POLICY BULLETIN # 17-38-EMP

NYCWAY UPDATES

Date: March 31, 2017	**Subtopic(s):** Employability Plan (EP)
🖥 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.
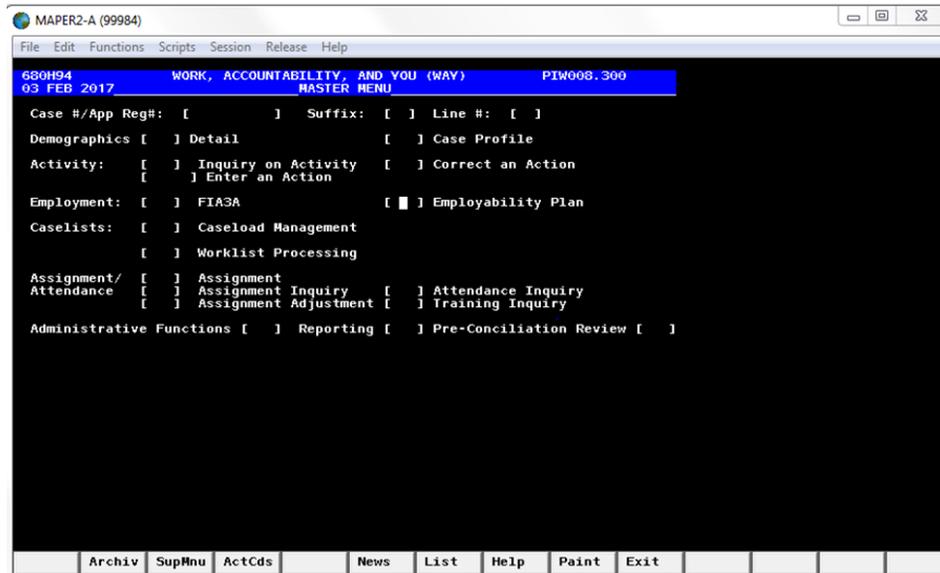
HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: *(917) 639-0298*

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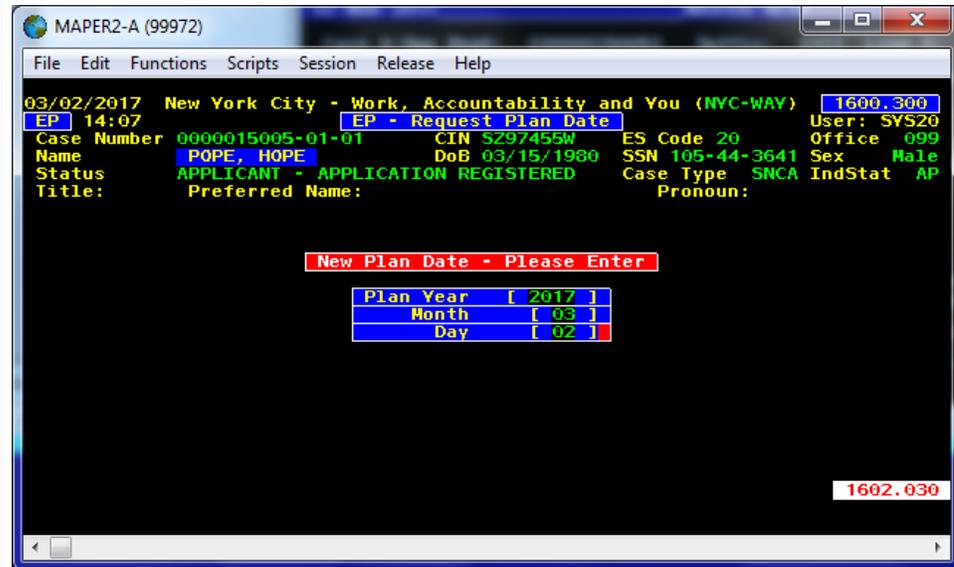
Preferred Name Inquiry
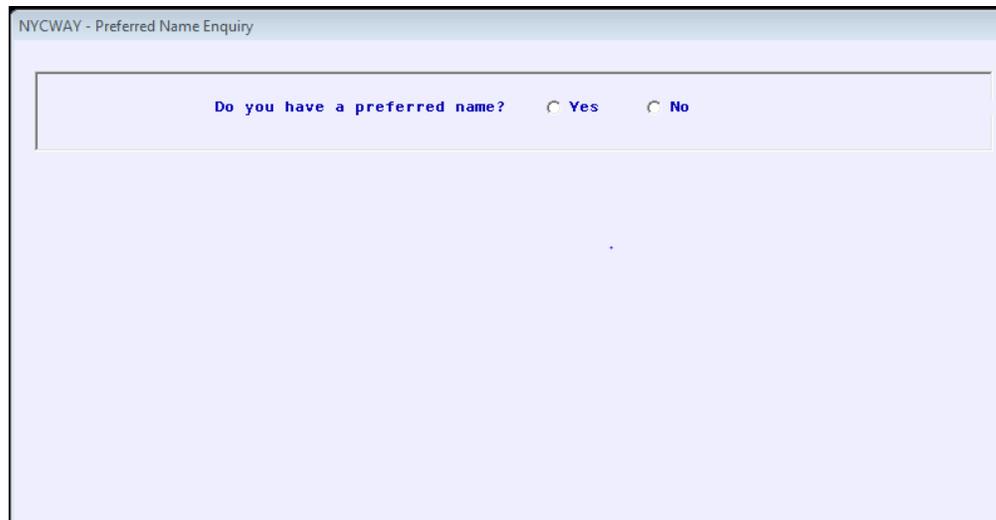
This screen allows the JOS/Worker to capture and record an applicant's/participant's preferred name, if they have one.

