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Office of Procedures

POLICY BULLETIN #14-116-SYS

PAM RELEASE NOTES VERSION 18.3

Date: October 14, 2014	Subtopic(s): POS
🖥 This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Cash Assistance (CA), Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff, Income Clearance Program (ICP) staff, Office of Central Processing (OCP) staff, and Landlord Ombudsman Service Unit (LOSU) staff that the latest version of the Paperless Alternate Module (PAM) will migrate to production on October 20, 2014. Descriptions of the changes can be found in PAM Release Notes Version 18.3 (**Attachment A**). These release notes can also be found on the HRA Intranet at: http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx *Effective October 20, 2014* **Attachment:** **Attachment A** PAM Release Notes Version 18.3
🖥 Please use Print on Demand to obtain copies of forms.	

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*

Distribution: X

These Release Notes contain descriptions of changes in the Paperless Alternate Module (PAM) Release for Cash Assistance and Supplemental Nutrition Assistance Program Centers scheduled for October 20, 2014.

These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx

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1. The Case Header Section Changes

Current 'Case Header' section:

Responsible Center:	023	Originating Center:	044	Activity Status:	Draft
Case Name:	Mother 1	Date Prepared:	9/19/2014	Batch #:	
Case #:	000007766C	Suffix:	01	Case Category:	SNCA
WMS Job Type:					

The following **changes** have been made to this Case Header:

- **Activity Status** field has been moved from the top right hand corner to the bottom right hand corner
- **Responsible Center** label is now displayed as "**RESP CTR**" and it has been moved from the top left hand corner to the top right hand corner
- **Originating Center** label is now displayed as " **ORIG ID**" on the the top center position
- **Home Center** "**HOME CTR**" field has been added and is displayed at the top left hand corner

The New Case Header section:

Activity Details	Comments	Activity History			
HOME CTR: F40		ORIG ID: F40		RESP CTR: 066	
Case Name:		Date Prepared:	9/18/2014	Batch #:	
Case #:		Suffix:	01	Case Category:	SNCA
WMS Job Type:				Activity Status:	Draft

(OLD) Current Fields Displayed in Case Header Section	(NEW) Add Field/Change Label in the Case Header Section	Description
Responsible Center	**RESP CTR**	*Case Center*
Originating Center	**ORIG ID**	*Center where PAM activity is being data entered at in WMS i.e. CDE (Centralized Data Entry) or local data entry center (Center#)*
N/A	**HOME CTR**	*Center where the worker who initiated the PAM activity is enrolled at*

- PAM will generate the " **ORIG ID**" once the Data Entry Supervisor assigns the PAM Activity to the Data Entry Operator. Data Entry Operator's enrollment Center' will be populated in the **ORIG ID** field, if the activity fails data entry [i.e.'Failed Data Entry' Status], **ORIG ID** will be cleared [reset].

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2. Adding the "Batch Type" Drop Down

- The **Batch Type drop down** selection option has been added when the Activity Type **DSS-3517 Turn Around Document** is selected while creating a new PAM activity.

- The Batch Number (#) for TAD PAM Activities is generated based on the following matrix:

Batch Type	Generate Batch #	WMS Job Type
E/AC Eligibility	ELxxx	03
E/RJ Eligibility	ELxxx	03
E/SI Eligibility	ELxxx	03
E/EC Eligibility Error Correction	EExxx	07
U/CL Undercare	UCxxx	04
U/AC Undercare	UCxxx	04
U/AP Undercare	UCxxx	04
U/Reop Undercare	UCxxx	04
U/Maint Undercare	UCxxx	04
U/EC Undercare Error Correction	UExxx	10

- The Batch Type field can be modified when the PAM activity status is in "*Draft*", and/or "*Returned by Supervisor*" and/or "*Returned by Data Entry*".

- The existing Batch Number logic for all other activity types **remains the same**.