



FAMILY INDEPENDENCE ADMINISTRATION

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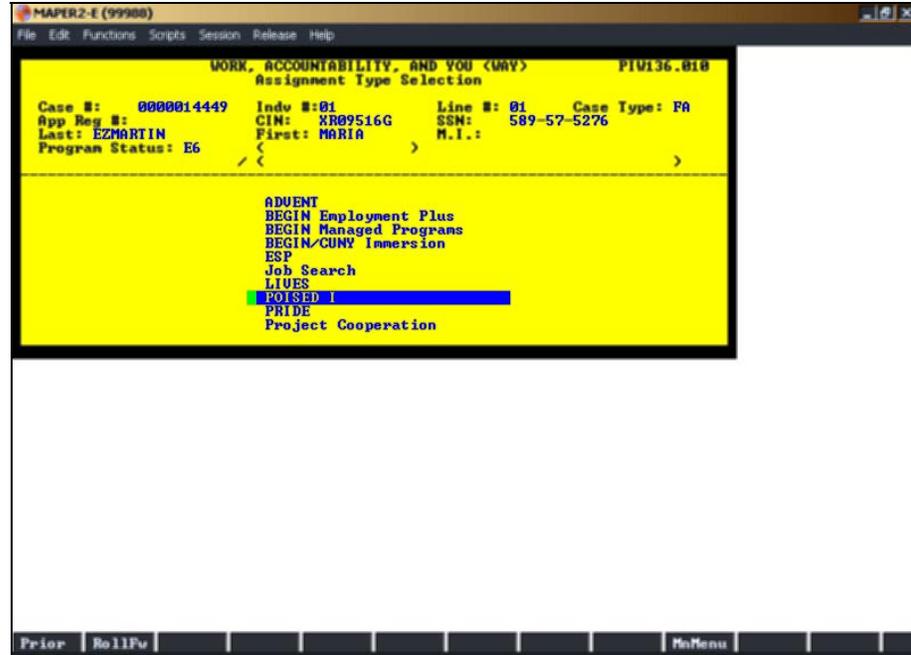
POLICY BULLETIN #04-62-SYS

NYCWAY UPDATE: ASSIGNMENTS TO SA AND POISED

<p>Date: April 1, 2004</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>SASC and Riverview Workers</p>	<p>The purpose of this policy bulletin is to inform staff that female participants can now be simultaneously enrolled in a Substance Abuse (SA) program and in a Perfect Opportunity for Individual Skills and Educational Development (POISED) program.</p> <p>Participants who are enrolled in a nonintensive SA treatment program will be assessed to determine enrollment in the POISED program. Assessment may be done by the designated Worker at the:</p> <ul style="list-style-type: none"> • Riverview Job Center; • Substance Abuse Service Center (SASC); • Comprehensive Service Model (CSM) vendor; or • Enhanced Service Model (ESM) vendor. <p>NYCWAY will allow SASC and Riverview staff to make POISED assignments when the participant is currently enrolled in a nonintensive SA program. The Web version of NYCWAY will allow CSM and ESM vendors to make POISED assignments. Once the POISED referral is made, NYCWAY will allot 28 hours biweekly for participation in the POISED program.</p> <p>To make a POISED assignment, the designated Worker must complete the following:</p> <ol style="list-style-type: none"> 1. Enter the Case Number in the Case #/APP Reg# field on the NYCWAY Master Menu. 2. Position the cursor at the Inquiry on Activity field, press Enter and the Activity Inquiry screen will appear. 3. Click on Assign and the Assignment Type Selection screen will appear.

