



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

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Secretary

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Lieutenant Governor

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Commissioner

**Online Guide Transmittal 2015-27  
May 15, 2015**

**To: Department of Transitional Assistance Staff**

**From: *AS* Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations**

**Re: FEW Responsibilities for the TAFDC Group Orientation Sessions, and New BEACON Functionalities**

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**Overview**

Effective April 27, 2015, with BEACON Build 47.4, new BEACON functionalities were implemented to ensure that TAFDC clients are afforded opportunities to move to self-sufficiency, and to support the role of Full Engagement Workers (FEWs).

BEACON enhancements include:

- creation of FEW user role;
- easily identified FEW Narratives;
- automated appointments for targeted clients;
- a new automated Appointment Type letter: *TAFDC Group Orientation Appointment*
- tracking attendance of clients at TAFDC Group Orientations; and
- a new Scheduled TAFDC Group Orientation Appointments view which lists client within the TAO scheduled for TAFDC Group Orientation sessions.

**Revised and New BEACON Online Guide Pages** Online Guide pages: TAFDC Group Orientation Sessions and FEW Responsibilities for Group Orientation Sessions are now combined and revised to outline the FEWs' responsibilities for the Orientation sessions.

Additionally, a new page is being introduced which outlines a new BEACON view related to the TAFDC Group Orientations.

**Topic:** TAFDC  
**Book:** Basic Case Activity and Maintenance  
**Chapter:** TAFDC Orientation  
**Page:** FEW: TAFDC Group Orientation Sessions  
**New Page:** Scheduled TAFDC Group Orientation Appointments View

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**Questions** If you have any question please email the DTA Mailbox.  
Systems questions should be directed to the Systems Support Help Desk.

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