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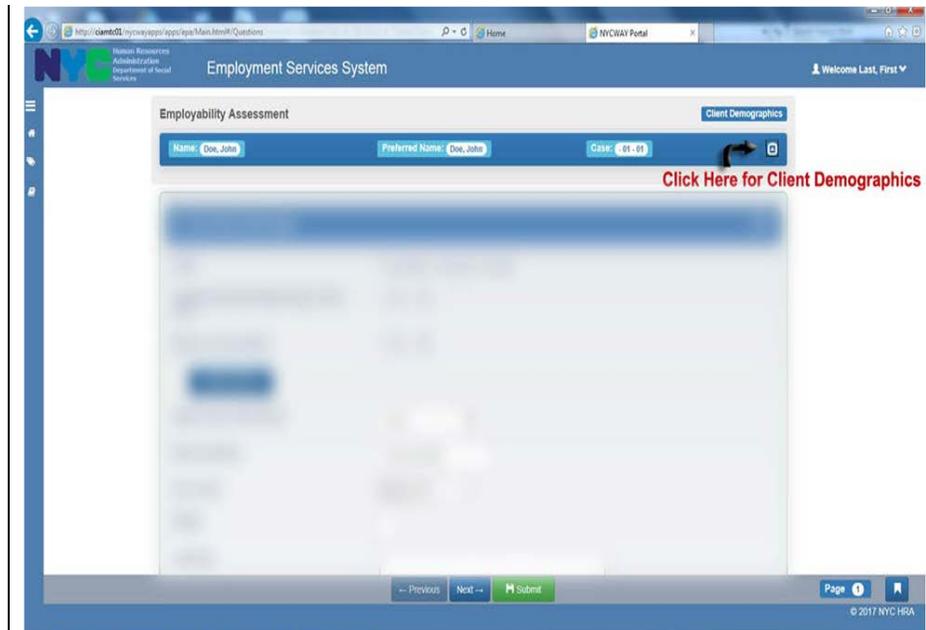
The demographics that appear on the **Employability Assessment** screen are the **Case Name**, **Preferred Name**, and **Case Number**.

- 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.

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.

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.