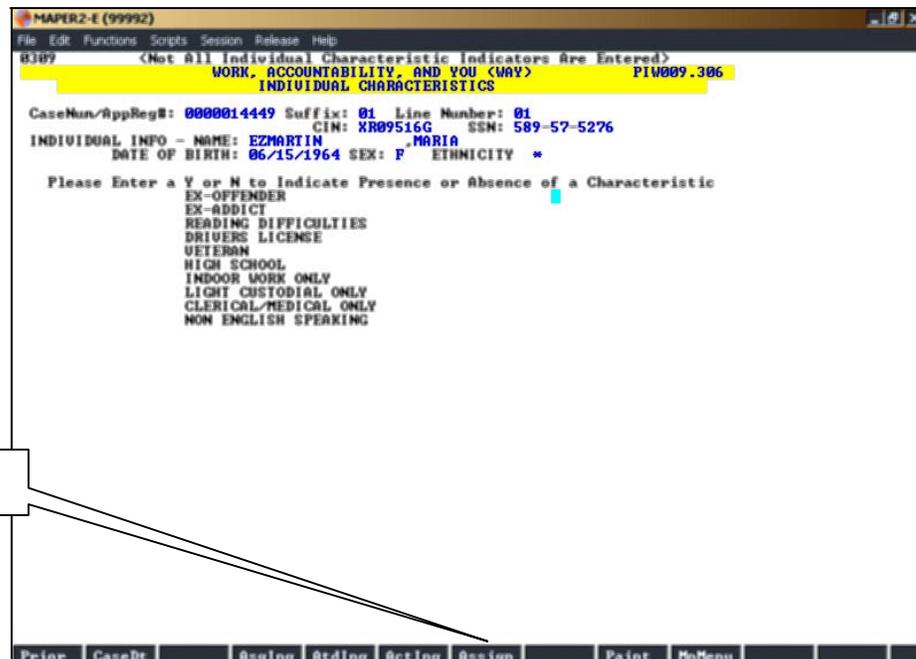
HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Assignment Type Selection screen



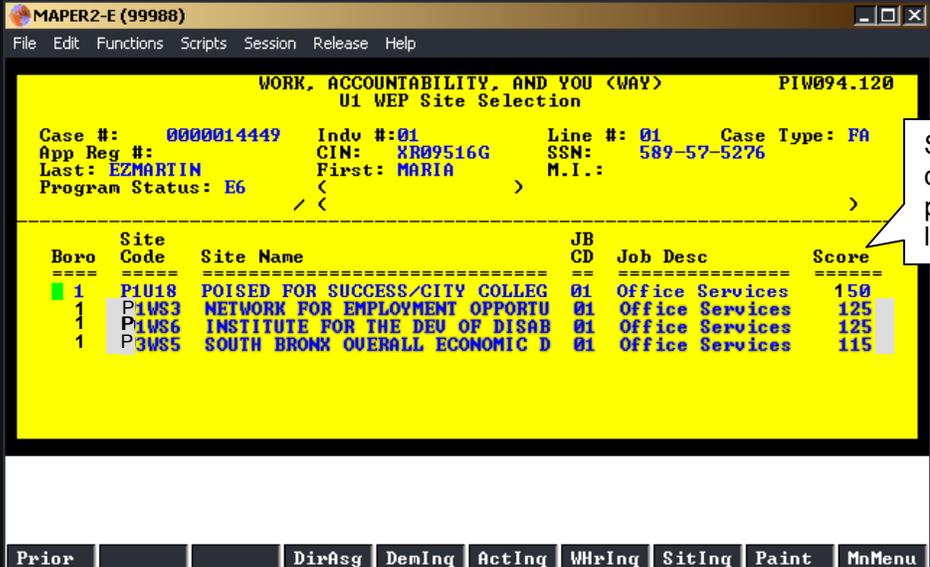
4. Position the cursor at **POISED I** and press **Enter**, and either the **Individual Characteristics** screen shown below will appear (if not already completed from previous assignment) or the **WEP Site Selection** screen on the next page will appear.
 - If the **Individual Characteristics** screen appears, complete the screen by entering **Y** or **N** for each question, press **Assign**, and the **WEP Site Selection** screen will appear.

Individual Characteristics screen



Press **Assign**

WEP Site Selection screen



MAPER2-E (99988)

File Edit Functions Scripts Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WAY) PIV094.120
U1 WEP Site Selection

Case #: 0000014449 Indv #: 01 Line #: 01 Case Type: FA
App Reg #: CIN: XR09516G SSN: 589-57-5276
Last: EZMARTIN First: MARIA M.I.:
Program Status: E6

Boro	Site Code	Site Name	JB CD	Job Desc	Score
1	P1U18	POISED FOR SUCCESS/CITY COLLEG	01	Office Services	150
1	P1WS3	NETWORK FOR EMPLOYMENT OPPORTU	01	Office Services	125
1	P1WS6	INSTITUTE FOR THE DEV OF DISAB	01	Office Services	125
1	P3USS	SOUTH BRONX OVERALL ECONOMIC D	01	Office Services	115

Prior DirAsg DemInq ActInq WPrInq SitInq Paint MnMenu

Score determines priority level.

