



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

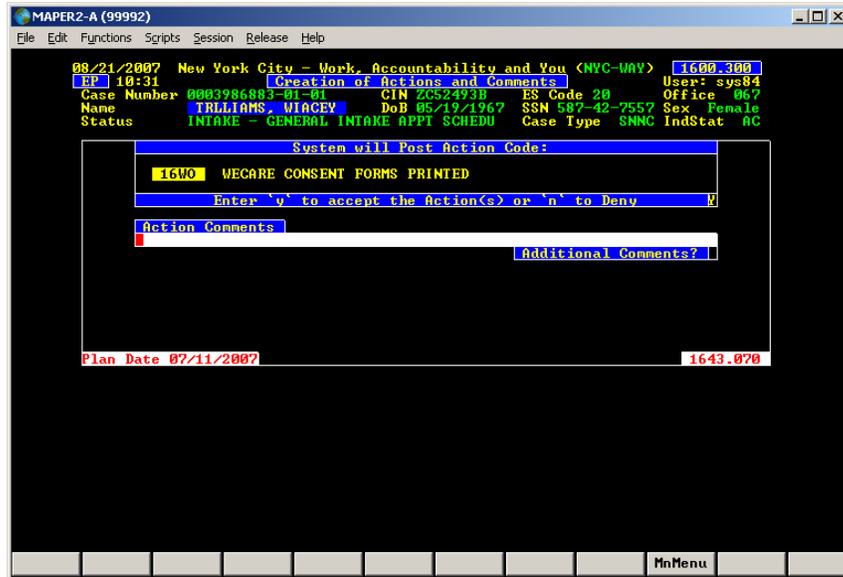
POLICY BULLETIN #07-116-SYS

Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) Medical Consent Forms

Date: September 19, 2007	Subtopic(s): NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>JOS/Worker on Mainframe</p>	<p>The purpose of this policy bulletin is to inform JOS/Workers and Outstationed Workers at WeCARE of new screens in both the NYCWAY mainframe and Web systems for use in obtaining applicant/participant signatures on medical consent forms. Due to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and confidentiality rights it is imperative that JOS/Workers have applicants/participants being referred to WECARE sign the Consent for Disclosure of Medical, Alcohol & SA Treatment Records (M-76N) and the Consent for Release of HIV and Related Information (M-76M). Signing the consent forms enables the WeCARE vendors to access the applicant/participant's case records as well as information contained in NYCWAY.</p> <p>In order to ensure that JOS/Workers are asking the applicants/participants to read and sign (if they choose to) the consent forms a new tracking process has been developed.</p> <p><u>Main-frame Version</u></p> <ul style="list-style-type: none"> When an applicant/participant claims a medical or mental health issue, enter a Y next to Medical/Mental Health Issue on the Employability Plan (EP) Primary Questionnaire screen. Transmit and the Creation of Actions and Comments screen appears, offering to post Action Code 16WO (WECARE Consent Forms Printed).

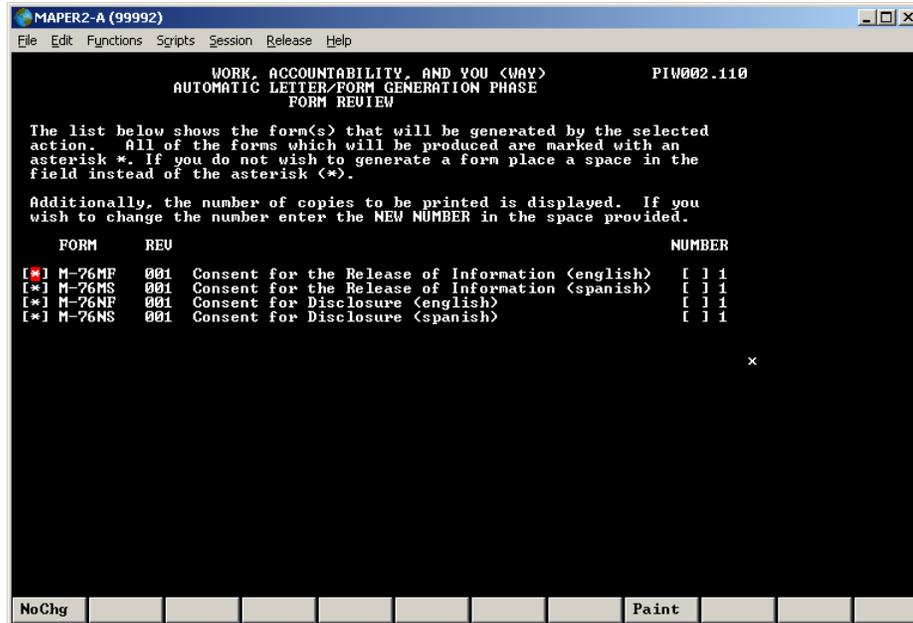
HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

Creation of Actions and Comments screen



- Enter a Y to post the action code.
- Transmit and the **Automatic Letter/Form Generation Phase Form Review** screen appears listing the **M-76N** and the **M-76M** forms in English and Spanish. Each form will appear with an asterisk next to it indicating that the forms have been selected to print.