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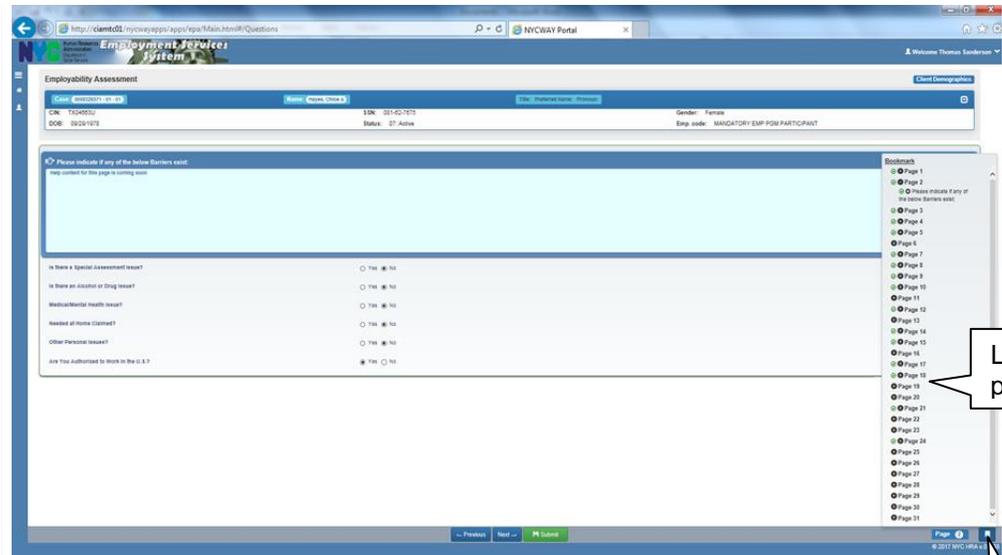
- Click the highlighted icon to display the list of pages from which the JOS/Worker can select a page to navigate to.

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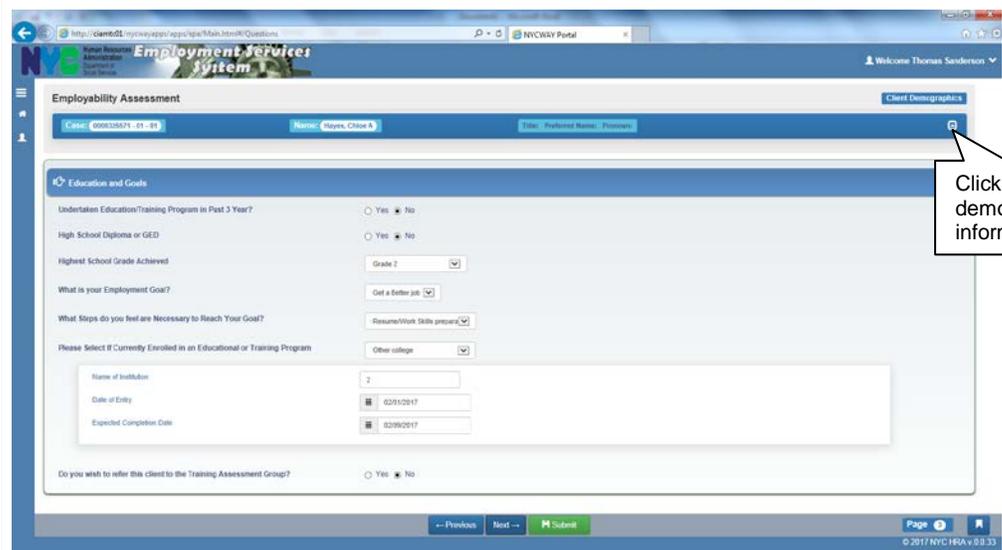
The JOS/Worker will select whether the applicant/participant will be referred to Education Services (formerly known as the Training Assessment Group [TAG]). If the applicant/participant is not being referred to Education Services, the screen will be disabled/hidden.

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.

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 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