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FAX 98- 124
Field Operations Memo 98-36
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TO: Transitional Assistance Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: Issues Related to Upcoming PACES/PRISM II Reconciliation

Introduction

The first reconciliation between the PACES and PRISM II databases compared recipients known to PACES with those known to PRISM II, and resulted in the addition of over 12,000 active or closed recipients previously unknown to PRISM II.

As a continuation of "PRISM II Reconciliation," a more detailed, comprehensive reconciliation of the PACES and PRISM II databases is scheduled to begin August 22, 1998 and run through August 29, 1998.

The purpose of this memo is to:

- provide Transitional Assistance Office staff with an overview of the reconciliation process; and
- discuss PRISM II functionality during the week that PRISM II Reconciliation is run.

Detailed procedures describing PRISM II Reconciliation and its impact on Transitional Assistance Offices will be issued shortly.

**PRISM II
Reconciliation**

PRISM II Reconciliation is a detailed, element-by-element comparison of the PACES and PRISM II databases. For every recipient in every case in every category, data elements such as AU exemption status (PACES Program Code), Membership Role (PACES Action Reason/SAVE Code) and Work Status (PACES Action Reason) will be compared. Additionally, client identifiers such as address and language code will be compared. Where discrepancies are found, the PRISM II database will be updated with the data from PACES. For example, a recipient is active in PACES in a TAFDC case with Action Reason 06 but PRISM II shows the recipient's membership role in the TAFDC case as "pending," meaning Action Reason 03. PRISM II Reconciliation will update PRISM II so that it accurately identifies the recipient's membership role as "active."

PRISM II Reconciliation will result in:

- Data from PACES being accurately reflected in PRISM II;
 - Correct accretion of the 24-month clocks from the date of reconciliation forward; and
 - Proper alerts generated to the correct TAO and CAN.
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**PRISM II
Functionality
During
Reconciliation**

PRISM II will be available to TAO staff during PRISM II Reconciliation. However, because of the demands to the System during this reconciliation, PRISM II will have some limitations from August 22, 1998 through August 29, 1998. PRISM II functionality for that week is as follows:

- ▶ All PRISM II screens will be available with the following exceptions:

**PRISM II
Functionality
During
Reconciliation
(cont.)**

- The Citizenship and Residence screens will be unavailable. Additionally, the "Prior Residence" tab of the Client Detail screen will be unavailable. This means that citizenship and/or residence designations cannot be set.
- The "State Clock" tab of the Client Detail screen will be unavailable. This means that clock data cannot be viewed, and clock adjustments cannot be made.

Reminder: Clock information for a case head can be accessed through ARTS.

- ▶ All data in PRISM II from 8/22/98 through 8/29/98 will be current as of 8/21/98. No nightly updates from PACES to PRISM II will be run while the reconciliation is processing. At the conclusion of the reconciliation, a catch-up of the daily FMCS files will be run to bring PRISM II up to date.
- ▶ Existing alerts can be viewed and responded to.
- ▶ No new alerts will be generated during Reconciliation. However, when PRISM II is brought up to date after the reconciliation, new alerts will appear and must be acted on.

At the completion of PRISM II Reconciliation, updated information will be displayed in PRISM II on the Client Detail and AU Detail screens and can be seen by TAO staff beginning 8/31/98.

Some data updates will require review by Transitional Assistance Workers for possible follow-up action. New screens are being developed to display data that require follow-up.

Screen documentation for *PRISM II User's Guide* will be issued at a later date.

Timetable

The following table summarizes key PRISM II Reconciliation dates:

Date	Event
8/22/98	Reconciliation begins; PRISM II available with limitations
8/22/98 through 8/29/98	Citizenship and Residence screens and "Prior Residence" tab of Client Detail screen unavailable (citizenship and residence designations cannot be done); "State Clock" tab of Client Detail screen unavailable (clock data cannot be viewed and adjustments cannot be made)
8/29/98	PRISM II Reconciliation ends
8/31/98	New data for all categories displayed in PRISM II - Client Detail and AU Detail screens

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 Service Center at (617) 348-5290.
