



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-196-SYS

NYCWAY UPDATES

Date: November 3, 2004	Subtopic(s): NYCWAY
<p>  This procedure can now be accessed on the FIAweb. </p> <p>EP Child Care Process Changes</p> <p>Child Care screen changes</p> <p>Revised Question</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 made to NYCWAY:</p> <ul style="list-style-type: none"> • Employability Plan (EP) Child Care Process Changes • EP Assignment Process Changes • Training Assessment Group (TAG) Call-In • Blank ES Code in NYCWAY • New Action Code 15HR • Referral to Parks Opportunity Program (POP) • Deactivation of Action Code 167H <p>Currently a participant cannot be referred to the Training Assessment Group (TAG) until the child care screens are completed in the EP. The EP screens have now been reordered. The Training Assessment Questionnaire screen will appear prior to the Child(ren) Associated With Case screen. Now if a Worker enters a Y on the Training Assessment Questionnaire screen to refer the applicant/participant to TAG, NYCWAY will post either Action Code 935T (Applicant Enrolled In Vocational/Educational Training) or Action Code 13TT (Referral To Assessment Training Unit). The childcare screen will not appear. The TAG Worker will be responsible for completing the child care screens.</p> <p>On the Children Associated with Case screen the question “Are there any unknown children to WMS, and if so, is child care required?” has been revised to read “Are all children requiring care listed above?”</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*

New Children associated with Case screen

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10/26/2004 New York City - Work, Accountability and You (NYC-WAY) 1600.300
EP 09:17 Children associated with Case User: E5773
Case Number 0007427742-01-01 CIN AB12345C ES Code 20 Office 026
Name LASTNAME, FIRSTNAME DoB 10/11/1975 SSN 999-99-9999 Sex Male
Status WORK ACTIVITY - CONCURRENT WEP/JOB Case Type SNCA IndStat AC
    
```

Child's Name	Birth Date	Special Needs	Care Type
CHILDLAST, CHILDFIRST	10/08/2003	█	█

Revised child care question

Plan Date 10/26/2004 Are all children requiring Care listed above? █ 1611.010

- Enter a **Y** if all children are listed and **Transmit**. The **EP** will guide the Worker to post Action Code **119N** (EP Barrier Assessment Completed – Nonexempt). Then the **SAP Assessment** screen appears.
- Enter an **N** if all children requiring care are not listed and **Transmit**. NYCWAY accesses WMS and updates the number of children requiring care and then either the:
 - **Children Associated with Case** screen appears with the names of the added children requiring care as per the screen below, or
 - **Child Care Considerations** screen (see next page) appears because no new children were found in WMS and therefore displays the message “No new information found in WMS.”

Children associated with Case screen

```

10/26/2004 New York City - Work, Accountability and You (NYC-WAY) 1600.300
EP 17:23 Children associated with Case User: E5773
Case Number 0007427742-01-01 CIN AB12345C ES Code 20 Office 026
Name LASTNAME, FIRSTNAME DoB 10/11/1975 SSN 999-99-9999 Sex Male
Status WORK ACTIVITY - CONCURRENT WEP/JOB Case Type SNCA IndStat AC
    
```

Change to Children detected - Please update Care as required

Child's Name	Birth Date	Special Needs	Care Type
WMSLAST, WMSFIRST	08/10/2001	█	█
CHILDLAST, CHILDFIRST	10/08/2003	█	█

Message in red telling the Worker to update the Care Type for the new child(ren)

New child added

Plan Date 10/26/2004 Are all children requiring Care listed above? █ 1611.010

- If the **Children Associated with Case** screen appears, and the applicant/participant agrees that all children are now listed, complete the **Care Type** field(s) for the added child(ren), enter a **Y** in the **Are all children requiring care listed above?** field and **Transmit**.

- If no updated information is found in WMS, the **Child Care Considerations** screen appears. The **Child Care Considerations** screen will display a message “No new information found in WMS” and also asks the Worker whether or not s/he wants to set up a child care return appointment (to enable participant to obtain child care for newly added child(ren), and for Worker to update WMS).

Child Care Considerations screen

New WMS message