Automatic Letter/Form Generation Phase screen



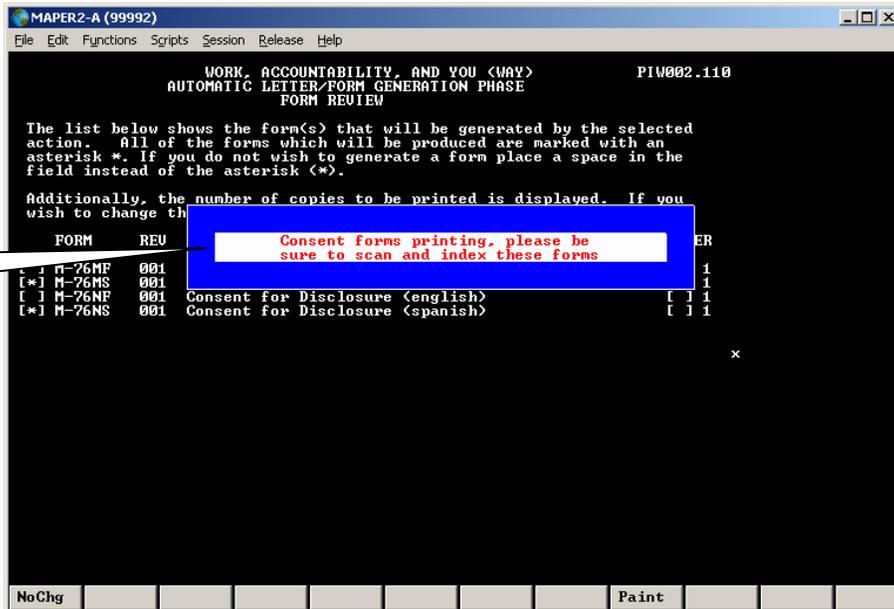
- Deselect the versions of the form that should not print and Transmit to print the forms that are required.

Note: NYCWAY requires that at least either English or Spanish versions of the forms are printed. If nothing is done, both versions of the forms will print after transmission.

- After transmission, the **Automatic Letter/Form Generation Phase Form Review** screen will reappear with a message reminding the Worker to scan and index the forms:

Automatic Letter/Form Generation Phase screen with the message that appears after the forms were sent to print

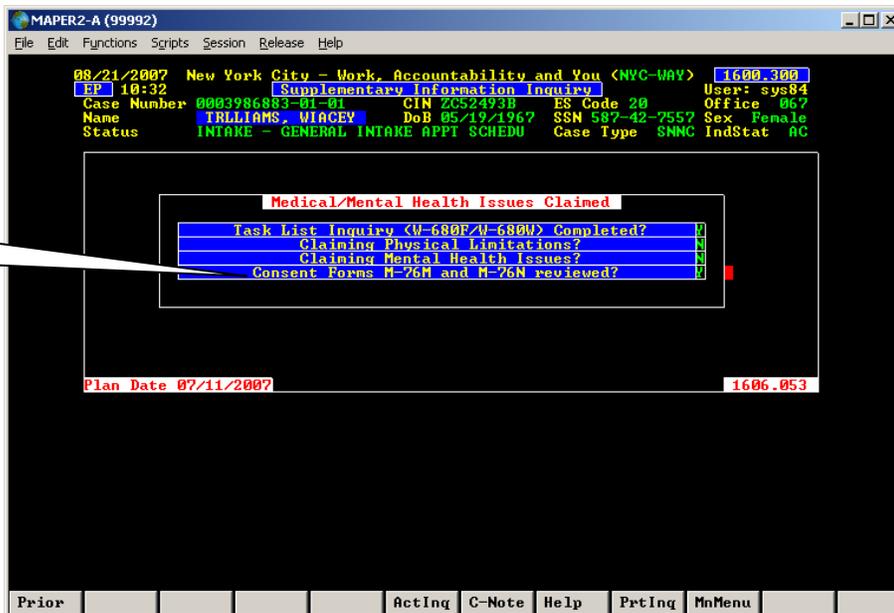
Scan and index message



- The above message appears on the screen for approximately five seconds, reminding the Worker to scan and index the forms (signed or unsigned forms based on individual's decision). Then the **Supplementary Information Inquiry** screen appears with a fourth question reminding the Worker to ask the applicant/participant if s/he has reviewed the **M-76N** and the **M-76M**.

Supplementary Information Inquiry screen

Enter a Y next to this new question



- Once the applicant/participant has reviewed the forms, enter a **Y** next to the consent forms **M-76N** and the **M-76M** review question, Transmit, and the **Personal Issues Claimed** screen appears.

Note: A **Y** must be entered to confirm that the applicant/participant has reviewed the forms before proceeding to the next screen.

