

Commonwealth of Massachusetts

Executive Office of Health and Human Services Department of Transitional Assistance

600 Washington Street • Boston MA 02111

William D. O'Leary Secretary

Claire MoIntire Commissioner

Field Operations Memo 98-9 March 23, 1998

TO:

Transitional Assistance Office Staff

FROM:

Joyce Sampson, Assistant Commissioner for Field Operations

RE:

BEACON Pre-Conversion Cleanup Reports

Overview

To prepare for the conversion of ESP-MIS data to BEACON, three reports must be reviewed to ensure that data are accurate prior to conversion. Specifically, these reports are:

- ESP Participation Report;
- Child Care Masterfile Report; and
- Work Required Cases without Work Activity Detail Report.

This memo:

- describes the purpose of the reports;
- identifies the data elements that must be reviewed on each report;
- provides facsimiles of the reports and copies of the ESP-MIS screens associated with each report; and
- discusses the action to be taken for each report.

ESP-MIS will be the source for creating the Employment Development Plan and related ESP Service Activities in BEACON.

Therefore, it is very important that the information conveyed by these reports be verified to ensure that the ESP to BEACON conversion activities are completed

Overview (cont.)

accurately and to ensure overall data integrity in BEACON.

ESP Participation Report

Overview

The ESP Participation Report (Attachment A) identifies all recipients coded on ESP-MIS as participating in one or more ESP component(s). The component(s) needs to be reviewed to determine if the recipient is currently participating in the component(s). If recipient is not participating in the component, then the component should be closed. The ESP Participation Report contains key fields that must be reviewed together to properly monitor and track recipient participation in the ESP component(s) of the Employment Services Program.

Transitional Assistance Worker Action

Transitional Assistance Workers must review specific data on the ESP Participation report to ensure that a case is correctly coded on ESP-MIS. The data changes resulting from review of the ESP Participation report are to be entered on the Client Maintenance Activity screen (Attachment B). Appendix A: Occupational/Interest/Employment Codes and Appendix B: ESP Component/Activity/Unscheduled Codes of the Systems User's Guide, Volume 8: ESP-MIS User's Guide provide a list of the valid entries for each field. Listed below are the specific data fields that must be reviewed.

Interest Code
Reference Code (Ref Cd)
Activity Code (Actv Cd)
Standard Hours (Std Hrs)
Code Date
Follow-up Date
End Code (End Cd)
End Date
Primary Code/Secondary Code (P/S)
Resource Number

Transitional Assistance Workers must verify, and continue to verify when appropriate, entry of the correct Interest Code on the Client Maintenance Activity screen and make sure that the proper Employment Code, if the recipient is employed,

ESP Participation Report (cont.)

has been obtained from the Client Entered Employment Maintenance screen (Attachment C). It is important to make sure that the proper data for the participant's EDP have been entered onto ESP-MIS. If no Interest Code is entered, then BEACON will default to the clerical code. If this is not the proper code for the participant, then a new EDP must be completed.

In addition, Transitional Assistance Workers should also verify Entered Employments since the last assessment if the assessment was before March 1, 1998.

Child Care Masterfile Report

Overview

The Child Care Masterfile Report (Attachment D) identifies all participants with active Child Care Authorizations. This report is now sorted alphabetically by the last name and sorted by Case Assignment Number within each Transitional Assistance Office.

The BEACON conversion process will create Child Care
Assistance Units from the Child Care Tracking system for all
recipients with an active child care authorization who are in an
eligible active component, currently employed or in a closed
TAFDC assistance unit. All participants with active child care
authorizations but who are not in any of these three situations
will be displayed on a discrepancy report, which is in
development, for Transitional Assistance Worker review and
follow-up. These participants will not be converted.

The Authorization for Child Care screen (Attachment E) can be reviewed for active child care authorizations. Transitional Assistance Workers must ensure that participants requiring transitional child care are properly entered onto the Child Care Authorization - Entry screen (Attachment F). Procedures for Child Care Authorizations can be found in Systems User's Guide, Volume 7: ESP Child Care Authorization User's Guide, Chapter II: Data Entry & Retrieval.

Transitional Assistance Worker Action

Transitional Assistance Workers must use this report to confirm that the participants identified on the report are eligible to receive child care, have an active authorization on file and verify that the information to be converted to BEACON is accurate.

Child Care Masterfile Report (cont.)

Transitional Assistance Worker Action

Reference to these codes can be found in Systems User's Guide, Volume 8: ESP-MIS User's Guide, Appendix B: ESP Component/Activity/Unscheduled Codes.

The following is a list of the data fields on the Authorization for Child Care screen (Attachment E) that must be reviewed prior to conversion to BEACON.

