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

CHARLES D. BAKER
Governor

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Lieutenant Governor

JEFF McCUE
Commissioner

Online Guide Transmittal 2015-72
December 28, 2015

To: **Department of Transitional Assistance Staff**

From: **Anne O'Sullivan, Assistant Commissioner for Change Management**

Re: **TAFDC, EAEDC and SNAP – No Trespass Page in BEACON**

Overview

To ensure that all staff has access to data regarding individuals who are not allowed to access DTA offices, a new page has been created in BEACON. The No Trespass page will identify the assessed persons and basic persons with no trespass orders. Maintaining an electronic version of the No Trespass data in BEACON will help with information sharing and management. It will also ensure that clients calling on the Assistance Line are not told to come into the TAO for interviews or other DTA business.

The No Trespass page will allow:

- TAO managers/designees and certain Central Office staff to create and update no trespass information about an individual (either a current applicant/client or a basic person).
  Note: All previous no trespass orders that were granted prior to this page creation will be entered into BEACON by Central Office staff.

- DTA staff to view existing no trespass information and associated scanned documents.

Purpose   The purpose of this Online Guide Transmittal is to:

- advise staff about the No Trespass page;

- document the No Trespass page; and

- advise staff about how to use the No Trespass page.

New BEACON Online Guide Book/Pages   The following page is being added:

> **Topic:** Cross Programs
> **Page:** No Trespass Indicator and Page

Revised BEACON Online Guide Book/Pages   The following pages are being revised:

> **Topic:** EAEDC
> **Book:** Basic Case Activities and Maintenance
> **Chapter:** Views
> **Page:** Daily Priority Actions Views

> **Topic:** TAFDC
> **Book:** Basic Case Activities and Maintenance
> **Chapter:** Views
> **Page:** Daily Priority Actions Views

> **Topic:** Business Process Redesign (BPR)
> **Book:** Procedures
> **Chapter:** Front Office Procedures
> **Page:** Registering Clients and Documents in BEACON

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