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Field Operations Memo 98-49
November 5, 1998

TO: Transitional Assistance Office Staff

FROM: Joyce Sampson, Assistant Commissioner for Field Operations

RE: BEACON Release 1.0 Implementation in Falmouth and Hyannis Transitional Assistance Offices

Introduction

On November 9, 1998, BEACON Release 1.0 will be implemented in the Falmouth and Hyannis Transitional Assistance Offices (TAOs). Conversion will take place the week before.

Statewide Impact

The procedures outlined in Field Operations Memo 98-39 now apply to cases in Falmouth and Hyannis in addition to cases in Roslindale. Specifically:

- Cases transferred from Roslindale, Falmouth or Hyannis to another TAO must remain BEACON cases and must be handled by the new Transitional Assistance Office's BEACON designee.
- When transferring a case to Roslindale, Falmouth or Hyannis, be sure to electronically transfer all related closed cases as well as the ESP case.

BEACON-Related Issues

Customer Service Center staff are no longer in the Roslindale TAO. BEACON-related questions should be referred to the Customer Service Center at Central Office at (617) 348-5290.

**Preconversion
Reminders for
Non-BEACON
TAOs**

Transitional Assistance Social Workers in TAOs not yet converted to BEACON are reminded of the following preconversion activities that are critical to the successful conversion and implementation of BEACON:

- ◆ All ESP-MIS coding must be reviewed for accuracy, and changes made, if needed;
- ◆ All transportation payments must be current;
- ◆ All cases on the following reports must be reviewed for accuracy:
 - ESP Participation Report - Pay particular attention to the component identified on the report. If the recipient is not participating in the component, close the component on ESP-MIS. **Additionally, if the case is closed, close the component on ESP-MIS.** Closing the component on ESP-MIS prior to conversion is easier and will eliminate the need to close the component on BEACON after conversion.
 - Child Care Masterfile Report and Work Required Cases without Work Activity Detail Report must be reviewed for accuracy and appropriate action, if required.

NOTE: Refer to Field Operations Memo 98-9 for more detailed instructions for each of these reports.

- ◆ Recipients in ESP Code 204 (enrollee still employed after 30-day follow-up) must be reviewed to verify whether or not the recipient is working and that the job information is accurate. Refer to the *Systems User's Guide*, Volume 8: ESP-MIS, for information and instructions regarding ESP codes.
- ◆ PACES coding must be correct, in particular, program codes, SAVE codes and action reasons.

Remember - If the information is not correct on both ESP-MIS and PACES, then it will not be correct on BEACON.

**Preconversion
Reminders for
Non-BEACON
TAOs (cont.)**

Transitional Assistance Office Directors, Assistant Directors, or designees must identify all non-ESP funded resources that are currently utilized by the TAO or may be utilized later. The designee(s) will be trained on how to enter and maintain these resources in BEACON.

Failure to perform these preconversion activities will result in invalid data on BEACON requiring extensive postconversion cleanup activities.

Questions

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