

**POLICY BULLETIN # 17-38-EMP**

**NYCWAY UPDATES**

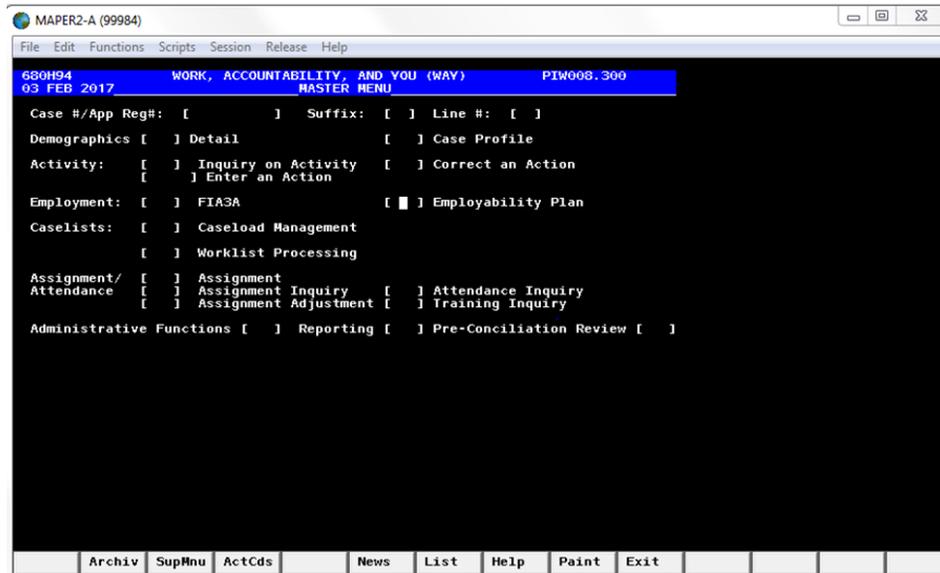
<b>Date:</b> March 31, 2017	<b>Subtopic(s):</b> Employability Plan (EP)
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 This procedure can now be accessed on the FIAweb.

The purpose of this policy bulletin is to inform Job Center staff of a new series of screens in the Employability Plan (EP) within New York City Work, Accountability and You (NYCWAY). The information in the screens has not changed, but the screens were modified to accommodate switching from a mainframe to a web-based system.

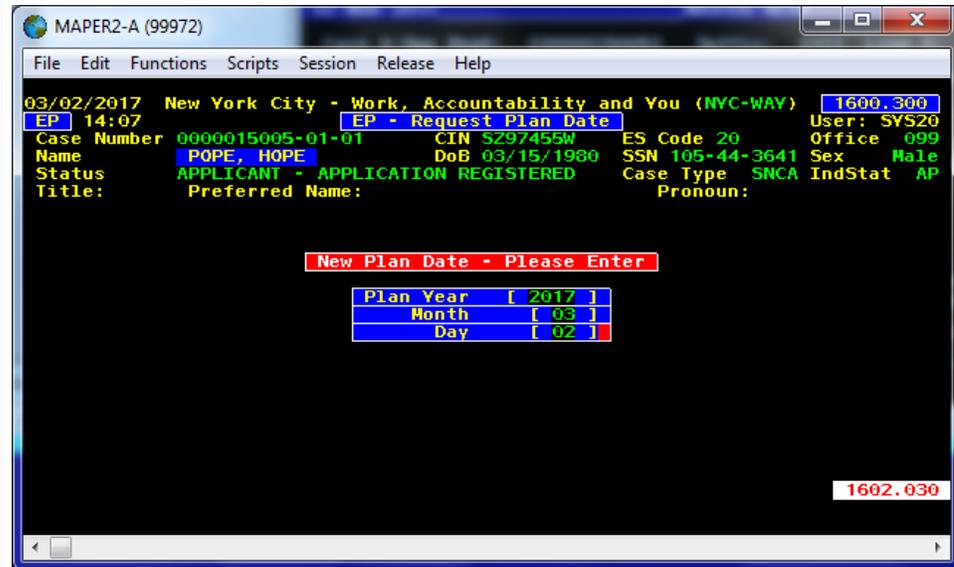
On April 3, 2017, JOS/Workers will access the new web based system to create a new EP. JOS/Workers will have access to all EP screens, including those created by the vendor (read only), once the EP is completed.

