

## FYIs

### Case Transfer Functionality Change

Currently when cases are transferred from intake to ongoing, all cases both pending and active within the alphabetical split being transferred are transferred at the same time. This creates additional work for TAO staff who must transfer back any pending cases that were transferred incorrectly. Effective with BEACON build 44.8, TAO staff will be able to transfer only those cases within the alphabetical split they wish to transfer to appropriate staff, leaving pending cases with the appropriate intake case manager.

### MBTA Fare Increases

MBTA fares are increasing effective July 1, 2012. The MBTA fare values and passes in BEACON are being adjusted to reflect that change. Some clients may think they will receive an increase in the amount of their transportation payments due to the fare increases. Case managers are reminded that the maximum limit for transportation payments remains \$40 monthly. If contacted by clients regarding the fare increases, case managers should explain that even though the MBTA fares have increased, the ESP transportation benefit has not changed.

### Participation and Attendance Form Data Entry Online Guide

Participation and Attendance forms are sent to clients the first business day of the week (Monday unless Monday is a holiday) before the last Saturday of the month. These forms must be returned by the client no later than the 10<sup>th</sup> of the following month (or the first business day after the 10<sup>th</sup> of the month if the 10<sup>th</sup> is a weekend or holiday). Case managers *must* enter the forms on the Monitor Participation page *no later than the 18<sup>th</sup> of that month* (or the first business day after the 18<sup>th</sup> of the month if the 18<sup>th</sup> is a weekend or holiday) to prevent a participation sanction from being created. Case managers may enter the prior participation month's returned *Participation and Attendance* forms up until the Friday before the last Saturday of the current month.

A *Participation and Attendance* Form (listing the last day of the month that *Participation and Attendance* forms may be entered on the Monitor Participation page for the previous month's participation) will be added to Policy Online in the Online Guides option in late June.