

MEMORANDUM

DATE: April 16, 1999

TO: All DPA Caseworkers and Supervisors

FROM: Rebecca Eames
Chief of Field Services

SUBJECT: EIS Procedure 1999-4 (Replaces 1993-4)
ET ALERTS DUE TODAY OR OVERDUE (ETAD) Screen

Introduction

The ETAD screen is enhanced and now allows the following functions:

- Caseworkers and supervisors to view all case alerts by PCN
- Caseworkers and supervisors to view case alerts by specific caseload
- Caseworkers and supervisors to view client-based alerts for Work Service caseloads

This procedure will discuss:

- How to access the ETAD
- The ETAD screen fields and descriptions
- Navigating on the ETAD
- Deleting alerts from the ETAD

This procedure replaces EIS Procedure 1993-4, please remove this procedure from your manual.

Accessing the ETAD

Using the ELIGIBILITY TECHNICIAN MENU (ELTM)

Caseworkers will access the ETAD screen from the ELTM menu. To access the ETAD:

1. <NEXT> to the ELTM from any EIS screen
2. In the ENTER FUNCTION field enter function **8**
3. <ENTER>

Using the RAPM'S AND SUPERVISOR'S MENU (RASM)

Supervisors will access the ETAD screen from the RASM menu. To access the ETAD:

1. <NEXT> to the RASM from any EIS screen
2. In the ENTER FUNCTION field enter function **2**
3. In the ET OR REVIEWEE'S PCN field enter the PCN of the caseworker whose alerts are being reviewed
4. <ENTER>

Note: To access a blank ETAD screen DO NOT enter a PCN in the ET OR REVIEWEE'S PCN field. On the blank ETAD enter the desired caseload to be viewed.

ETAD Screen Fields and Descriptions

EIS ETAD	ET ALERTS DUE TODAY OR OVERDUE	040699 10:50 WORKER B
CASELOAD: B , WORKER		
OFFICE: 083 UNIT: 1	CASELOAD NBR: 03	DUE
CASE / CLIENT NAME	CASE NUMBER MESSAGE	DATE CLEAR
(CS) A , CLIENT	00019926 REVIEW JOBS FOR CLIENT A	020199
(CS) B , CLIENT	00009637 REVIEW JOBS FOR CLIENT B	090199
(CS) C , CLIENT	00020600 ME CERT EXPIRED - PGM CLOSED	033199
(CL) D , CLIENT	00020532 AWP SANC-WA CLIENT D	090199
PF3=TOP	PF7=SCROLL UP	PF8=SCROLL DOWN
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FIELD

DESCRIPTION / USE

CASELOAD

This field displays the name of the caseworker to whom the caseload belongs.

OFFICE

Use this field to enter the Full Service Office (FSO)

<u>FIELD</u>	<u>DESCRIPTION / USE</u>
	number for the desired caseload.
UNIT	Use this field to enter the unit number of the caseworker.
CASELOAD NBR	Use this field to enter the caseload number of the caseworker.
CASE / CLIENT NAME	This field displays the name of the Primary Information (PI) person for Case Alerts (CS) or the name of the individual for Client Alerts (CL) .
CASE NUMBER	This field displays the EIS case number belonging to the client.
MESSAGE	This field displays the alert message.
DUE DATE	This field displays the due date of the alert.
CLEAR	Use this field to clear (delete) alerts.
P3=TOP	<PF3> to display the first page of the ETAD screen.
<PF7>=SCROLL DOWN	<PF7> to display the preceding page of ETAD entries when more than one page of alerts exists.
<PF8>=SCROLL DOWN	<PF8> to display the next page of alerts when more than one page of alerts exists.
PAGE XX of XX	This field displays the current page number of alerts and then the total number of pages.

Viewing Alerts on the ETAD

The ETAD can display alerts for up to 20 assigned caseloads and up to 1000 alerts. If a caseworker has more than 20 assigned caseloads and more than 1000 alerts the ETAD will display the following alert:

******PROGRAM LIMIT OF MORE THAN 20 CASELOADS AND 1000 ALERTS REACHED******

If a caseworker has more than 20 caseloads but has not reached the 1000 alert limit, the ETAD will display the following alert:

******PROGRAM LIMIT OF 20 CASELOADS REACHED******

Viewing Alerts by PCN

When the ETAD is initially accessed either from the ELTM or RASM all EIS case number alerts for the caseworker will display.