The JOS/Worker will continue to access NYCWAY through the icon on his/her desktop.

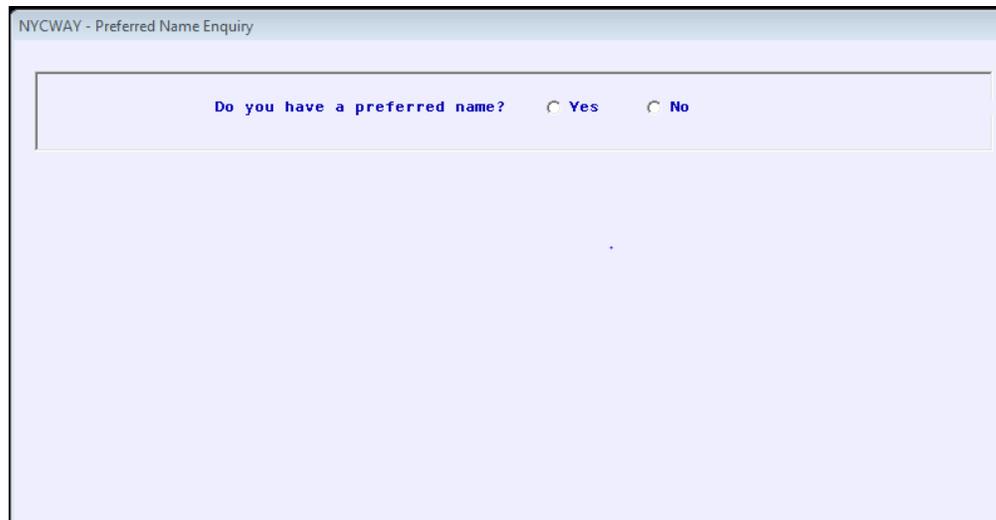


- Select **Employability Plan** on the Master Menu screen to begin the new employment process, and the EP-Request Plan Date screen appears.

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 Fax* or fax to: (917) 639-0298



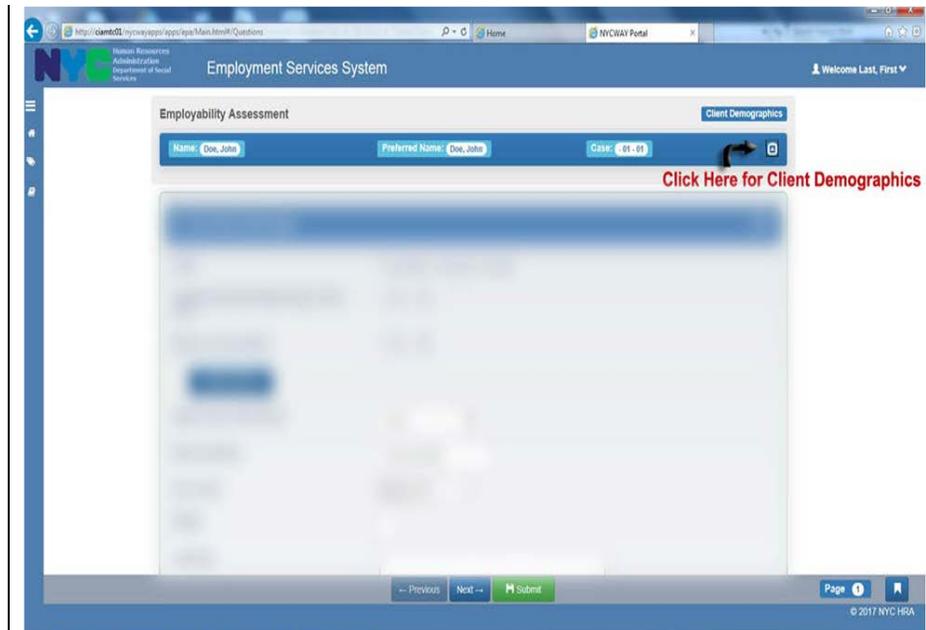
**Preferred Name Inquiry**



This screen allows the JOS/Worker to capture and record an applicant's/participant's preferred name, if they have one.

