



# FAMILY INDEPENDENCE ADMINISTRATION

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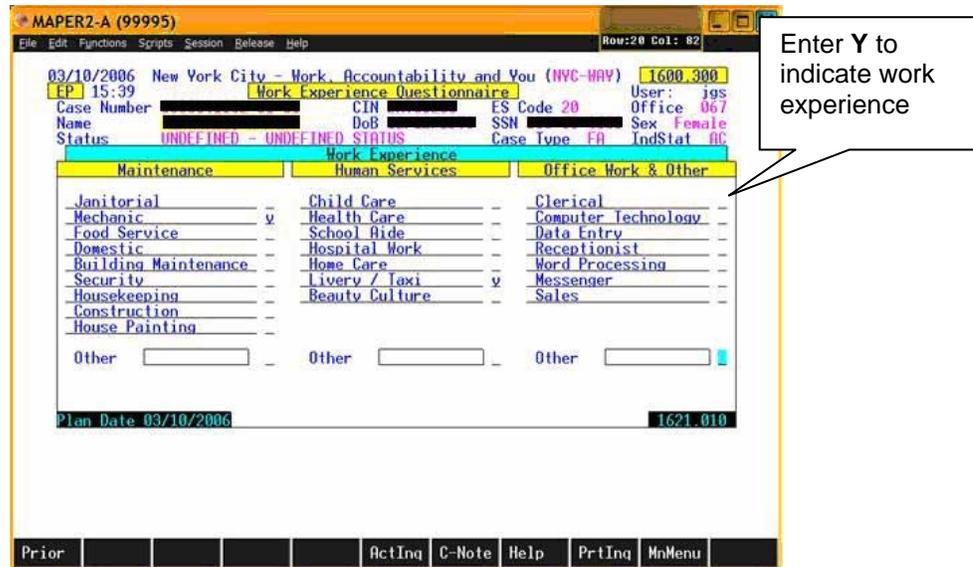
## POLICY BULLETIN #06-67-SYS

### REVISIONS TO THE AUTOMATED EMPLOYMENT PLAN

<b>Date:</b> April 27, 2006	<b>Subtopic(s):</b> NYCWAY
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin is to inform Job Center staff that the automated Employability Plan (EP) within the NYCWAY system has been updated.</p> <p>As a result of the <u>Davila</u> settlement, NYCWAY has been enhanced to assist Workers in identifying the work assignment options that best meet participants' work experience and preferences. The enhancements affect the following screens within the EP:</p> <ul style="list-style-type: none"><li>• <b>Experience and Preferences</b></li><li>• <b>Work Activity Schedule(s)</b></li></ul> <p>In addition, two new screens have been created within the EP:</p> <ul style="list-style-type: none"><li>• <b>Preferred Work Site Results</b></li><li>• <b>Work Limitations Inquiry</b></li></ul> <p>The <b>Individual Characteristics</b> screen has been removed from the EP. It has been updated and is still accessible within NYCWAY for manual data entry.</p> <p><b><u>Experience and Preferences Screen</u></b></p> <p>Previously, the work experience and preferences of the participant were captured together on the <b>Experience and Preferences</b> screen. Now this information will be captured on two separate screens: the participant's work experience on the <b>Work Experience</b> screen and the participant's work preferences on the <b>Client Preferences</b> screen.</p>

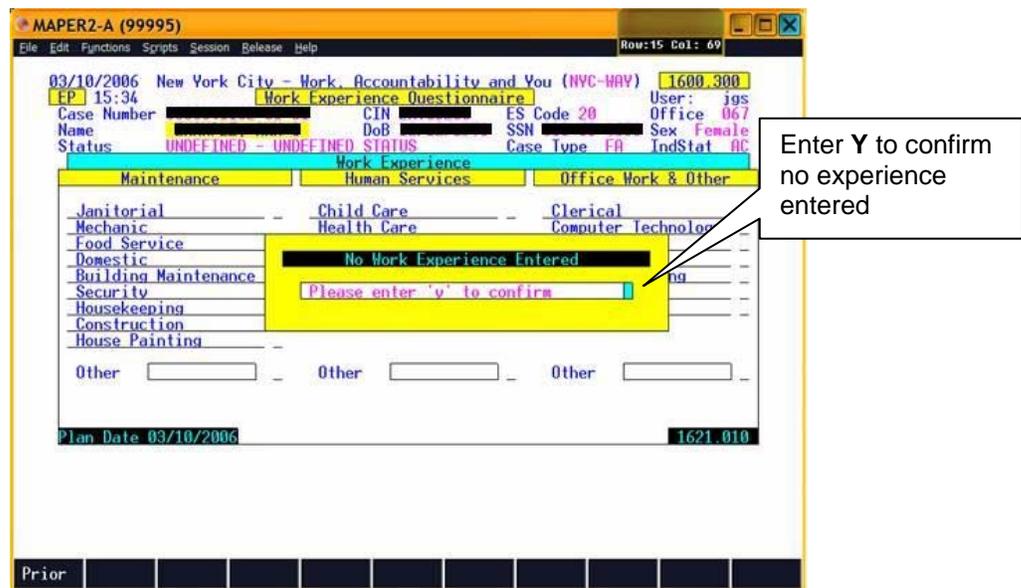
HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

**Work Experience screen**



The Worker must ask the participant about his/her work experience and enter a **Y** (Yes) next to each applicable work activity on the **Work Experience** screen. An **N** (No) entry is not required if the work activity is not applicable.

