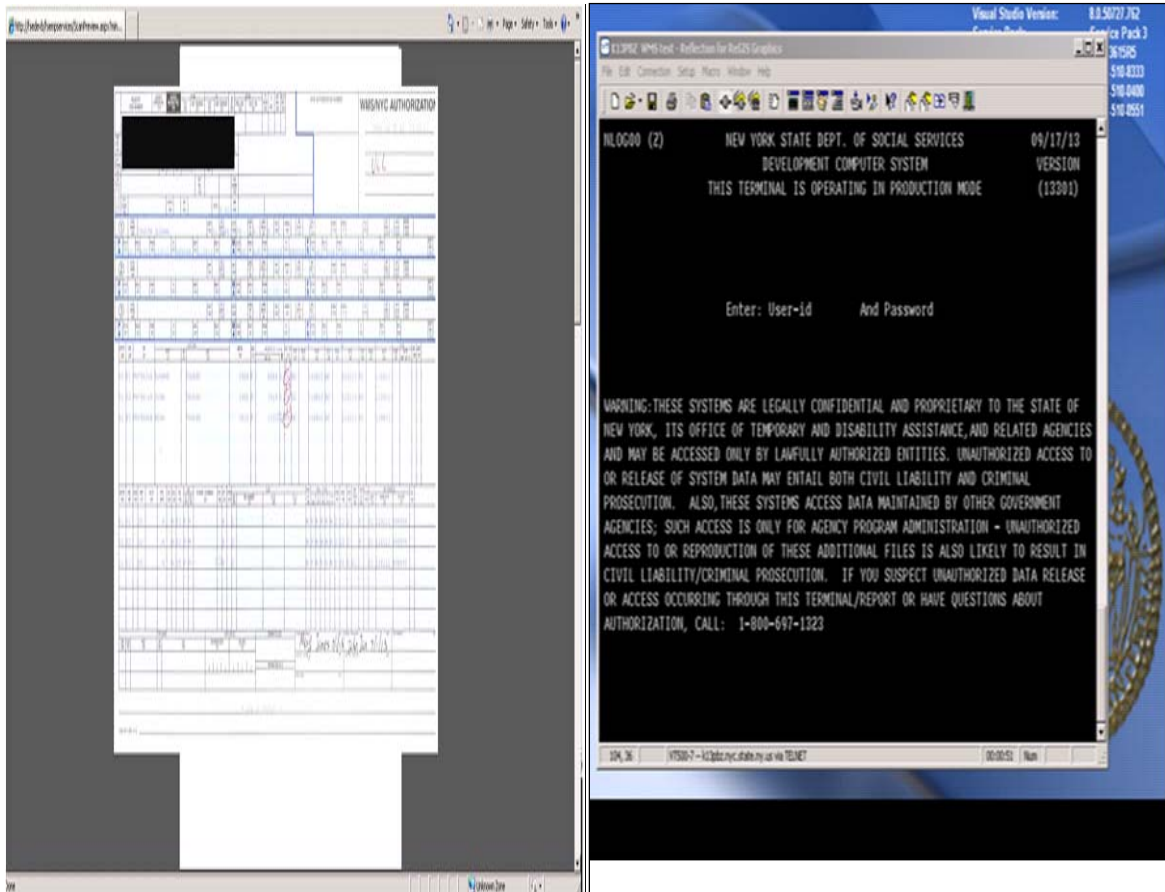
**Note:** Data Entry Operators will have the ability to zoom in and out the image to view all the requested changes and annotations.