**Employability Assessment**

The **Employability Assessment** screen allows the JOS/Worker to view and/or print a previous EP from the mainframe system, start a new EP, and view the applicant's/participant's demographics.



The demographics that appear on the **Employability Assessment** screen are the **Case Name**, **Preferred Name**, and **Case Number**.

- To generate additional demographics, the JOS/Worker will click the **Client Demographics** button. The following demographics will be generated:
  - CIN
  - Date of Birth
  - Social Security Number
  - Status
  - Gender
  - Employability Code.

Employability Assessment

Client Demographics

Name: Doe, John	Preferred Name: Doe, John	Case: 01-01
CIN: XT74747V	SSN: 123-56-6262	Gender: Male
DOB: 05/11/1964	Status: Active	Emp. code: Mandatory Emp Pgm Partici

Client Demographics Generated

Previous, Next and Submit buttons.

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Each screen will display **Previous**, **Next**, and **Submit** buttons, and instructions for use of the buttons are as follows:

- Click the **Next** button after entering information on a screen, and the system automatically saves the data from the current screen prior to proceeding to the next screen.
  - If the **Previous** button is selected before the **Next** button, the information will not be saved.
- Click the **Submit** button to save the data in the current screen, and NYCWAY will return to the **Master Menu** in NYCWAY.
- If the staff tries to proceed to the next screen without completing the required fields, a red alert box will appear. The alert box will point out the fields that require completion.

The **Employability Assessment** screen also includes a new **Bookmark** button. The Bookmark button lists all pages of the EP, and allows the JOS/Worker to navigate through the EP more efficiently.

**Note:** Mandatory screens must be completed before the JOS/Worker can skip to an advanced screen.

## Language Screen

The **Language** Screen is pre-populated from information in the Welfare Management System (WMS).

- The JOS/Worker can select other languages from the **Other Language** drop down list of languages.

The screenshot shows the 'Employability Assessment' screen in the NYCWAY system. The main content area is titled 'Please indicate languages the client Speaks, Reads, and/or Writes:'. It contains a table with columns for 'Can Speak', 'Can Read', and 'Can Write' for various languages. The 'Other Language' field has a dropdown menu. A callout box with the text 'Click for demographic information' points to the 'Client Demographics' link in the top right corner of the page.

Language	Can Speak	Can Read	Can Write
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Is English The Primary Language?	Yes <input checked="" type="radio"/> No <input type="radio"/>		
Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chinese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Russian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Korean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creole	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arabic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simplified Chinese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bengali	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Urdu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Language	This <input type="text"/>		

## Barriers Screen

Information from NYCWAY is used to determine whether a barrier exists. If the pre-populated information is incorrect, the JOS/Worker can make corrections.

**Note:** NYCWAY will auto-post the Alcohol/Drug Issue question as **Yes** for applicant's/participant's with a history in NYCWAY of alcohol/substance abuse services recorded within the past three years. Pre-populated information in the Medical/Mental Health and Alcohol/Drug Issue fields cannot be changed.

