



***Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance***


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**Online Guide Transmittal 2021-31
April 15, 2021**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
Re: Cross Programs: AP ID Default in Client Search Field

Overview

Staff may access a client's Electronic Case File (ECF) through a variety of search options. Systems changes are being implemented to support staff in utilizing a client's Assessed Person Identification number (AP ID) to locate their ECF. BEACON will now default the client search option from SSN to AP ID. There are not changes to the availability of other search options in situations where the AP ID may not yet be available or the client is unsure of their AP ID.

Purpose

The purpose of this Transmittal is to remind staff that the AP ID is the preferred search criteria in BEACON and of systems changes to support this preference.

**Revised Online
Guide Page**

Topic: Cross Programs
Book: Request for Assistance
Page: Client Search Page

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email DTA.Procedural Issues.

Systems issues should be directed to the Systems Support Help Desk.
