



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-49-SYS

NYCWAY UPDATES

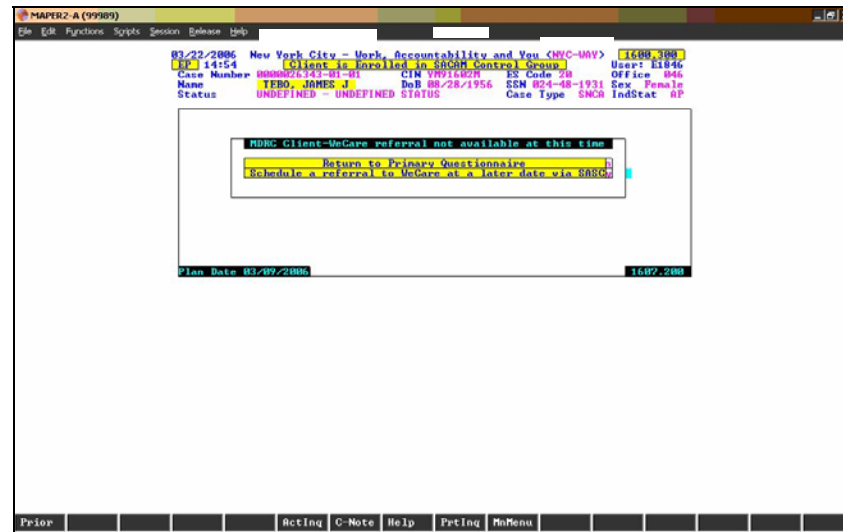
<p>Date: April 4, 2006</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Processing WeCARE Referrals for Applicants/ Participants in the MDRC SACM Study</p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users and to update current policy. This policy bulletin is to inform staff of the following updates made to NYCWAY:</p> <ul style="list-style-type: none"> • Processing Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) Referrals for Applicants/Participants in the Manpower Development Research Corporation (MDRC) Substance Abuse Center Model (SACM) Study • Applicant Exemption Codes • Participant Exemption Codes – Needed at Home • New Child Care Return Appointment Codes for WeCARE • Date Range Change for Employment Appointment Codes • New Action Code 187R (Return Appointment – Needed at Home) • Failure to Cooperate (FTC) with Social Security Administration (SSA) Process <p>The MDRC SACM has selected individuals to be part of a control group that will be studied for 24 months. The study includes applicants who as Bronx residents were referred to a Substance Abuse Service Center (SASC) for a substance abuse assessment during the period July 2003 through July 2005. One of the components of this study is that selected individuals cannot be referred to WeCARE if they claim a medical barrier to employment. Workers will not be able to identify an applicant/participant as MDRC, only NYCWAY can determine that.</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*

When a Worker attempts to make a WeCARE referral through the Employability Plan (EP) for an MDRC applicant/participant who indicates during an interview that a medical condition would prevent employability, the applicant/participant will not be scheduled for an initial WeCARE appointment. Instead a referral to the SASC will be generated.

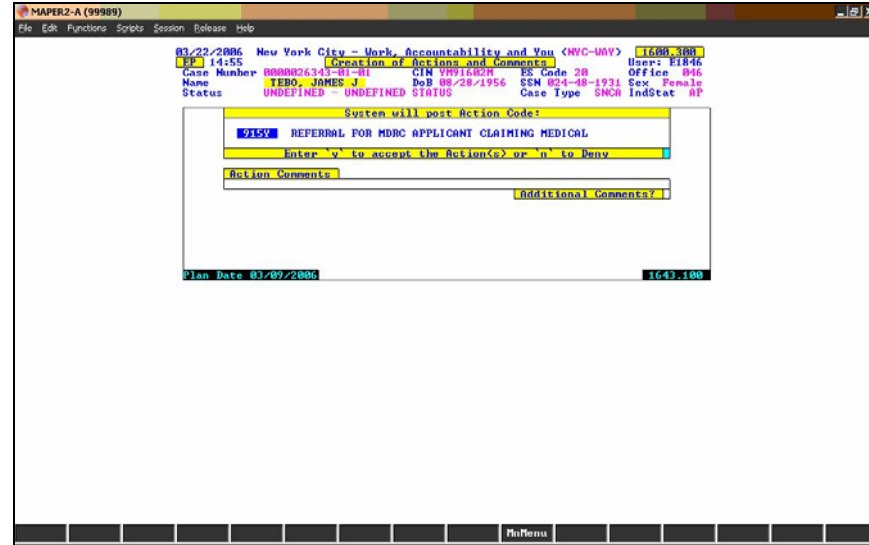
- The system will display the message “MDRC client – WeCARE referral not available at this time.”

