



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2010-01
January 8, 2010

To: Transitional Assistance Office Staff
From:  John Augeri, Assistant Commissioner for Field Operations
Re: Centralization of the Department of Children and Families (DCF) Child in Placement Match Process

Background DTA performs matches with the Department of Children and Families (DCF), formerly DSS, and receives information for the following matches:

- Child in Placement;
- Child No Longer in Placement;
- Client Deceased; and
- Guardian/Adoption Placement.

Clients matched for these DCF occurrences appear on the appropriate case manager's BEACON External Agency Matches View in the DSS Placement Match window. The case manager determines what case action needs to take place based on the match information.

Purpose of Memo The purpose of this memo is to inform TAO staff that case managers will no longer be responsible for the "Child in Placement" match found in the DSS Placement Match window.

Central Office Responsibilities for the Child in Placement Match Process Effective with the first match received from DCF in late January 2010, Central Office Data Matching Unit staff will be responsible for reviewing the “Child in Placement” matched information, taking appropriate action, if necessary, on the case and dispositioning the match on the DSS Placement Match window.

Central Office Data Matching Unit staff will make a notation in the BEACON Narratives tab and e-mail the case manager, with a copy to the TAO director/designee, regarding the action taken on the case.

No case manager action is needed for this process.

NOTE: The remaining DCF matches continue to be the responsibility of the case manager.

Questions If you have any questions, please have your Hotline designee call the Policy Hotline.