## Attachment E: Data Entry Operator Screens

- Data enter changes or annotations into WMS



## Attachment E: Data Entry Operator Screens

- Close out the imaged document
- Answer **Yes** or **No** for the **Data Entered in WMS** question
- Click on the **Submit** button

The screenshot displays the 'Paperless Alternate Module' interface. At the top left is the NYC Human Resources Administration logo. The main header reads 'Paperless Alternate Module'. Below the header, the user is logged in as 'Megha Sharma (40) Role: DATA ENTRY\_OPERATOR'. The interface is divided into a left sidebar with navigation options (INBOX, SEARCH PAM ACTIVITY, REPORTS, OTHER SOURCES) and a main content area. The main content area has tabs for 'Activity Details', 'Comments', and 'Activity History'. The 'Activity Details' tab is active, showing a form with the following fields:

Responsible Center:	053	Originating Center:	F40	Activity Status:	Pending Data Entry
Case Name:	SPEARS, BRITNEY	Date Prepared:	10/11/2013	Batch #:	UAC80
Case #:	00030008214G	Suffix:	01		

Below this are fields for 'Activity Type' (3344), 'Reason for this action in PAM:' (MA only Recert), and 'Activity Type:' (DSS-3517 Turn Around Document (TAD)). There is also a 'Batch Type' (E/AC) and 'Authorization Number' (49997365) field.

A 'Linked Documents' table is shown below:

ScanId	Doc Type Id	Description	Scan Time	Pages	Scan By	Document
36	5334	LDSS-3517 Turn Around Document TAD	Tue 10-Sep-2013 15:47:27	3	904B16	<a href="#">Preview</a>

There is an 'Actions Taken' section with a text area containing 'tat'. Below that is an 'Action' section with the question 'Data Entered in WMS?' and two radio buttons for 'Yes' and 'No'. A red arrow points to the 'No' radio button. At the bottom of the form is another 'Action' section with a 'Submit' button, also indicated by a red arrow.

## Attachment F: D&C Operator (CA Typist) Screens

After logging on, the **D&C Operator's Inbox** Screen opens with activities in **Pending Issuance** status

- Click on the case number (#) hyperlink to begin the activity

Case #	Suffix	Case Name	Type Of Activity	Auto Ch.	Manual Ch.	Activity Id	Date Created	Status
00030008211C	01	SMALL, JENIFFER	CA	N	Y	2252	2013-09-26	Pending Issuance
			CA	N	Y	2232	2013-09-26	Pending Issuance

The **Grant Details** Screen opens

- Click on the **View Grant Details** button to see the detailed grant information

Grant Id	Code	Description	From Date	To Date	Amount	Grant Status
1753	A09	Code 09 - Supplement of Rent Only	10/1/2013	10/18/2013	11	READY
1754	F57	Code 57 - Child Care Allowance for Non-PA, Non-Legally Responsible Caretaker	10/2/2013	10/19/2013	22	READY

## Attachment F: D&C Operator (CA Typist) Screens

The **Grant Details** Screen opens

- Answer **Yes** or **No** to the **Check Issued** Question
- Issue the check and record the EPA Check number (for manual checks only)
- Click on the **Submit** button

NYC  
Human Resources Administration  
Department of Social Services

# Paperless Alternate Module

Logged In As: Megha Sharma (50) Log Out

**Activity Details** | Comments | Activity History

Responsible Center:	053	Originating Center:	F40	Activity Status:	Pending Issuance
Case Name:	SMALL, JENIFFER	Date Prepared:	10/10/2013	Batch #:	UAC71
Case #:	00030005211C	Suffix:	01		

Activity Type  
Activity ID: 3203  
Reason for this action in PAM: SI grant Transferred Case  
Activity Type: DSS-3575 CA Grant

Yes  No  
Is there an eligibility TAD transaction associated with this grant

Auto E  Manual E  
E-Check/E-Cash

Grant #	Code	Description	From Date	To Date	Amount	Grant Status
1	30	Code 30 - Rent Payments in Excess of Maximum	9/1/2013	9/30/2013	\$1,750.00	READY

Grant Count: 1 Total Amount: \$1,750.00

[View Grant Details](#)

Grant # 1	Grant Status	READY
Pick-Up Code		5
Issuance Category		A
Issuance Code		A30
Amount		1750
From Date		9/1/2013
To Date		9/30/2013
Restriction Indicator		1
Fair Hearing #		AJHK
Replaces Benefit		02
Routing Location		110
Authorization Number		49997965

Grant # 1 Payee Information	
Name	
Street Address	
City	
State	
Zip	
Recoupment Indicator	

Grant # 1 Action

Yes  No  
Check Issued?

EPA Check #

Action