Authorization Number
Service Code (Ser Cd)
Start Date
End Date
Full/Half
Child Name (Ch Name)
Child Date of Birth (Ch DOB)
Child Number (Ch No)

Work Required Cases without Work Activity -Detail Report

Overview

The Work Required Cases without Work Activity - Detail Report (Attachment G) identifies all TAFDC nonexempt recipients coded on PACES as mandatory work required and who do not have a work activity entered on ESP-MIS.

Transitional Assistance Worker Action

Transitional Assistance Workers must use this report to confirm that all work required recipients are participating in a work activity. The Client History Activity screen (Attachment H) can be reviewed for information regarding the participant's activities in ESP-MIS.

If the participant is work required and is not participating in an ESP-MIS component, then the Transitional Assistance Worker must schedule a meeting with the participant. Participants who are mandatory work required must either work or do community service. If a participant refuses to comply with the mandatory work requirement, then that participant can be placed in community service. If the participant still refuses to cooperate, then that participant must be sanctioned and closed with the appropriate action reason.

Work Required Cases without Work Activity Report (cont.)

Transitional Assistance Worker Action (cont.)

The following is a list of the data fields on the Client History Activity screen (Attachment H) that must be reviewed prior to conversion to BEACON.

Reference Code (Ref Cd)
Activity Code (Actv Cd)
Client Status (CS)
Code Date
End Code
End Date
Primary Code/Secondary Code (P/S)
Resource Number

Transitional Assistance Office Director Responsibilities

The Transitional Assistance Office Director is responsible for:

- the distributing of these reports.
- ensuring that the appropriate action(s) have been completed.

Questions

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

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Office: 004-ADAMS	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		Participa Report Mos			•,			
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Client SSN : Case SSN : Last Name : First Name : Category : 2 Office :

*********** Entered Employment Information *************

Employer Name: RAMADA PLAZA----- Employer No:

JOB Title : WAITRESS/BARTENDER--

************ Event File Information ****************

Empl Start Date: / / Employ Code: 31
Insurance Code: Y Wage Rate: 8.50-Insurance Amount: 0.00-- Hours: 25
Full Year: Y # of Weeks: 52

HELP PRIOR EXIT CANCEL DE UPDATE

CLIENT NAME

GRANTEE SSN CASE CASE START/ LET

REPORT: ET 1000 PRODUCED BY: E 001 PAGE:

AUTH. NO. AUTHORIZATION

CHILD CARE MASTERFILE MONTH OF DECEMBER

LOCAL OFFICE - ADAMS 004 (= DUPLICATE AUTHORIZATION ON FILE TO CLOSE OUT)

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ETLN1140 M1

Authorization for Child Care

03/06/98 Number: 1225024

Cat/Client SSN: 2 /	Off/Reg/CAN : 351/5 /
Last Name :	SerCd/Targ Pop: 1D / 05
First Name :	ESP Date/Code : 12/28/97 204
Street :	Follow Date : 05/27/98
City/ST/ZIP : WOBURN MA 01801	Start Date : 12/01/97
Telephone :	End Date : 01/31/98
Client DOB : 11/17/62	EE or Close Dt: 12/01/97
Resource Name :	F=FullH=Half
Lang/Ethnic : ENG / 5	! Sun Mon Tue Wed Thu Fri Sat
Mth Gt/Oth Inc: 477.00 / YES	FFFFF
Ch Name/DOB/No: /	/· 02
YOU MUST REPORT CHANGES TO YOUR IN	COME OR ACTIVITY WITHIN 10 DAYS
Present this authorization to your Ch	
	MENT WITHOUT A VOUCHER FROM THE CCRA.
Client Signature :	Date : / /
Worker Signature :	

ETLN1110 M1	Child	Care Authorization - Entry 02/14/97
Cat/Client SSN	:	Last Name :
Region/Office	:	First Name :
Monthly Grant	:	Street :
Other Income	:	City/ST/ZIP :
Client DOB	:	Telephone :
	:=====================================	
Service Code	:	Daily Authorizations
Start Date	:	
End Date	∓	'F'=Full Sun Mon Tue Wed Thu Fri Sat
EE or Close Dt	2	'H'=Half
Dependent Nos.	:	
		w ·
Enter the Fir 1) 3) 4)	st Name and Birth D	ate of Children not on the Dependent File 2) 4) 6)
	PF3PF4PF5	-PF6PF7PF8PF9PF10PF11PF12-

01/16/98 13:17

Department of Transitional Assistance Work Required Cases w/o Work Activity - Detail

Program: ETBN4436 Page: 1

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	1-11	

Wkr	Ca	350		Case
	Soc	Sec	Num	Name

		Dep Serv Fact Cd	Client Soc Sec Num	Client Name						End Date	Wrk Çat
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6	A	Z				2	6	24		ОТ	
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1	U	z				1	6	12	12/22/97	7 от	
6	A	S				2	6	906		от	
6	A	z			:	2	6	12		ОТ	
2	U	P				2	6	3		ОТ	
2 2	U U	Z Z				2	6	301 3		WA OT	
2	U	Z				1	6	0		ОТ	