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POLICY BULLETIN #05-129-SYS

NYCWAY UPDATES – Action Code Changes

Date: October 31, 2005	Subtopic(s): NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>Conversion of PRIDE-WEP Participants to WeCARE</p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users and to comply with current policy. This policy bulletin is to inform staff of the following updates made to NYCWAY:</p> <ul style="list-style-type: none"> • Conversion of PRIDE-WEP Participants to WeCARE • Automatic Posting of Appointment Code 364Q (Automatic Call-In Appointment to DAU) for Individuals Denied SSI for Medical Reasons • New Action Codes 10PK (FAO2 PRIDE Batch Call-In for Engagement) and 10PR (Reschedule FAO2 PRIDE Batch Call-In for Engagement) for FAO2 PRIDE Pool Participants • Primary Questionnaire Message Regarding Prior Medical Assessments in Last 12 Months • New Training Assessment Group (TAG) Batch Scheduling Action Code 13TJ (Referred to Training Assessment Group) <p>NYCWAY has automatically converted all Personal Roads for Individual Development and Employment (PRIDE) program participants with Action Code 10PH (WeCARE PRIDE Phase Out Call-In Pool) to Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) by posting the following sequence of codes:</p> <ul style="list-style-type: none"> • 120X (Deassign from Work Site) • 168Q (WeCARE Required Hours Participation for VRS [35 hrs]) • 169E (WeCARE Voc Rehab Services Initiated)

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 2 at the prompt followed by 765 or
 send an e-mail to *FIA Call Center*

	<p>These participants will remain in their current Work Experience Program (WEP) assignment. The WeCARE vendor is responsible for posting Action Code 172P (Assigned to WeCARE WEP) to identify these participants as WeCARE WEP.</p>
	<p>A letter has been sent by Customized Assistance Services (CAS) to all affected participants, informing them that their attendance at WEP will be tracked by WeCARE effective October 24, 2005.</p>
<p>Automatic Posting of Appointment Code 364Q for Individuals Denied SSI</p>	<p>Effective immediately, all participants who were denied Supplemental Security Income (SSI) for medical reasons and have an open Action Code 310 (SDX: SSI Denied-Medical Reason), will be batch-scheduled by NYCWAY with Action Code 364Q for an appointment with the Disability Appeals Unit (DAU) to initiate the SSI appeals process.</p>
<p>Participant fails to keep system-generated appointment</p>	<p>If the DAU Worker does not indicate in NYCWAY that the participant kept the appointment, Action Code 491A (Failed to Report or Cooperate with DAU) will automatically post four days after the appointment date. These cases will be placed on the SYS Worklist. The posting of the 491A will result in WMS generating a case closing action using code F12 (Failure to Apply for SSI), which will result in either an automatic case closing (HH=1) or a line sanction for an individual in a multiperson PA household.</p>
<p>New Action Codes 10PK and 10PR for FAO2 PRIDE Pool Participants</p>	<p>New NYCWAY action codes have been developed for PRIDE participants coded FA02 by HS Systems (HSS).</p> <ul style="list-style-type: none"> • Action Code 10PK — has been posted by NYCWAY for PRIDE participants with Action Code 10PM (FA02 at HSS). This code generated the Mandatory Appointment for Evaluation of Work Activity (W-584K) form to these participants, instructing them to report to the WeCARE Hub Center to meet with a Hub Center Worker to initiate or complete an Employability Plan (EP).
<p>The system now allows all participants with an Employability Status (ES) code 16 (Work Limited) to go enroll in the Parks program.</p>	<p>Note: The EP will display a message on the Primary Questionnaire screen for participants with an open 10PK who had a WeCARE assessment within the last six months. The message, "This client was assessed by WeCARE within the past six months," is informational only.</p> <p>The Hub Worker will recommend to the participant to enroll in the Parks Program if appropriate, as long as all other Parks criteria are met.</p>

- If Parks is an appropriate assignment for the participant, the Worker will make the Parks referral via the EP and post Action Code **155G** (Referral to Parks/Grant Diversion).
- If Parks is not an appropriate assignment for the participant, the Worker must assign the participant to the Employment Support Program (ESP) and WEP via the EP and post a **125E** (Assignment to ESP Vendor) and a **120A** (FA Assignment to WEP Site). Those participants with an ES code of **16** will only be offered clerical WEP assignments by the system.
- Action Code **10PR** — will be posted by a Hub Worker to reschedule the appointment if the participant is unable to make the scheduled **10PK** appointment. If a participant fails to keep the rescheduled appointment, the Worker must follow normal procedures to infract the non-complying individual.

Primary
Questionnaire
Message Regarding
Prior Medical
Assessments in Last
12 Months

When attempting to initiate or change an EP for participants who were assessed by WeCARE in the past 12 months (for those who do not have an open **10PK**), the system will display the following message on the **Primary Questionnaire** screen: "This client was assessed by WeCARE within the past 12 months."

In these instances before proceeding with the EP, the Worker should explore with the participant whether or not s/he has other health issues which would necessitate a new WeCARE appointment.

New TAG Batch
Scheduling Action
Code **13TJ**

New Action Code **13TJ** is a new batch scheduling code that will be used to call in those recently activated individuals to the Training Assessment Group (TAG) that remain on the **TAGAC** Worklist and were not called in manually by Training Assessment Group (TAG) Workers using action code **105T** (Manual Referral to Training Assessment).

Effective Immediately