```

10/26/2004 New York City - Work, Accountability and You (NYC-WAY)      1600.300
EP 11:59 Child Care Considerations User: E5773
Case Number 0007427742-01-01 CIN AB12345C ES Code 20 Office 026
Name LASTNAME, FIRSTNAME DoB 10/11/1975 SSN 999-99-9999 Sex Male
Status WORK ACTIVITY - CONCURRENT WEP/JOB Case Type SNCA IndStat AC
    
```

No new information found in WMS

Please ensure that WMS is updated to contain all the children requiring childcare

Xmit here to set up a childcare return appointment ■

Press F1 to return to the childcare screen

Plan Date 10/26/2004

1609.370

- If a child care return appointment is needed, enter a **Y** in the **Xmit here to set up a child care return appointment** field. The EP will then allow the Worker to set up a child care return appointment.
- If the Worker does not want to set up a return appointment, s/he can press **F1** or the **Prior** button to return to the **Children Associated with Case** screen. Change the answer to the question “Are all children requiring care listed above?” to a **Y** to continue with the EP.

EP Assignment Process Change

Currently Workers must post the work activity assignments outside the **EP** and then return to complete the **EP**. Now the Worker can make the assignments from within the **EP** and when the **119B** (Employability Plan Completed) posts, the **EP** will print the Employability Plan automatically.

- The Worker accesses the **EP** and the first changed screen is the **Experience and Preferences** screen.

Experience and Preferences screen

```

10/22/2004 New York City - Work, Accountability and You (NYC-WAY) 1600.300
EP 14:40 Experience and Preferences User: E5773
Case Number 0007427742-01-01 CIN AB12345C ES Code 20 Office 026
Name LASTNAME, FIRSTNAME DoB 10/11/1975 SSN 999-99-9999 Sex Male
Status Await. Sched. - REASSESSMENT Case Type SNCA IndStat AC

Maintenance Exp Prf Human Services Exp Prf Office & Other Exp Prf
Janitorial █ █ Child Care █ █ Clerical █ █
Mechanic █ █ Health Care █ █ Computer Technology █ █
Food Service █ █ School Aide █ █ Data Entry █ █
Domestic █ █ Hospital Work █ █ Receptionist █ █
Building Maintenance █ █ Home Care █ █ Word Processing █ █
Security █ █ Liverv/Taxi █ █ Messenger █ █
Housekeeping █ █ Beauty/Culture █ █ Sales █ █
Construction █ █
House Painting █ █

Maintenance - Enter 'Y' if Applicant has Experience
Plan Date 10/19/2004 Exp = Experience & Prf = Preferences 1621.020
    
```

Cursor positioned here

Help message that appears is based on position of the cursor

New legend

- The Worker must ask the applicant/participant about his/her experience and preferences, and enter a **Y** in all the **Exp** or **Prf** boxes that apply.
- For help in completing each field, position the cursor in any field and press **F8** or **Help**. An appropriate information message appears at the bottom of the screen depending on the field.
- Transmit and NYCWAY will post Action Code **119F** (EP Assessment Completed) and the **Work Activity Schedule** screen will appear.

Work Activity Schedule screen (changed)

```

10/25/2004 New York City - Work, Accountability and You (NYC-WAY) 1600.300
EP 13:52 Work Activity Schedule(s) User: E5773
Case Number 0007427742-01-01 CIN AB12345C ES Code 20 Office 026
Name LASTNAME, FIRSTNAME DoB 10/11/1975 SSN 999-99-9999 Sex Male
Status Await. Sched. - REASSESSMENT Case Type SNCA IndStat AC

Work Special Programs Treatment
WEP █ █ Pride (Vesid) █ █ Alcohol Outpatient █ █
Special WEP █ █ Project Cooperation █ █ Drug Free Ambulatory █ █
ESP █ █ Advent █ █ Homeless Services █ █
ESP (Special Pop) █ █ Poised █ █ Alcohol Inpatient █ █
Training █ █ Lives █ █ Methadone █ █
Job Search █ █ Refugees █ █ MICA █ █
Wage Subsidy █ █ SAP █ █ Residential █ █
Grant Diversion/Parks █ █
Begin █ █

Enter Y to select assignments.
Existing open Assignments are shown with an *
Required TAG based Assignments are shown with a T
Create Assignments/Continue █ █

