



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-92-OPE

### SUBSTANCE ABUSE SERVICE CENTER (SASC) ACTION CODE DESK GUIDE (W-140QQ)

<p><b>Date:</b> July 26, 2007</p>	<p><b>Subtopic(s):</b> Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to introduce the Substance Abuse Service Center (SASC) Action Code Desk Guide (<b>W-140QQ</b>) and to apprise all Job Center staff of the various NYCWAY codes entered by SASC and Credentialed Alcohol and Substance Abuse Center (CASAC) workers.</p> <p>The <b>W-140QQ</b> highlights the actions taken by the CASAC and SASC workers when an applicant/participant is referred to CASAC. The desk guide includes five columns divided between applicants and participants, with columns indicating Referral Code (<b>915G</b> or <b>193</b>), CASAC Determination, CASAC Action, SASC Action, and Job Center Action.</p> <p>The CASAC Determination column includes the following segments:</p> <ul style="list-style-type: none"> <li>• Exempt without Medical Claim</li> <li>• Exempt with Medical Claim</li> <li>• Non-Exempt without Medical Claim</li> <li>• Non-Exempt with Medical Claim</li> <li>• Non-Exempt with Non-Medical Barriers</li> <li>• No Treatment Needed and</li> <li>• Court-Mandated Treatment</li> </ul> <p>The CASAC Action column lists all the action codes assigned and actions taken by CASAC for each CASAC determination. The SASC Action column lists all the action codes assigned and actions taken by SASC for each CASAC action. The Job Center Action column indicates any necessary action that must be taken by Job Center staff based on the CASAC and/or SASC outcomes.</p>

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*

Job Center Worker  
Responsibility

JOS/Workers are reminded that they should follow current procedure for applicants/participants who require no treatment (**240N/241N** [SA Client Assessment Outcome: No SA Treatment Required]) but have other barriers to employment.

*Effective Immediately*

**Attachments:**

🖨 Please use Print on Demand to obtain copies of forms.

**W-140QQ** Substance Abuse Service Center (SASC) Action Code Desk Guide



**Substance Abuse Service Center (SASC) Action Code Desk Guide**

Referral Code	CASAC Determination	CASAC Action	SASC Action	Job Center Action
<b>APPLICANTS</b>				
<b>915G</b>	<b>Exempt</b> <i>without</i> Medical Claim	<b>240T</b> (If 15 hrs. or more of treatment; Closes <b>910S</b> [Return Appointment])	No Action Required	No Action Required
	<b>Exempt</b> <i>with</i> Medical Claim	<b>240T</b>	Initiate Employability Plan (EP); Refer to WeCARE (Post <b>968U</b> )	No Action Required
	<b>Non-Exempt</b> <i>without</i> Medical Claim	<b>240W</b> (If 14 hrs. or less of treatment; Does not close <b>910S</b> )	Initiate EP and give Concurrent Assignment	No Action Required
	<b>Non-Exempt</b> <i>with</i> Medical Claim	<b>240W</b>	Initiate EP; Refer to WeCARE (Post <b>968U</b> )	No Action Required
	<b>Non-Exempt</b> with Non-Medical Barriers (e.g. Need At Home)	<b>240W</b> Refer to SASC	Initiate EP to the Barriers Screen, Enter case note in NYCWAY via <b>200A</b> action code; Refer back to Job Center	Resolve Barriers, continue EP and make assignment per current procedure
	<b>No Treatment Needed</b>	<b>240N</b> (Refer to SASC)	Initiate EP; Assign to appropriate work activities or send Applicant back to Center	Continue EP and make appropriate assignment
	<b>Court-Mandated Treatment</b>	<b>218</b> (If 14 hrs. or less of treatment, post <b>240W</b> . If 15 hrs. or more of treatment, post <b>240T</b> )	Initiate EP; Assign to appropriate work activities or send Applicant back to Center.	No Action Required
<b>PARTICIPANTS</b>				
<b>193</b>	<b>Exempt</b> <i>without</i> Medical Claim	<b>241T</b> (If 15 hrs. or more of treatment; Closes <b>910S</b> [Return Appointment])	No Action Required	No Action Required
	<b>Exempt</b> <i>with</i> Medical Claim	<b>241T</b> , referred back to SASC	Initiate EP; Refer to WeCARE (Post <b>968U</b> )	No Action Required
	<b>Non-Exempt</b> <i>without</i> Medical Claim	<b>241W</b> (If 14 hrs. or less of treatment)	Initiate EP and Make Assignment	No Action Required
	<b>Non-Exempt</b> <i>with</i> Medical Claim	<b>241W</b>	Initiate EP; Refer to WeCARE (Post <b>168U</b> )	No Action Required
	<b>Non-Exempt</b> with Non-Medical Barriers	<b>241W</b>	Initiate EP resolve barrier and assign per current procedure	No Action Required
	<b>No Treatment Needed</b>	<b>241N</b>	Initiate EP and assign to work activities	No Action Required
	<b>Court-Mandated Treatment</b>	<b>218</b> is posted to indicate mandated treatment and <b>241W</b> is posted if treatment is 14 hrs. per week or less, or <b>241T</b> is posted if treatment is 15 hrs. or more per week and, post <b>243A</b> to prevent call-ins while in mandated treatment (90-day reassessment).	If <b>241W</b> is posted, then initiate EP and assign to work activities	No Action Required