Viewing Alerts by EIS or Work Services Caseload

Note: For this example a Work Service office number and caseload is being selected

Step 1:

When the ELTM is initially accessed all EIS case alerts for that caseworker's PCN will appear:

EIS ETAD	ET ALERTS DUE TODAY OR OVERDUE	040699 11:55
		WORKER B
CASELOAD: B , WORKER		
OFFICE: UNIT:	CASELOAD NBR:	DUE
CASE / CLIENT NAME	CASE NUMBER MESSAGE	DATE CLEAR
(CS) A , CLIENT	00016247 APA PAYMENT NOT AUTHORIZED	032899
(CS) B , CLIENT	00007856 ME PAYMENT NOT AUTHORIZED	112898
	AFDC PAYMENT NOT AUTHORIZED	112898
(CS) C , CLIENT	00019926 REVIEW JOBS FOR CLIENT C	020199
(CS) D , CLIENT	00009637 REVIEW JOBS FOR CLIENT D	090198
(CS) E , CLIENT	00019812 REVIEW JOBS FOR CLIENT E	090198
	AFDC PAYMENT NOT AUTHORIZED	122898
	ME PAYMENT NOT AUTHORIZED	122898
	AFDC PAYMENT NOT AUTHORIZED	022899
	ME PAYMENT NOT AUTHORIZED	022899
(CS) F , CLIENT	00020600 ME CERT EXPIRED - PGM CLOSED	033199
(CL) G , CLIENT	00020532 AWP SANC-WA CLIENT G	090198
(CS) H , CLIENT	00016664 ME PAYMENT NOT AUTHORIZED	122898
	AFDC PAYMENT NOT AUTHORIZED	122898
	AFDC PAYMENT NOT AUTHORIZED	032899
PF3=TOP PF7=SCROLL UP	PF8=SCROLL DOWN	PAGE 01 OF 02 NEXT-->

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Step 2:

On the ETAD:

1. <TAB> to the OFFICE field and enter the FSO or Work Services office number
2. In the UNIT field enter Unit of the caseworker
3. In the CASELOAD NBR field enter the caseload number of the caseworker
4. <ENTER>

EIS ETAD	ET ALERTS DUE TODAY OR OVERDUE	040699 11:55 WORKER B
CASELOAD: B , WORKER		
OFFICE: 256 UNIT: 1 CASELOAD NBR: 01		DUE
CASE / CLIENT NAME	CASE NUMBER MESSAGE	DATE CLEAR
(CS) A , CLIENT	00016247 APA PAYMENT NOT AUTHORIZED	032899
(CS) B , CLIENT	00007856 ME PAYMENT NOT AUTHORIZED	112898
	AFDC PAYMENT NOT AUTHORIZED	112898
(CS) C , CLIENT	00019926 REVIEW JOBS FOR CLIENT C	020199
(CS) D , CLIENT	00009637 REVIEW JOBS FOR CLIENT D	090198
(CS) E , CLIENT	00019812 REVIEW JOBS FOR CLIENT E	090198
	AFDC PAYMENT NOT AUTHORIZED	122898
	ME PAYMENT NOT AUTHORIZED	122898
	AFDC PAYMENT NOT AUTHORIZED	022899
	ME PAYMENT NOT AUTHORIZED	022899
(CS) F , CLIENT	00020600 ME CERT EXPIRED - PGM CLOSED	033199
(CL) G , CLIENT	00020532 AWP SANC-WA CLIENT G	090198
(CS) H , CLIENT	00016664 ME PAYMENT NOT AUTHORIZED	122898
	AFDC PAYMENT NOT AUTHORIZED	122898
	AFDC PAYMENT NOT AUTHORIZED	032899
PF3=TOP PF7=SCROLL UP PF8=SCROLL DOWN	PAGE 01 OF 02	NEXT-->

Step 3:

On <ENTER> the Work Services alerts for caseload 256 1 01 will display:

EIS ETAD	ET ALERTS DUE TODAY OR OVERDUE	040699 13:45 WORKER B
CASELOAD: B , WORKER		
OFFICE: 256 UNIT: 1 CASELOAD NBR: 01		DUE
CASE / CLIENT NAME	CASE NUMBER MESSAGE	DATE CLEAR
(CL) I , CLIENT	00013245 JOBS SANCTION IMPLEMENTED	072099
(CL) J , CLIENT	06701293 E&T REF, 0600020618 ACTIVE E&T	012899
(CL) K , CLIENT	00013354 E&T DISQUAL IMPLEMENTED	022299
(CL) L , CLIENT	00013227 JOBS SANCTION IMPLEMENTED	030599
PF3=TOP PF7=SCROLL UP PF8=SCROLL DOWN	PAGE 01 OF 04	NEXT-->

Deleting Alerts on the ETAD

Step 1:

On the ETAD screen:

1. <TAB> to the CLEAR field
2. Enter an X by each alert needing deletion
3. <ENTER>

EIS ETAD		ET ALERTS DUE TODAY OR OVERDUE		040699 11:55 WORKER B	
CASELOAD: B , WORKER		CASELOAD NBR:		DUE	
OFFICE:	UNIT:	CASE NUMBER	MESSAGE	DATE	CLEAR
CASE / CLIENT NAME					
(CS) A , CLIENT		00016247	APA PAYMENT NOT AUTHORIZED	032899	X
(CS) B , CLIENT		00007856	ME PAYMENT NOT AUTHORIZED	112898	X
			AFDC PAYMENT NOT AUTHORIZED	112898	X
(CS) C , CLIENT		00019926	REVIEW JOBS FOR CLIENT C	020199	X
(CS) D , CLIENT		00009637	REVIEW JOBS FOR CLIENT D	090198	X
(CS) E , CLIENT		00019812	REVIEW JOBS FOR CLIENT E	090198	X
			AFDC PAYMENT NOT AUTHORIZED	122898	X
			ME PAYMENT NOT AUTHORIZED	122898	X
			AFDC PAYMENT NOT AUTHORIZED	022899	X
			ME PAYMENT NOT AUTHORIZED	022899	X
(CS) F , CLIENT		00020600	ME CERT EXPIRED - PGM CLOSED	033199	X
(CL) G , CLIENT		00020532	AWP SANC-WA CLIENT G	090198	
(CS) H , CLIENT		00016664	ME PAYMENT NOT AUTHORIZED	122898	X
			AFDC PAYMENT NOT AUTHORIZED	122898	X
			AFDC PAYMENT NOT AUTHORIZED	032899	X
PF3=TOP	PF7=SCROLL UP	PF8=SCROLL DOWN	PAGE 01 OF 02	NEXT-->	

Step 2:

On <ENTER> the next page of alerts will display. The ETAD page with the deleted alerts will appear as follows:

EIS ETAD		ET ALERTS DUE TODAY OR OVERDUE		040699 14:11
CASELOAD: B, WORKER				WORKER B
OFFICE:	UNIT:	CASELOAD NBR:	DUE	
CASE / CLIENT NAME	CASE NUMBER	MESSAGE	DATE	CLEAR
(CS) A , CLIENT	00016247	****DELETED*****	032899	
(CS) B , CLIENT	00007856	****DELETED*****	112898	
		****DELETED*****	112898	
(CS) C , CLIENT	00019926	****DELETED*****	020199	
(CS) D , CLIENT	00009637	****DELETED*****	090198	
(CS) E , CLIENT	00019812	****DELETED*****	090198	
		****DELETED*****	122898	
		****DELETED*****	122898	
		****DELETED*****	022899	
		****DELETED*****	022899	
		****DELETED*****	053098	
(CS) F , CLIENT	00020600	****DELETED*****	033199	
(CL) G , CLIENT	00020532	AWP SANC-WA CLIENT G	090198	
(CS) H , CLIENT	00016664	****DELETED*****	122898	
		****DELETED*****	122898	
		****DELETED*****	032899	
PF3=TOP	PF7=SCROLL UP	PF8=SCROLL DOWN	PAGE 01 OF 02	NEXT-->