Personal Issues Claimed screen

Question reworded

MAPER2-A (99982)

File Edit Functions Scripts Session Release Help

08/22/2007 New York City - Work, Accountability and You <NYC-WAY> 1600.300
 EP 09:06 Personal Issues Claimed User: sys84
 Case Number: 0003986883-01-01 CIN ZC52493B ES Code 20 Office 067
 Name TRILIAMS, VIACEY DoB 05/19/1967 SSN 587-42-7557 Sex Female
 Status UNDEFINED - UNDEFINED STATUS Case Type SNMC IndStat AC

Medical / Mental Health Referral

Do you want to make a referral
 Consent form M-76N signed by client?

Plan Date 07/11/2007 1606.235

Prior ActInq C-Note Help PrtInq MnMenu

- The Worker must enter a **Y** to the Do you want to make a referral question to initiate a referral to WeCARE.
- The Worker must then enter a **Y** or **N** to the Consent form **M-76N** signed by client question indicating whether or not the applicant/participant signed the **M-76N**. If the applicant/participant signs the **M-76N**, NYCWAY will offer to post action code **16WS** (WECARE Consent for Disclosure Signed). If the applicant/participant does not sign the **M-76N**, NYCWAY will offer to post action code **16WD** (WECARE Consent for Disclosure Declined). There is no action code linked to the **M-76M** so an action code is not posted whether or not the form is signed.

Note: If an **N** is entered for the “Do you want to make a referral,” question the WeCARE referral process is cancelled. Workers will have to start over again if the applicant/participant claims a medical or mental health issue.

There is no adverse action taken if the applicant/participant refuses to sign the consent forms

Web-based version

Outstationed Worker
on Web

When an applicant/participant claims a medical or mental health issue, click **Yes** next to **Medical/Mental Health Issues** on the Employability Plan (EP) **Primary Questionnaire** screen and a drop-down selection appears offering to post Action Code **16WO** (WECARE Consent Forms Printed) and print the **M-76N** and **M-76M**.

EP – Primary
Questionnaire screen

EpQuestions1 - Microsoft Internet Explorer provided by Human Resources Administration

Menu | Action Inquiry | Exit |

Kristin Meyer (orig) (sys84) Months on PA: 60 - Converted FEES BTW SITE 1 (qFl)

EP - Primary Questionnaire

Case	Suffix	Line	Appreg	CIN	Name	Dob	SSN	Sex
0009846275	01	01	0009846275	ZT63031R	MEGUEROA, FILANIE	03/27/1983	912-48-8658	F
Case Type	Ind Stat	ES Code	Office	Worker	Household	Primary / Secondary Status		
SNNC	AC	20	046	SYSTM	03	WORK ACTIVITY WORW5 / JOB CLUB/JOB SEARCH		

Rescheduling Options are available on the next screen.

Special Assessment Issue? Yes No

Alcohol or Drug Issue? Yes No

Medical/Mental Health Issues? Yes No

Claim of Medical/Mental Health Issues Indicated

Please post a 16WO to Print M-76M and M-76N Consent Forms

Needed at Home Issue? Yes No

Other Personal Issues? Yes No

Felony Convictions ? Yes No

Next Prior Reset Case Note

Post **16WO** and
print **M-76M** and
M-76N

Post
16WO
button

- Click the new **Post 16WO** button on the **EP – Primary Questionnaire** screen and the **Add Action** screen appears as it did previously.
- Click **Add** and the changed **Forms Processing** screen appears listing the **M-76N** and the **M-76M** forms in English and Spanish. Each form will appear with a check next to it indicating that the forms have been selected to print.

Forms Processing screen

- Uncheck the versions of the form not needed. Click **Submit** to print the two required forms and the **EP – Primary Questionnaire** screen appears again with drop-down selections containing the following new information:
 - Option to post **16WO** again
 - Statements in red indicating consent forms have printed and a reminder to Workers to scan and index the consent forms
 - A new question asking whether or not the **M-76N** and **M-76M** consent forms have been reviewed

Note: NYCWAY requires that at least either English or Spanish versions of the forms are printed. If nothing is done, both versions of the forms will print after transmission.

EP – Primary Questionnaire screen with drop-down selections of new information and Medical/Mental Health Issues questions

- Once the applicant/participant has reviewed the consent forms, click on **Yes** next to the question, “Consent Forms **W-76N** and **W-76M** Reviewed?”. If **No** is selected a popup appears indicating Consent Forms must be reviewed in order to proceed.
- Click on **Yes** or **No** indicating whether or not the applicant/participant signed the **M-76N**. If s/he signs the **M-76N**, NYCWAY will post action code **16WS** (WECARE Consent for Disclosure Signed). If s/he does not sign the **M-76N**, NYCWAY will post action code **16WD** (WECARE Consent for Disclosure Declined). There is no action code linked to the **M-76M** so an action code is not posted whether or not the form is signed.
- Click on **Next** and the **EP - Primary Questionnaire Referrals** screen appears as previously to post the **168W** (Initial Referral to WeCARE).

Effectively Immediately

Related Items:

[PD #05-07-ELI](#)