



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-65-SYS

(This Policy Bulletin replaces PB #04-62-SYS)

NYCWAY UPDATE: ASSIGNMENTS TO SA AND POISED

Date: April 15, 2004	Subtopic(s): NYCWAY
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>Revised information</p>	<p>Revisions to Original Policy Bulletin:</p> <p>This policy bulletin is being revised to correct the allotted hours of POISED participation from 28 hours biweekly to 28 hours <u>weekly</u>.</p> <p>PURPOSE:</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 <u>28 hours weekly</u> for participation in the POISED program.</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*

SASC and Riverview
Workers

To make a POISED assignment, the designated Worker must complete the following:

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.

Assignment Type
Selection screen

PMAPR24 (V9999)

WORK, ACCOUNTABILITY, AND YOU (WAY) FIN135,818

Assignment Type Selection

Case #: 0000014447	Indu #: RI	Line #: 01	Case Type: P6
App Reg #: 0000014447	CIN: K809514G	SSN: 583-57-5276	
Last: EDWERTIM	First: PMSIE	M.I.:	
Program Status: 06			

ADJMENT
 BGCIM Employment Plus
 BGCIM Managed Programs
 BGCIM/CUMI Immersion
 JEP
 Job Search
 LIVES
POISED I
 PRISE
 Project Cooperation

Prize No IIPu McMiss

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

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@MAPER2-E (99902)
File Edit Functions Scripts Session Release Help
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(Net 41) Individual Characteristics Indicators Are Entered:
WORK, ACCOUNTABILITY, AND YOU (WAY)          PIV897.306
INDIVIDUAL CHARACTERISTIC

CaseNum/AppReg#: 0000014449  Suffix: 01  Line Number: 01
INDIVIDUAL INFO - NAME: EZMARTIN      CIN: XRB9516G  SSN: 589-57-5276
DATE OF BIRTH: 06/15/1964  SEX: F  ETHNICITY *

Please Enter a Y or N to Indicate Presence or Absence of a Characteristic:
EX-OFFENDER
READING DIFFICULTIES
DRIVING LICENSE
WITNESS
HIGH SCHOOL
INDOOR WORK ONLY
LIGHT INDUSTRIAL ONLY
CLERICAL/MEDICAL ONLY
NON ENGLISH SPEAKING
    
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Prior CaseSt ActInq StInq ActInq Assign Print MMenu

Press Assign

WEP Site Selection screen

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@MAPER2-E (99900)
File Edit Functions Scripts Session Release Help
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WORK, ACCOUNTABILITY, AND YOU (WAY)          PIV894.120
W1 WEP Site Selection

Case #: 0000014449  Indv #:01  Line #: 01  Case Type: PA
App Reg #:          CIN: XRB9516G  SSN: 589-57-5276
Last: EZMARTIN     First: MARIA    M.I.:
Program Status: EG  ( < > )

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Boro  Site Code  Site Name                                JB  Job Desc  Score
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1     P1U18  POISED FOR SUCCESS/CITY COLLEG  01  Office Services  150
1     P1V53  NETWORK FOR EMPLOYMENT OPPORTU  01  Office Services  125
1     P1V56  INSTITUTE FOR THE DEU OF DISAB  01  Office Services  125
1     P1V55  SOUTH BRONX OVERALL, ECONOMIC D  01  Office Services  115
    
```

Prior DirAct Dealng ActInq WtInq StInq Print MMenu

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

MANAGER (NYCWAY) [F5] [X]

FILE EDIT FUNCTIONS SIGN ON LOGOUT RELEASE HELP

WORK, ACCOUNTABILITY, AND YOU (WAY) P10094.128
WEP Site Selection

Case #: 0000014449	Index #: 01	Line #: 01	Case Type: PS
App Ref #: 0000014449	CIM: XBP5160	ESN: 589-57-5276	
Last: EDWORTH	First: MARI	M.I.:	
Program Status: 06			

This is a Low Priority Site That Requires a Supervisor's Approval.
Press F5 To Confirm Selection.()

SitSel | Select | Return

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

MAPER2-1 (00002)

File Edit Functions Screen Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WYU) F10100.125
POISED Assignment Detail

Case #: 0000014449 Invt # : 01 Line #: 01 Case Type: PR
 App Reg #: CIM: 0000516G EDW: 589-57-5276
 Last: EDMARTIN First: MARIS M.I.:
 Program Status: ES

Job Desc: POISED Start Date: 03/29/04
 Site Name: QUEEN 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: 40,46,47,49,58,62

Limitations:
 Comment: []
 Additional Comments: (F/N) [] [] Car Fare Zone: [] []
 Basis For Hours: [] [] Hours To Work: [] [] Transmitt: []

SiteSel List Doing Acting Miring Help Print Refresh

- 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 (00000)

File Edit Functions Screen Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WYU) F10002.110
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	REV	NUMBER
[*] V5-0001	000	VEP ASSIGNMENT INFORMATION SUMMARY
[*] V5-0002	000	VEP PARTICIPANT TACKS BY ASSIGNMENT CLUSTER
[*] V5-0003	001	ASSIGNMENT INFORMATION SUMMARY
[] V5-0004	004	VEP ASSIGNMENT INFORMATION SUMMARY (SPANISH)
[] V5-0005	000	VEP PARTICIPANT TACKS BY ASSIGNMENT CLUSTER (SPAN)

NoChg Cancel Print

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