



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance

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Online Guide Transmittal 2024-15
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To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Local Implementation and Special Populations
KP

Re: Cross Programs: CAC Weekly Management Report

Overview

Client Assistance Coordinators (CACs) utilize the CAC Weekly Management Report to assist in the implementation of Department initiated accommodations. This report is a collection of key data indicators to provide CACs with the information required to proactively assist clients with retaining and maintaining DTA benefits. The report is designed to assist CACs in the prioritization and efficiency of their dedicated responsibilities as well as ensuring the implementation and tracking of accommodations by all workers.

Purpose

This Online Guide Transmittal advises staff of detailed procedures and expectations for using the CAC Weekly Management Report and the new Online Guide pages.

**New Online
Guide Pages**

Topic: Cross Programs
Book: Harper-ADA-Disability Access
Page: CAC Weekly Management Report

Topic: Cross Programs
Book: Harper-ADA-Disability Access
Page: CAC Weekly Management Report Examples

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to [DTA.Procedural Issues](#).

Systems issues should be directed to the Systems Support Help Desk.
