



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

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**Online Guide Transmittal 2023-75  
November 9, 2023**

**To: Department of Transitional Assistance Staff**  
**From:  Sarah Stuart, Associate Commissioner for Change Management**  
**Re: Cross Programs: AU Mass Assignment**

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**Overview**

A new page has been added to the Online Guide detailing instructions on how to use the AU Mass Assignment feature, a tool that is useful for transferring caseloads between Economic Assistance staff. A recent update to BEACON was made that makes it easier to assign and transfer cases based on a client's primary language and staff who are receiving the language differential. Procedures for how and when to use this feature have not changed.

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**Purpose**

The purpose of this transmittal is to inform staff of updates to the Online Guide regarding instructions on how to use an existing feature in BEACON, AU Mass Assignments.

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**AU Mass  
Assignments**

Economic Assistance caseloads can be transferred between case workers in bulk using the AU Mass Assignment tool in BEACON. This allows TAO managers to sort and select clients based on a number of criteria, such as name, zip code, and language.

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**New Online  
Guide Pages**

**Topic:** Business Process (BP)  
**Book:** BP – Overview  
**Page:** AU Mass Assignment

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**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 them to [DTA.Procedural Issues](#).

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

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