Plan Date 10/19/2004 1626.300
    
```

Create Assignments

From the **Work Activity Schedule** screen:

- The Worker can select assignment types by entering a **Y** in the desired fields and transmitting from the **Create Assignments** field.

Preferences were not met

Reason appears here once selected

Drop-down list of reasons to select

```

10/22/2004 New York City - Work, Accountability and You (NYC-WAY)      1600.300
EP 14:44      Assessment/Plan - Certification      User: E5773
Case Number 0007427742-01-01      CIN AB12345C      ES Code 20      Office 026
Name      LASTNAME, FIRSTNAME      DoB 10/11/1975      SSN 999-99-9999      Sex      Male
Status      Await. Sched. - REASSESSMENT      Case Type      SNCA      IndStat      AC

```

Were the preferences of the client met? █
 (If not, indicate reason. Press Help for list of reasons)

██

Date of Participants Signature █████/██/████

Date of FIA Worker/Authorized Worker's Signature █████/██/████

Make a Selection

P1 20

Already completed 12 months education or training

Does not meet requirements of requested program

Seeking to enroll into a disapproved program

The Type of Assignment requested is unavailable

Other

Quit

- Double-click on the reason to select it and the reason will appear in the corresponding field on the screen.
- Transmit and the **Creation of Actions – Comments and Confirmation** screen will appear prompting the Worker to post Action Code **119B** to indicate that the **EP** has been completed.

Creation of Actions – Comments and Confirmation screen

```

10/25/2004 New York City - Work, Accountability and You (NYC-WAY)      1600.300
EP 14:14      Creation of Actions - Comments and Confirmation      User: E5773
Case Number 0007427742-01-01      CIN AB12345C      ES Code 20      Office 026
Name      LASTNAME, FIRSTNAME      DoB 10/11/1975      SSN 999-99-9999      Sex      Male
Status      WORK ACTIVITY - CONCURRENT WEP/JOB      Case Type      SNCA      IndStat      AC

```

System will post Action Code:

119B EMPLOYABILITY PLAN COMPLETED

Enter 'Y' to accept the Action(s) or 'N' to Denv █

Action Comments
 ██

Additional Comments? █

Plan Date 10/19/2004 1638.070

- Enter a **Y** to accept the action and **Transmit**. The **Activity Inquiry** screen will appear showing that the **119B** posted, and the EP will print automatically.

TAG Call-In

Participants in vocational training (Action Code **135K** – Vocational Training Approved) with TAG history will now be called in directly to TAG rather than the Job Center for reenrollment or assignment. NYCWAY will post Action Code **13TB** (TAG Call-In Pool for Assessment) and place the participant on the **TAGAC** Worklist and Action Code **13TL** (TAG Reassessment Appointment) will then post to schedule an appointment to TAG.

Blank ES Code in NYCWAY

(Refer to PB #04-170-SYS)

This is an additional update to the Employability Status (ES) code information that was outlined in PB #04-170-SYS (NYCWAY Updates – New and Deactivated Action Codes and ES Code Changes). The process outlined in PB #04-170-SYS indicated that whenever NYCWAY gets one of the listed ES codes from WMS, the system will reject the change in the ES code and send the current NYCWAY ES code to update WMS. Effectively immediately, if there is no previous ES code in NYCWAY, (i.e., the ES code is blank), then NYCWAY will post Action Code **117H** (Change to ES **20**) to change the participant's ES code to **20** (Mandatory Employable) in NYCWAY. ES code **20** will also be sent back to WMS.

New Action Code **15HR**

Action Code **15HR** (Parks Hire Reinstatement) was developed to identify Parks participants who were inadvertently closed out of the Parks Program. The **15HR** can only be posted by authorized users. Once posted, NYCWAY will automatically post code **155M** to reinstate the person into the Parks program.

Referral to POP Program

Effective 9/20/04, Safety Net single participants cannot be referred to the Parks Opportunity Program (POP). If a referral is attempted, NYCWAY will generate an error message that the action code is not allowed.

Deactivation of Action Code **167H**

Action Code **167H** (Employed/No Budgeting Pending Fair Hearing) has been deactivated. It has been replaced by Action Codes **710** (Fair Hearing Requested/Aid To Continue) and **710S** (Fair Hearing Requested/Manual ATC Posting).

Effective Immediately