Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston MA 02111

Argeo Paul Cellucci
Governor

William D. O'Leary
Secretary

Claire McIntire
Commissioner

Field Operations Memo 97-68
December 15, 1997

TO: Transitional Assistance Office Staff

FROM: Joyce Sampson, Assistant Commissioner for Field Operations

RE: ESP-MIS: Community Service Network Update

Overview

A review of the ESP-MIS Community Service Network identified a large number of unapproved, inappropriate and duplicate community service sites.

Unapproved, inappropriate community service sites are:

- sites that have not been approved by the director or his or her designee;

- sites that are for-profit; and/or

- sites that have few or no paid staff, limiting supervision to community service participants.

Duplicate community service sites are approved sites that have been entered two or more times onto ESP-MIS.

To address these issues, data entry of new community service sites will be restricted to the Community Service Liaison or back-up person in each Transitional Assistance Office. The Community Service Liaison will be responsible for keying *new* community service sites onto ESP-MIS.

TEMP Network Modifications

The function of the PF4 key in the ESP-MIS Transitional Employer Inquiry Screen has been changed. Pressing the

TEMP Network Modifications (Cont.)

PF4 key (Maint) only allows access to the Transitional Employer Maintenance Modify Screen where modifications can be made to the Transitional Employer file. New sites can only be added through the Maintenance Menu Screen.

This change will limit workers' access to entering new sites into the Community Service Network. It allows only the designated Community Service Liaison to enter sites into the Community Service. This change is reflected in the *Systems User's Guide*, Volume 8: ESP-MIS.

Community Service Liaison Responsibilities

This section provides instructions for the Community Service Liaison for entering new sites onto the ESP Transitional Employer file.

1.   The Community Service Liaison must get the approval of the director or designee before entering Community Service Sites into the Community Service Network.

2.   From the Selection Menu screen, select option WA and press ENTER. The EAS Menu screen will be displayed.

3.   From the EAS Menu screen, select option 5, Case Management Tracking, and press ENTER.

4.   From the Case Management Tracking screen, select option 3, ESP Tracking System, and press ENTER.

5.   From the Maintenance Tracking System, select option 1, Maintenance Menu, and press ENTER.

6.   From the Maintenance Menu screen, select option 3, Employer Data, and press ENTER.

7.   At the Employer Maintenance Menu screen, tab to the Employer Name field, enter the name of the employer. Tab to the Type of Employer field and type T "Transitional." The Transitional Employer Browse screen will be displayed.

8.   Browse the screen for the name of the community service site. Press ENTER for additional screens.

Community Service Liaison Responsibilities (Cont.)

9.   If the name of the community service site does not appear, press PF4 (add employer) and the Transitional Employer Maintenance Update screen will be displayed.

10.   Enter the name of the community service site and the appropriate information, then press PF6. The site will be added to the Community Service Network.

In addition to these changes, modifications were made to the Community Service Network to include new data elements necessary to accommodate the Food Stamp Community Service Program.

Note: Each community service site will be identified by the appropriate program as follows:

_____ TAFDC Only

_____ Food Stamps Only

_____ TAFDC and Food Stamps

Enter an X next to one of the above selections to identify which community service sites are available to TAFDC and/or Food Stamp recipients.

Additional Documentation

Information and instruction regarding the Community Service Network screens and data entry process is located in the *Systems User's Guide*, Volume 8: ESP-MIS.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.