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Department of Transitional Assistance

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Online Guide Transmittal 2023-58C
August 9, 2023

To: **Department of Transitional Assistance Staff**

From: **Sarah Stuart, Associate Commissioner for Change Management**

Re: **TAFDC – Pathways to Work: Utilizing BEACON Workflows and Procedures for Tracking Participation and Providing Supports**

Overview

As part of the TAFDC Pathways to Work redesign, the Department has made a number of changes to how economic assistance and engagement staff support clients in connecting and participating in activities, meeting the work rules, and how these rules are operationalized for clients through language, procedural and system changes.

This Transmittal is one of a series that will inform staff of the changes associated with Phase II of the Pathways to Work redesign. These systems changes are planned to take effect on August 14, 2023.

This Transmittal advises staff of BEACON workflow and Views changes to support these policy and procedural changes through the TAFDC Pathways to Work project. Online Guide updates will provide staff with new procedural guidance on how certain engagement activities will be captured and recorded in BEACON. It also advises staff of a number of changes to the BEACON views available to help support this work.

Purpose   The purpose of this Online Guide Transmittal is to advise staff about the:

- new Pathways to Work workflow to capture Planning Activities, Activity referrals and create Pathways to Work Plans with participants to replace the PSS Services workflow
- new Pathways Participation workflow to record monthly engagement or participation hours to be used for TAFDC clients instead of the ESP Participation workflow
- new Child Care workflow to generate all child care referrals for DTA and former DTA families
- new and revised Views to support client communications generated from case activities completed in these workflows

**New Online
Guide Pages**

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways to Work Workflow
Page: Pathways to Work Workflow – Overview

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways to Work Workflow
Page: Recording Pathways to Work Planning Activities

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways to Work Workflow
Page: Issuing Activity Referrals and Updating Activity Status

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways to Work Workflow
Page: Completing a Pathways to Work Plan

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways to Work Workflow
Page: Updating or Ending a Pathways to Work Plan

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways Participation Workflow
Page: Pathways Participation Workflow-Overview

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways Participation Workflow
Page: Entering Monthly Engagement

Topic: Pathways to Work
Book: TAFDC Pathways to Work
Chapter: Pathways Participation Workflow
Page: Entering Participation Hours

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Working with the CCRR

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Completing a Child Care Referral

Topic:	Pathways to Work
Book:	Support Services
Chapter:	Child Care
Page:	Ending a Child Care Referral

Topic:	TAFDC
Book:	Basic Case Activities & Maintenance
Chapter:	Views
Page:	Pathways to Work Views

Revised Online Guide Pages	**Topic:** **Book:** **Chapter:** **Page:**	Pathways to Work Support Services Child Care Introduction to Child Care

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Eligibility for Child Care

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Child Care for SNAP Path to Work Participants

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Relative Caregiver Child Care

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Transitional Child Care

Topic: Notices/Forms
Book: TAFDC
Page: TAFDC Notices

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Views Overview

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Daily Priority Actions Views

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Appointments to Schedule Views

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Assessed Person Potential Changes Views

Topic: TAFDC
Book: Basic Case Activities &Maintenance
Chapter: Views
Page: Assistance Unit Lists Views

Topic: Pathways to Work
Book: Support Services
Chapter: Learning Disability Assessments
Page: Learning Disability Assessments – TAFDC (Previously
Temporary Procedures for Learning Disability Assessments)

Obsolete Online Guide Pages

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Issuing a Child Care Referral   ***

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: ESP Assistance Unit Views

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: TAFDC Work Program Tracking Views

Topic: TAFDC
Book: Services
Chapter: Learning Disabilities

Obsolete Client Communications

- Department of Public Health Referral
- Department of Mental Health Referral Notice
- ESP Participation and Attendance Record
- Initial Job Search Referral/Log 1
- Initial Job Search Referral/Log 2
- One Call Links You to HELP In Your Community
- Participation and Attendance Record for Employment Ready Activities
- Pathway to Self-Sufficiency Employment Development Plan (EDP)
- Referral and Response
- Referral to DPH
- Referral to DMH/MassHealth
- Referral to HCEC
- Referral to Mass211
- Work Program Compliance/Exemption Change
- Work Ready Referral/Job Search Log 1
- Work Ready Referral/Job Search Log 2

Obsolete Forms

Child Care Referral (BEA-CCA)
ESP Provider Session Appointment Letter (ESP Prov Appt)
ESP Provider Session Log (ESP Prov Log)
Foster Care Verification Form (FCP-Record)
TAFDC Group Orientation Appointment (TAFDC Gr/Or)
TAFDC Work Program Road Map Flyer (TAFDC-WP-RM-Flyer)

Obsolete Policy Online Materials

Guides
CIES Components
CIES Referral Decision Guide
Participation and Attendance Form Data Desk Entry Guide
Work Program Sanction Process

Job Aids
TAFDC: Pre-Benefit Job Search/Pathways to Self Sufficiency Workflow

Webinars
Pathways to Self Sufficiency – BEACON Workflows
Pathways to Self Sufficiency – Managing Difficult Conversations/PDF
Pathways to Self Sufficiency – Motivational Interviewing/PDF
Pathways to Self Sufficiency – Time Management/PDF

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.