Once all work experience has been indicated, the Worker transmits to proceed to the **Client Preferences** screen. If the participant does not state any work experience, the system will prompt the Worker to confirm this by entering a **Y** on a confirmation screen before proceeding.



Client Preferences screen

MAPER2-A (99995)

03/10/2006 New York City - Work, Accountability and You (NYC-WAY) 1600.300

EP 15:40 Work Experience Questionnaire

Case Number [redacted] CIN [redacted] ES Code 20 Office 067 User: jgs

Name [redacted] DoB [redacted] SSN [redacted] Sex Female IndStat AC

Status UNDEFINED - UNDEFINED STATUS Case Type FA

Maintenance	Human Services	Office Work & Other
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	Livery / Taxi	Messenger
Housekeeping	Beauty Culture	Sales
Construction		
House Painting		
Other	Other	Other

Plan Date 03/10/2006 1621.050

Prior ActInq C-Note Help PrtInq MnMenu

Enter Y to indicate work preference

Similarly, the Worker must ask the participant for his/her work preferences and make applicable Y indications on the **Client Preferences** screen. An N entry is not required if no preference is given to the work activity. Once all preferences have been indicated, the Worker transmits to continue with the EP. If the participant indicates no work preferences, the Worker is prompted to confirm this by entering a Y on a confirmation screen before proceeding.

MAPER2-A (99992)

03/16/2006 New York City - Work, Accountability and You (NYC-WAY) 1600.300

EP 12:11 Work Experience Questionnaire

Case Number [redacted] CIN [redacted] ES Code 20 Office 067 User: jgs

Name [redacted] DoB [redacted] SSN [redacted] Sex Female IndStat AC

Status UNDEFINED - UNDEFINED STATUS Case Type FA

Maintenance	Human Services	Office Work & Other
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	Livery / Taxi	Messenger
Housekeeping	Beauty Culture	Sales
Construction		
House Painting		
Other	Other	Other

Plan Date 03/16/2006 1621.050

Prior

Enter Y to confirm no work preferences

## Work Activity Schedule(s) screen

### Work Activity Schedule(s) Screen

MAPER2-A (99986)

File Edit Functions Scripts Session Release Help

04/12/2006 New York City - Work, Accountability and You (NYC-WAY) 1600.300

EP 15:07 Work Activity Schedule(s) User: SVS77

Case Number [REDACTED] CIN [REDACTED] ES Code 20 Office 048

Name [REDACTED] DoB [REDACTED] SSM [REDACTED] Sex Female

Status INTAKE -- GENERAL INTAKE APPT SCHEDU Case Type SNMC IndStat AC

Work	Special Programs	Treatment
WEP	Advent	Alcohol Outpatient
Special WEP	Enriched	Drug Free Ambulatory
ESP	Refugees	Homeless Services
ESP (Special Pop)	SAP	Alcohol Inpatient
Training		Methodone
Wage Subsidy		MICA
Grant Diversion/Parks		Residential
Begin		

To select an assignment enter a  Open Assignments are marked with a \*  
 Required TAG Assignments are marked T

Create Assignments/Continue  Show Recommendations

Plan Date 02/24/2003 1626.040

Prior GoBack ActInq Help PrtInq MnMenu

On the **Work Activity Schedule(s)** screen, the Worker may select the work assignment for the participant by entering a **Y** next to the work activity and selecting the **Create Assignments/Continue** option. The Worker should be aware of any open assignments and required Training Assessment Group (TAG) assignments (marked with "\*" and "T," respectively, next to the work activity) when creating a work assignment.

A **Show Recommendations** option has been added to allow the Worker to view the work activity recommendation(s) on the new **Preferred Work Site Results** screen. The Worker is strongly encouraged to select this option before creating a new work assignment or modifying an existing assignment.

The following assignment options not currently in use have been removed from the **Work Activity Schedule(s)** screen:

- Job Search
- LIVES
- PRIDE
- Project Cooperation

### Preferred Work Site Results Screen

A new **Preferred Work Site Results** screen has been created to display the work activity recommendations and is accessed via the new **Show Recommendations** option on the **Work Activity Schedule(s)** screen.