MDRC message



- The Worker must enter a **Y** next to one of the two options offered: **Return to the Primary Questionnaire** (if no further action is required) or **Schedule a referral to WeCARE at a later date via SASC** (if further medical action is needed).
- If the second option is selected, the system will offer to post Action Code **915Y** (Referral for MDRC Applicant Claiming Medical) or **193Y** (Referral for MDRC Clients Claiming Medical) to initiate a call-in appointment to 109 E 16th Street, New York, New York.

Example of screen displaying the **915Y**



915Y is an online appointment to SASC

193Y leads to a batched appointment (**214Y**) to SASC

New WeCARE referral action codes

- The **915Y** is for applicant cases. The Worker must print the Referral for Assessment at the Substance Abuse Service Center (SASC) (**W-456AA**) that is associated with Action Code **915Y** and give it to the applicant, per current procedure. The Worker must also inform the applicant that s/he must keep the **915Y** appointment at 109 E 16th Street, New York, New York, and that the medical referral issue will be discussed there.
 - The **193Y** is posted via the EP if a participant requires a medical assessment. The Worker must inform the participant that s/he will get an appointment to 109 E 16th Street, New York, New York, via the mail. Action Code **214Y** (MDRC Batch Appointment to SASC) will autopost, giving the participant a batched appointment at a SASC.
- Once the applicant/participant appears for the **915Y** or **214Y** appointment, the SASC Worker determines if a referral to WeCARE is required.
 - If a referral to WeCARE is required, the SASC Worker will review the case situation with designated supervisory staff. Upon review and approval by the supervisory staff, a designated SASC Worker will then make the WeCARE referral by manually posting the new WeCARE referral code **96WY** (MDRC Online Referral to WECARE) for applicants or **16WY** (MDRC Online Referral to WECARE) for participants.

Note: If an applicant/participant is referred to WeCARE via the **96WY/16WY**, s/he will no longer be in the MDRC group and must comply with the WeCARE referral, as per current procedure.

- If a referral to WeCARE for a biopsychosocial evaluation is not required and a referral to a medical practitioner is more appropriate, the SASC Worker will provide the applicant/participant with a list of medical practitioners and enter Action Code **215** (SACC: No Further Action Needed by Intake at This Time) to complete the referral.

If no action is taken on the **915Y/214Y** appointment within 30 days of the appointment date or if the applicant/participant does not report to SASC within 30 days of the **915Y/214Y** appointment, the system will autopost Action Code **215**. No adverse action is taken on this case.

Applicant Exemption Codes

Effective immediately, all **905**-series applicant exemption codes (except **905B** [Applicant DASIS Case]) are restricted to the EP. No EP bypass is permitted.

All **905**-series Applicant Exemption codes will complete the Employability Plan, at which time the system will post Action Code **119U** (EP Barrier Assessment Completed – Exempt).