The screenshot shows the 'Employability Assessment' screen in the Employment Service System. The page title is 'Employability Assessment' and it includes a 'Client Demographics' link. The form contains the following questions and options:

- Is there a Special Assessment Issue?  Yes  No
- Is there an Alcohol or Drug Issue?  Yes  No
- Medical/Mental Health Issue?  Yes  No
- Needed at Home Claimed?  Yes  No
- Other Personal Issues?  Yes  No
- Are You Authorized to Work in the U.S.?  Yes  No

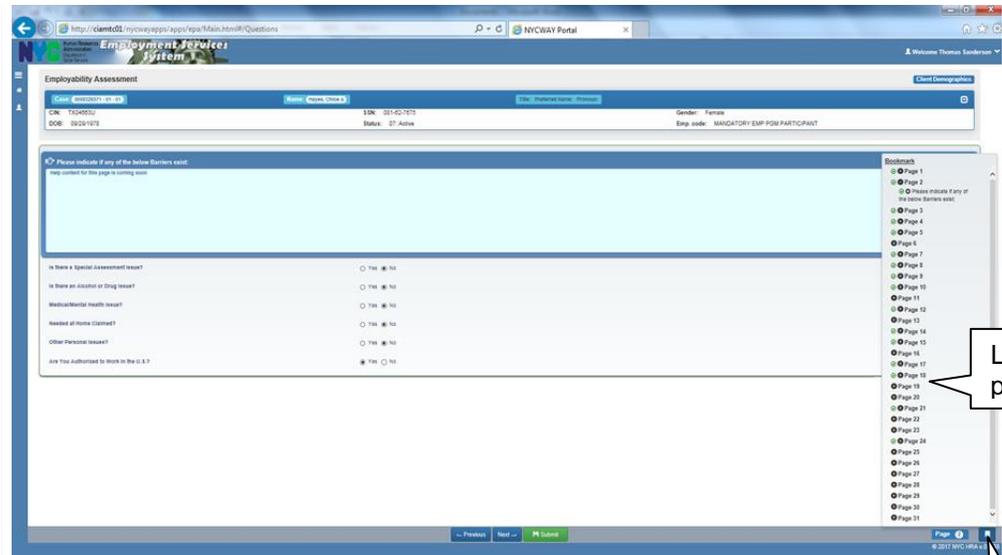
At the bottom of the form, there are buttons for 'Previous', 'Next', and 'Submit'. The footer of the page indicates '© 2017 NYC HRA v.0.0.33'.

Questions that appear in red on the **Barrier** screen require further action by the JOS/Worker. A new question was added to the **Barriers** screen – “Are You Authorized to Work in the U.S.?” If the participant is not authorized to work in the U.S., then the participant will be referred to an IPS (Internship Placement Services) vendor for assignment.

- If the participant answers **Yes**, the JOS/Worker must contact Career Services who in turn will assign the participant to IPS. The JOS/Worker must reprint the referral appointment and give it to the participant after the assignment is made.

Refer to [PB #16-76-EMP](#) for details on IPS.

If the answer to any of the other Barrier’s questions is **Yes**, the system will go to the NYCWAY mainframe to allow the JOS/Worker to schedule the appropriate referrals, or post the appropriate exemptions.



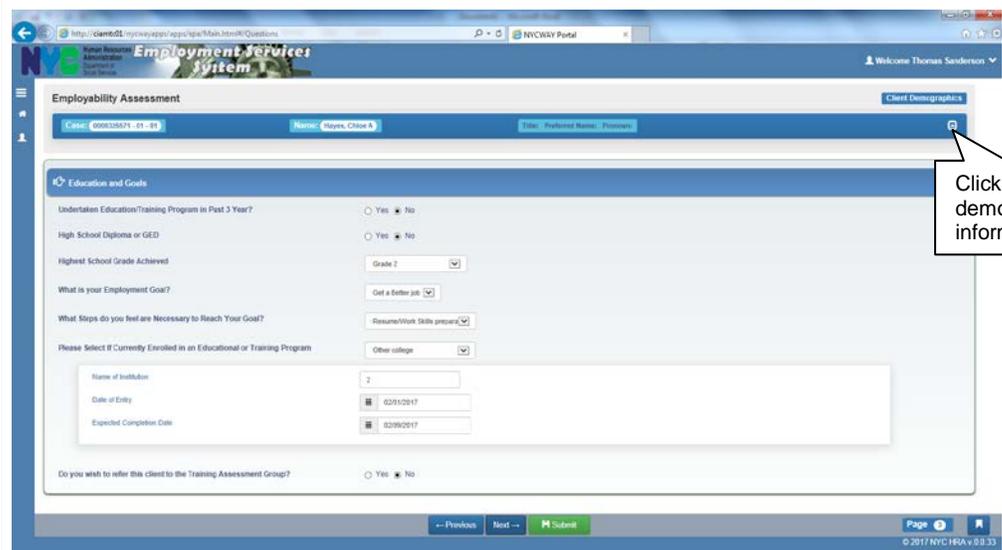
- Click the highlighted icon to display the list of pages from which the JOS/Worker can select a page to navigate to.