5. Position the cursor at the desired site and press **Enter**.

- If the site selected is a high- or medium-priority site (a high score reflects a high-priority site, which is a site most convenient for the participant), Action Code **120A** – Assigned to WEP Site will post and the **POISED Assignment Detail** screen will appear.
- If the site selected was low-priority (a low score reflects a low-priority site, which is a site least convenient for the participant), NYCWAY will display the message on the next page.

Note: The POISED sites are: City College in Manhattan (**P1U18**), Medgar Evers College in Brooklyn (**P2U20**), and Bronx Community College (**P3U19**).

NYCWAY Low-Priority
Site message



6. Contact the Supervisor to get his/her authorization to make the assignment.
 - Press **F5** to confirm the site selection; Action Code **120A** – Assigned to WEP Site will post and the **Activity Inquiry** screen will appear, or
 - If the Supervisor wants to review the sites, press **SitSel** to return to the previous screen.
 - Select a site, press **Enter** and if it is a high- or medium-priority site, Action Code **120A** – Assigned to WEP Site will post and the **POISED Assignment Detail** screen will appear. If it is a low-priority site, start the site selection process over beginning with the first bullet above.

POISED Assignment Detail screen

MAPER2-E (99992)

File Edit Functions Scripts Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW100.125
POISED Assignment Detail

Case #: 0000014449 Indu #: 01 Line #: 01 Case Type: FA
App Reg #: CIN: XR09516G SSN: 589-57-5276
Last: EZMARTIN First: MARIA M.I.:
Program Status: E6

Job Desc: POISED Start Date: 03/29/04
Site Name: N21E6 ST. NICHOLAS NEIGHBORHOOD PRES. CORP
Address: 545 BROADWAY BROOKLYN, NY 11206-
Travel Dir: BMT J OR M TRAIN TO LORIMER STREET OR G TRAIN TO BROADWAY,
SUBWAY IS AROUND THE CORNER FROM THE BUILDING.
BUS LINES: 40,46,47,48,60,62
Limitations:

Comment: []
Additional Comments? (Y/N) [N] Car Fare Zones: [1]
Basis For Hours: [S] Hours To Work: [28] Transmit: []

SitSel | List | DenInq | ActInq | VHRInq | Help | Paint | MnMenu

- Once a site is selected, the **POISED Assignment Detail** screen appears. Review the **Assignment Detail** screen for accuracy and **Transmit**. The **Form Review** screen will appear next.

Form Review screen

MAPER2-A (99995)

File Edit Functions Scripts Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW002.110
AUTOMATIC LETTER/FORM GENERATION PHASE
FORM REVIEW

The list below shows the form(s) that will be generated by the selected action. All of the forms which will be produced are marked with an asterisk *. If you do not wish to generate a form place a space in the field instead of the asterisk (*).

Additionally, the number of copies to be printed is displayed. If you wish to change the number enter the NEW NUMBER in the space provided.

FORM	REU		NUMBER
[*] W500G1	005	WEP ASSIGNMENT INFORMATION SUMMARY	[] 1
[*] W500G2	002	WEP PARTICIPANT TASKS BY ASSIGNMENT CLUSTER	[] 1
[*] W500G3	003	ASSIGNMENT INFORMATION SUMMARY	[] 1
[] W500G1S	004	WEP ASSIGNMENT INFORMATION SUMMARY <SPANISH>	[] 1
[] W500G2S	002	WEP PARTICIPANT TASKS BY ASSIGNMENT CLUSTER 	[] 1

NoChg | Cancel | Paint

8. The Assignment Information Summary (**W-500G**) form must be printed out in NYCWAY and given to the participant. This form is divided into three (3) separate parts; as a result the Worker must select **W-500G1**, **W-500G2** and **W-500G3** to print the form in entirety. This form is also available in Spanish.
9. Once the POISED assignment has been made, the Worker must complete the EP that was initiated for the SA referral.

Note: If a POISED Worker is concerned about the participant exhibiting signs of SA, s/he must contact the SASC, CSM or ESM Worker to discuss the concerns.

Effective Immediately