



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #08-31-SYS

NYCWAY UPDATES – NEW ACTION CODES

Date: March 27, 2008	Subtopic(s): NYCWAY
<p>  This procedure can now be accessed on the FIAweb. </p> <p> New BTW Action Codes 153J and 203F </p>	<p> NYCWAY is updated on a regular basis to make the system more helpful to users and to revise current policy. The purpose of this policy bulletin is to inform Job Center staff of the following new action codes: </p> <ul style="list-style-type: none"> • Back to Work (BTW) Codes 153J (RTSC Referral to BTW) and 203F (RTSC Client Infract at BTW) • WeCARE Pool Code 16SP (Awaiting WeCARE Sanctioned Medical Referral) and Batch Code 16SB (WeCARE Batch Call-In for Sanctioned Medical Assessment) • Office of Child Support Enforcement (OCSE) Code 94NR (OCSE Referral Not Required) <p> Residential Treatment Service Center (RTSC) (Center 52) participants with an Employability Status code of 63 (Substance Abuser – In Rehabilitation or Waiting for Rehabilitation – Exempt) and in his/her last two months of <u>intensive</u> treatment can now be referred to BTW. </p> <p> Designated RTSC staff will: </p> <ul style="list-style-type: none"> • identify eligible participants to be scheduled for a BTW referral and post Action Code 203I (Concurrent RTSC and Work Activity) via the NYCWAY Master Menu; • post Action Code 153J (RTSC Referral to BTW) via the NYCWAY Master Menu. A pick list will appear with three FECS BTW sites to choose from: QF1 (FECS Bronx), QF2 (FECS Brooklyn), and QF3 (FECS Manhattan);

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center*

- click on the desired site and transmit. The referral is complete. The case will now appear on the new **BTWRT** Worklist which is accessible to FEGS BTW Vendors on the Web.

FEGS BTW Vendors can:

- complete an assessment of each participant within the Employability Plan (EP), post a **119E** (Employability Plan Assessment Completed By Vendor) and complete the EP with Action Code **119B** (Employability Plan Completed).
- update the **FIA3A** for each participant when applicable.
- post the new Action Code **203F** if the participant does not cooperate. This will close down the **153J** and **203I** and terminate the BTW activity.

Other actions that will terminate the BTW activity are a:

- **205R** (RTC Referral for CASAC Assessment) that posts when the participant graduates from RTSC;
- **153X** (Undercare Deassigned from Vendor) that is posted manually by the Worker;
- **153X** that auto posts when the Future Action Date (FAD) expires on the **153J**;
- **160F** (Job Placement Full Time) that posts when the participant receives a full time job placement; or
- code that posts to terminate the residential treatment assignment.

New WeCARE Pool
Code **16SP** and
Batch Code **16SB**

WeCARE site **Y05** (Lenox Hill Hospital) has not been accepting WeCARE referrals since December 2007. Most individuals are placed in a WeCARE pool or referred to another site. Sanctioned participants from Staten Island and parts of Manhattan were not being placed in this pool, for these sanctioned participants:

Staten Island and certain
Manhattan cases only

- workers will be offered the new Action Code **16SP** when attempting to make a sanctioned WeCARE referral, **16WH** (General Sanction Referral to WeCARE)/**16WG** (Intensive Services Sanction Referral to WeCARE), for participants from Centers **99**, **13** or from any multiple zip code Center where the participant's residential zip code begins with **103**. The participants will be placed in the **16SP** pool until slots are available at a new site, at which time NYCWAY will post Action Code **16SB** to refer the participants to the new WeCARE site.

New OCSE Action
Code **94NR**

Beginning May 2008, based on data received from OCSE, POS will send Action Code **94NR** to NYCWAY for cases that do not require an OCSE referral.

Effective Immediately