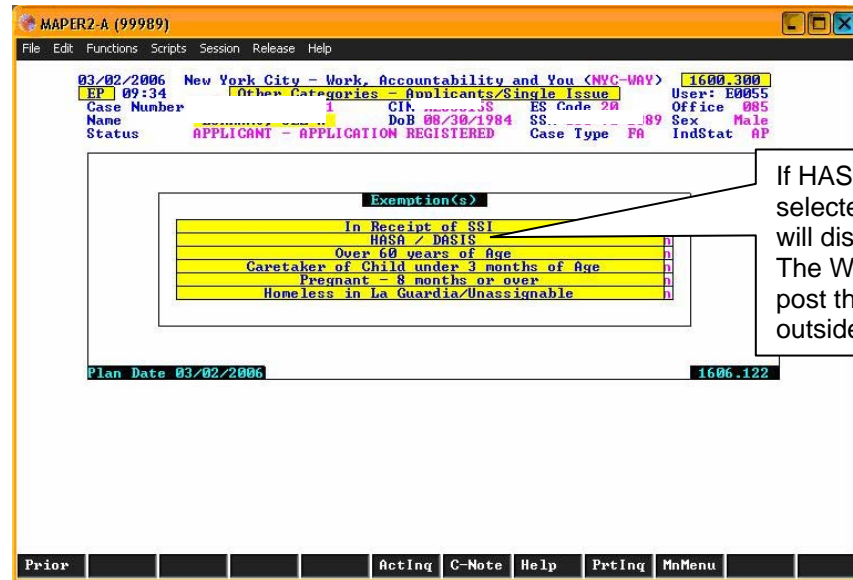
Posting applicant Needed at Home exemption codes

Action Codes **905H** (Needed at Home) and **905I** (Foster Parent) are accessed by entering a **Y** at the **Needed at Home Claimed?** option on the **Primary Questionnaire** screen (current process).

Posting applicant Other Personal Issues exemption codes

When a **Y** is entered for **Other Personal Issues?** on the **Primary Questionnaire** screen, the following screen listing the exemption categories appears.

New screen – Other Categories Applicant/Single Issue



- Once a Y is entered and transmitted from any one of the six categories listed below, the corresponding action codes that are now restricted to the EP will be made available to post:

Category	Code	Description
In Receipt of SSI	905A	Receiving SSI
Over 60 Years of Age	905C	Over 60 Years
Caretaker of Child Under 3 Months of Age	905F	Applicant with Child Under 3 Months
	905K	Applicant Caretaker of Child <3 Months Not on PA Case
Pregnant – 8 Months or Over	905J	Pregnant 8+ Months
Homeless in LaGuardia/Unassignable	905L	Homeless/LaGuardia

Note: If the **HASA/DASIS** option listed on the screen above is selected, the system will display the **905B** but will not post it. The Worker must post the **905B** outside the EP.

Participant Exemption Codes – Needed at Home

The following participant exemption codes must now only be posted via the EP for participants that are needed at home, by entering a Y in the **Needed at Home Claimed?** field on the **Primary Questionnaire** screen, transmitting and then selecting the appropriate action code from the list.

- 174V** Verified Foster Parent
- 183B** Foster Parent of Child with Special Needs
- 187V** Determined Exempt – Caretaker for Household Member

New Child Care
Return Appointment
Codes for WeCARE

The following new child care return appointment codes are now available for use by WeCARE vendors. The old codes will remain open until a new child care appointment or return child care appointment is scheduled.

- **16MD** (WC Child Care Return Appt – Documentation Needed) replaces **133D** (Child Care Return Appt – Documentation Needed)
- **16MS** (WC Child Care Return Appointment – Provider Needed) replaces **133S** (Child Care Return Appointment – Provider Needed)
- **96MD** (WC Child Care Return Appt – Documentation Needed) replaces **933D** (Child Care Return Appt – Documentation Needed)
- **96MS** (WC Child Care Return Appointment – Provider Needed) replaces **933S** (Child Care Return Appointment – Provider Needed)

Date Range Change
for Employment
Appointment Codes

The end of the date range for online employment appointment codes with Appointment Types **B8** (Return Appointment) and **F1** (Employment Appointment) will now be seven calendar days.

New Action Code
187R

New Action Code **187R** (Return Appointment – Needed At Home) will now be offered through the EP to replace the **109Z** (Manual Return with Documentation) when scheduling a return appointment during the needed-at-home process for participants. The **109Z** has been deactivated.

FTC with SSA
Process

Applicants/participants who FTC during the SSA process (**303B** – LSDX: FTC with SSA Process) will be called in to the Job Center via the batch process using Action Code **109J** (Call-In Letter – Temporary Unemployable Notice) for an employability assessment.

Effective Immediately