## Preferred Work Site Results screen

03/10/2006 New York City - Work, Accountability and You (NYC-WAY) 1600.300  
 EP 15:42 Preferred Work Site Results User: jgs  
 Case Number [REDACTED] CIN [REDACTED] ES Code 20 Office 067  
 Name [REDACTED] DoB [REDACTED] SSN [REDACTED] Sex Female  
 Status UNDEFINED - UNDEFINED STATUS Case Type FA IndStat AC

Program	Description	Site
BEGIN	Begin Work Study	
BEGIN	Begin CUNY Immersion	
Welfare to Work	NPAC-Harlem Cong for Community Improvement	E1W82
Welfare to Work	NPAC-Pius XII (Youth & Family)	W3W83
Welfare to Work	NEO	E1W94
BEGIN	YOMS	
Welfare to Work	ECDO	E1WS2
Welfare to Work	NPAC-Center for Family & Life	E2W81
Welfare to Work	NPAC-Henry Street Settlement	E1W84
ESP Special Pop	Binding Together, Inc.	E1Z60

Please take note of the Work Activity recommendation(s)  
 Xmit to Return 1626.310  
 Plan Date 03/10/2006

Listing of recommended work activities

See PD #04-01-SYS for information on making work assignments.

The work activity recommendations will be displayed in groups, with the primary programs showing first. The recommendations will be based on the participant's individual characteristics, work experience and preferences relative to the work activity program requirements. The Worker may scroll forward to view all the recommendations, if needed. The Worker can select any program as the work assignment by returning to the **Work Activity Schedule(s)** screen.

### Work Limitations Inquiry Screen

The new **Work Limitations Inquiry** screen will appear automatically after the assessment section of the EP has been completed and Action Code **119F** (Employability Plan Assessment Completed by Job Center) has been posted. This screen will prompt the Worker to indicate individual characteristics needed to determine appropriate work assignment activities for the participant. The Worker must indicate if the participant has any of the following work restrictions:

- **Indoor Work Only**
- **Light Custodial Only**
- **Clerical/Medical Only**

## Work Limitations Inquiry screen

MAPER2-A (99995) Row:15 Col: 73

03/10/2006 15:41 New York City - Work, Accountability and You (NYC-WAY) 1600.300  
 EP 15:41 Work Limitations Inquiry User: jgs  
 Case Number [REDACTED] CIN [REDACTED] ES Code 20 Office 067  
 Name [REDACTED] DoB [REDACTED] SSN [REDACTED] Sex Female  
 Status UNDEFINED - UNDEFINED STATUS Case Type FA IndStat AC

Restricted to

	Y	N
Indoor Work Only		
Light Custodial Only		
Clerical/Medical Only		

Plan Date 03/10/2006 1644.020

GoBack ActInq C-Note Help PrtInq MnMenu

The Worker will enter a **Y** next to an applicable work limitation for the participant. An **N** entry is required if the work limitation is not applicable. The indicated work limitations will appear on the **Individual Characteristics** screen.

### Individual Characteristics Screen

The **Individual Characteristics** screen, which appeared automatically within the EP – requiring the Worker to update the individual characteristics of the participant prior to making a work assignment, has been removed from the EP. The questions that were posed on this screen will now be answered by the Worker while completing other parts of the EP. This screen can still be accessed from outside the EP by selecting the **Demographics Detail** option from the **Master Menu** and then selecting the **IndChr** (Individual Characteristics) option. The Worker may still update any of the individual characteristics directly on the screen by entering a **Y** or **N** as it applies for each entry.

The screen now displays the following read-only fields regarding the most recent update of the individual characteristics information:

- **Last Updated** (the date the information was last updated);
- **by** (the user ID of the Worker that performed the last update);
- **via** (the process by which the information was last updated – displays **EP Mainframe**, **EP Web** or **Assigns/Demo** [i.e., administrative update action]).

Individual Characteristics screen

MAPER2-A (99995) Row: 11 Col: 60

WORK, ACCOUNTABILITY, AND YOU (MAY) PIN009.306  
INDIVIDUAL CHARACTERISTICS

CaseNum/AppReg#: [REDACTED] Suffix: 01 Line Number: 01  
CIN: [REDACTED] SSN: [REDACTED]

INDIVIDUAL INFO - NAME: [REDACTED]  
DATE OF BIRTH: [REDACTED] SEX: F ETHNICITY

Please Enter a Y or N to Indicate Presence or Absence of a Characteristic

EX-OFFENDER	Last Updated
EX-ADDICT	/ /
READING DIFFICULTIES	by
DRIVERS LICENSE	
VETERAN	via
HIGH SCHOOL	
INDOOR WORK ONLY	
LIGHT CUSTODIAL ONLY	
CLERICAL/MEDICAL ONLY	
NON ENGLISH SPEAKING	

Prior CaseDt [REDACTED] AsgInq AtdInq ActInq Assign Paint MnMenu

New fields

Effective June 1, 2006