When you click this icon, the above list of pages appear.

**Education and Goals Screen**

A new section was added to the **Education and Goals** screen – **Please Select If Currently Enrolled in an Educational or Training Program.** It allows the JOS/Worker to select the participant’s current Education or training program from a drop down list.

- The JOS/Worker will enter the name of the institution that the participant is attending, as well as the date the participant began the program and his/her expected date of completion.



The JOS/Worker will select whether the applicant/participant will be referred to Education Services (formerly known as the Training Assessment Group [TAG]). If the applicant/participant is not being referred to Education Services, the screen will be disabled/hidden.

### Childcare Screen

The **Childcare Screen** allows the JOS/Worker to view the demographics of the child(ren) on the case and the **Type of Care** the child(ren) are receiving.

Case	Suffix	Line	Last Name	First Name	M.I.	Date of Birth	Special Needs	Type of Care
000320571	01	02	SANDERBERG	MICHAEL	A	19920915	<input type="checkbox"/>	No Child care in place - ARRANGEMENT REQUIRED
000320571	01	03	SANDERBERG	IAN	B	19951207	<input type="checkbox"/>	Not Required - Child over 13
000320571	01	04	SANDERBERG	MADISON	E	19970318	<input type="checkbox"/>	Care in Place - Licensed at no cost to agency
000320571	01	05	SANDERBERG	SIABELLA	B	19960225	<input type="checkbox"/>	CHILD CARE IN PLACE - Informal at Cost to agency

### Current Employment Screen

The new screen, **Current Employment**, was added to accommodate those individuals who are currently employed. If the participant is working, the JOS/Worker will indicate the number of hours the participant works per week and the name of the employer.

The information on the Employment screen does not automatically transfer to the **FIA-3A**; therefore, the JOS/Worker must complete a new **FIA-3A**.

The screenshot shows a web browser window with the URL <http://ciams02.nycwayapp01.apps.nyc.gov/Max.html#K/Questions>. The page title is "Employability Assessment" and the user is logged in as "Thomas Sandersen". The form is titled "Current Employment" and contains the following fields:

- Is Client Working?** Radio buttons for "Yes" (selected) and "No".
- How many hours per week are you working?** A text input field containing "45".
- Name of Employee:** A text input field containing "woburne".

At the bottom of the form, there are navigation buttons: "Previous", "Next", and "Submit". The footer of the page indicates "Page 1" and "© 2017 NYC TRAVEL 8.0.33".

The system will adjust the number of engagement hours needed to meet the 35 hour per week work requirement based on the number of hours the participant currently works.

Upon completion of the EP, the system will return the JOS/Worker to the NYCWAY mainframe **Refer to Vendor** screen.

Refer to [PB #17-30-EMP](#) for details on career services programs.

- The JOS/Worker will enter **Y** to complete the referral and schedule an appointment for the applicant/participant. The system will determine whether the applicant/participant will be assigned to **YouthPathways** or **CareerCompass** based on the applicant's/participant's age.
- The JOS/Worker may reschedule the appointment based on the individual's availability by selecting a new date and time, if necessary.

*Effective April 3, 2017*

#### **Related Items:**

[PB #16-76-EMP](#)  
[PB #17-30-EMP](#)