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POLICY BULLETIN #05-45-SYS

NYCWAY UPDATES – EP REFERRALS AND ACTION CODE CHANGES

Date: March 01, 2005	Subtopic(s): NYCWAY
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>Additional Referrals/Assignments Made through the EP</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"> • Additional Referrals/Assignments Made through the Employability Plan (EP) • Brad H. Update for Brad H. Liaisons only • EP Posts Action Code 242C (SA program/clinical assessment needed) • EP Enhancement for Child Care • Deactivation of Action Code 10SA (Online Substance Abuse Referral to PRIDE) <p>Workers previously made Parks Referrals by entering Action Code 155G (Referral to Parks/Grant Diversion) in the Enter an Action field on the NYCWAY Master Menu. Effective with this release, Workers must make Parks referrals via the EP. The EP will display the message "Grant-D Eligible" for all participants found eligible for a Parks assignment. The Worker must:</p> <ul style="list-style-type: none"> • Enter a Y in the Grant Diversion/Parks field on the EP Work Activity Schedule screen. Transmit and the system will prompt the Worker to accept the action by entering a Y to post Action Code 155G (Referral to Parks/Grant Diversion). • Transmit and the system will then guide the Worker through a series of screens to make the Parks referral and post the 155G. The EP will generate a 119B (EP Completed) after the referral has been accepted.

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*

Work Activity Schedule
screenGrant-D Eligible
message.Refugees – see
below for
instructions.

02/14/2005 New York City - Work, Accountability and You (NYC-WAY) 1600:300
 EP 12:54 Work Activity Schedule(s) User: MIKEI
 Case Number [] CIN [] ES Code 20 Office 646
 Name [] DoB [] SSN [] Sex Male
 Status [] #1 Employable Case Type SNMC IndStat AC

Grant-D Eligible

Work	Special Programs	Treatment
<input type="checkbox"/> WEP	<input type="checkbox"/> Pride (Vesid)	<input type="checkbox"/> Alcohol Outpatient
<input type="checkbox"/> Special WEP	<input type="checkbox"/> Advent	<input type="checkbox"/> Drug Free Ambulatory
<input type="checkbox"/> ESP	<input type="checkbox"/> Poised	<input type="checkbox"/> Homeless Services
<input type="checkbox"/> ESP (Special Pop)	<input type="checkbox"/> Lives	<input type="checkbox"/> Alcohol Inpatient
<input type="checkbox"/> Training	<input type="checkbox"/> Refugees	<input type="checkbox"/> Methadone
<input type="checkbox"/> Y	<input type="checkbox"/> SAP	<input type="checkbox"/> RICA
		<input type="checkbox"/> Residential

Enter Y to select assignments
 Existing open Assignments are shown with an *
 Required Task based Assignments are shown with a Y
 Create Assignments/Continue

Plan Date 02/14/2005

Acting Help Printing Refresh

Similarly, Refugee referrals can now be made through the EP rather than outside the EP for eligible participants. The Worker must:

- Enter a **Y** in the **Refugees** field on the **EP Work Activity Schedule** screen (see above). Transmit and the system will prompt the Worker to accept the action by entering a **Y** to post Action Code **152R** (Assigned to Refugee Vendor).
 - Transmit and the system will then guide the Worker through a series of screens to make the Parks referral and post the **152R**. The EP will generate a **119B** (EP Completed) after the referral has been accepted.

Brad H. Update
 For Brad H. Liaisons
 only

Previously, HS Systems (HSS) referrals for Brad H. applicants/participants were made outside the EP. Effective immediately Brad H. Liaisons must make HSS referrals for Brad H. applicants/participants via the EP.

To accomplish this, the system will identify a Brad H. case if one of the following criteria are known to NYCWAY:

- Center designation is 68;
- Caseload designation is Brad H.; or
- Action Code **199H** (Client Identified as Brad H.).

When any of these criteria are met and the Brad H. Liaison initiates an EP, NYCWAY will post a **Y** in the **Medical/Mental Health Issue** field on the **Primary Questionnaire** screen.

Refer to PD #04-04-ELI for details on Brad H.

The screenshot shows a software window titled 'MAPR24 (9907)'. It contains a form with several input fields. Two callout boxes are present: one on the left pointing to a field with a 'Y' and the text 'A Y appears here for all Brad H. applicant/participant.', and one on the right pointing to the 'Alcohol/Drug Issues?' field with the text 'Enter a Y in the Alcohol/Drug Issues? field if a Brad H. applicant/participant also needs to be referred to CASAC.' The form also includes fields for 'Medical/Mental Health Issues?' and 'Alcohol/Drug Issues?'. At the bottom of the window, there is a menu bar with options like 'File', 'Action', 'C-Data', 'Help', 'Printing', and 'Refresh'.

A Y appears here for all Brad H. applicant/participant.

Enter a Y in the Alcohol/Drug Issues? field if a Brad H. applicant/participant also needs to be referred to CASAC.

The Brad H. Liaison must:

HSS referral only

HSS and CASAC referral

- Determine whether or not a Credentialed Alcohol and Substance Abuse Counselor (CASAC) referral is required. If a CASAC referral is required, enter a Y in the **Alcohol/Drug Issues?** field. If a CASAC referral is not required, only the **Medical/Mental Health Issues** field should have a Y. All other fields should have an N. Transmit to continue.
- The system will prompt the Brad H. Liaison to accept the action by entering a Y to post Action Code **938W** (Brad H. Applicant Referral to HSS) or a **138W** (Brad H. Undercare Referral to HSS).
 - Transmit and the system will then guide the Brad H. Liaison through the normal series of screens to make the HSS referral and post the **938W/138W**: or
- The system will prompt the Brad H. Liaison to accept the HSS referral by first entering a Y to post Action Code **938W** (Brad H. Applicant Referral to HSS) or a **138W** (Brad H. Undercare Referral to HSS). After the **938W/138W** has been posted, the system will prompt the Brad H. Liaison to accept the CASAC referral by entering a Y to post Action Code **915S** (Brad H. Referral to CASAC at HSS Location), which will post with a Future Action Date equal to the appointment date of the **938W/138W**.
 - Transmit and the system will then guide the Brad H. Liaison through the necessary steps to first make the HSS referral and post the **938W/138W** followed by the necessary steps to make the CASAC referral and post the **915S**.

EP Posts Action
Code **242C**

There are instances where an individual from a Residential Treatment Program needs to apply for public assistance. In these instances the treatment program will contact Job Center 52 to schedule an Initial (I) interview. Center 52 staff will post action code **222C** (I interview scheduled) to indicate that an interview is scheduled. When the individual reports to Center 52 for the interview a staff member enters Action Code **222K** (Client Kept "I" Interview Appointment) in NYCWAY and initiates the EP. Since a CASAC referral is required for these individuals, NYCWAY will now allow the Worker to make the CASAC referral via the EP, and the system will post Action Code **242C** (SA program/ clinical assessment needed).

EP Enhancement for
Child Care

The EP will now retrieve the names of all children in AP (Applying), SI (Single Issue) or AC (Active) Status for Food Stamps (FS) and list them on the **Children Associated With Case** screen. This is done to ensure that all children in the household requiring child care are accounted for. Staff must ensure that all child care barriers are addressed prior to making an assignment.

Deactivation of
Action Code **10SA**

- Action Code **10SA** (Online Letter Appointment to PRIDE) has been deactivated because participants are no longer being referred to Personal Roads for Individual Development and Employment (PRIDE).

Effective Immediately