



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-16-SYS

NYCWAY UPDATES

Date: January 26, 2004	Subtopic(s): NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>Print/Inquiry EP Format Change</p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users, and to update current policy. This policy bulletin is to inform staff of the following updates and enhancements being made to NYCWAY effective February 2, 2004:</p> <ul style="list-style-type: none"> • Print/Inquiry EP Format Change • HSS Referral List for Special Needs • New Action Code 119F • Description Changes to 119N and 119U • New DV Referral Code 991S Posted in EP • 910 Referral Series Converted to Appointments • Individualized Scheduling Change Action Code 105T • Printing of Forms W-116G and EXP-75 • All References to EA/EP Now Read Employability Plan (EP) <p>The Print/Inquiry format within the Employability Plan (EP) has been modified so that it can now print all the current EP data including Training Assessment Group (TAG) information not previously included. When this function is selected, the current EP will print in its entirety including the TAG portion.</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*

HSS Referral List for Special Needs

When staff from the Special Needs Region with the local office designation of Union Square (39), which includes Substance Abuse, PRIDE, or POISED refer an applicant/participant to HS Systems (HSS) via the EP, the system will display an extended list of available referral codes. The list is as follows:

Undercare

- **138H** (Undercare Referral to HSS)
- **13HA** (FH Reevaluation Req. Refer to HSS)
- **13HB** (Refer to HSS – New/Current Condition Changed)
- **241H** (SA Clinical Assessment Outcome HSS Scheduled)

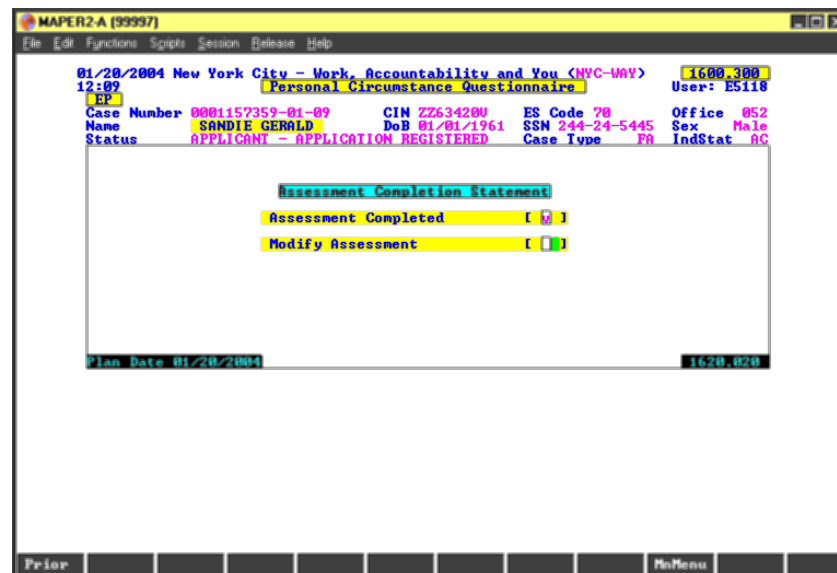
Applicant

- **938H** (Applicant HSS Appointment Scheduled)
- **240H** (SA Clinical Assessment Outcome HSS Scheduled)

New Action Code **119F**

To correctly identify when an EP has been completed, the Worker must complete all portions of the plan including the Experience/Preference questions. Once completed, the **Assessment Completion Statement** pop-up screen will appear. The Worker will have the choice of entering a **Y** in the **Assessment Completed** field or in the **Modify Assessment** field.

Assessment Completion Statement screen



If the Worker enters a **Y** in the **Assessment Completed** field, the **Creation of Actions – Comments and Confirmation** screen will appear displaying the new **119F** – Employment Plan Assessment Completed code.

Creation of Actions – Comments and Confirmation screen listing the **119F**

After the Worker presses **Enter** from the **Creation of Actions – Comments and Confirmation** screen, NYCWAY will post the **119F** on the **Activity Inquiry** screen. This completes the assessment portion of the EP.

Description changes to **119N** and **119U**

The description of Action Codes **119N** and **119U** have now changed to include the word “barrier.”

- **119N** – EP Barrier Assessment Completed – Nonexemption – posts when there are no barriers indicated on the EP.
- **119U** – EP Barrier Assessment Completed – Exemption – posts when a barrier exists that would prevent employment.

Note: If the Worker enters a **Y** in the **Modify Assessment** field (which formerly read **Leave Assessment Incomplete**), NYCWAY will automatically return to the beginning of the EP to the **Assessment – Primary Questionnaire** screen where the Worker can begin making the necessary modifications.

New DV Referral
Code **991S** Posted
in EP

The EP formerly displayed Action Code **191A** for applicants and participants for a Special Assessment referral. Now it will display Action Code **191A** for participants, and a new Action Code **991S** for applicants. The EP will prompt the Worker to make the **991S** – Applicant Referral for Special Assessment and also set up a Special Assessment applicant return appointment to the Job Center using Action Code **910V**.

910 Referral Series
Converted to
Appointments

The following codes, which were previously used for return actions with manual Future Action Dates (FADs), will now be attached to Appointment Type **AR** (Applicant Return), and slots:

- **910H** – Job Center Return Appointment – HSS Result
- **910R** – Job Center Return Appointment – Other
- **910S** – Job Center Return Appointment – SACC Results
- **910V** – Special Assessment Return Appointment to the JC

Individualized
Scheduling Change
Action Code **105T**

TAG Workers not only have the option of printing and mailing the Mandatory Training Assessment Group Appointment (**W-507**) letter to applicants/participants resulting from the posting of the **105T** – Manual Referral to Training Assessment, but they can now have Management Information Systems (MIS) print and mail the letter to the applicants/participants.

Please refer to PB #03-67-SYS for details on Individualized Scheduling.

Printing of Forms
W-116G and
EXP-75

The New York City Parks Opportunity Program (**W-116G**) and Notice of Job Interview (**EXP-75**) forms will now print together whenever a referral is made to Parks via Action Code **155G** – Referral to Parks/Grant Diversion.

Note: All individuals referred to Parks must be given both forms whenever assigned to this program.

All References to
EA/EP Now Read
Employability Plan
(EP)

All screen, text and field references in the Employability Plan referring to the EA/EP will now read EP.

Effective Immediately