



Massachusetts Department of Public Welfare
600 Washington Street, Boston, MA 02111

Field Operations Memo 95-1
January 1, 1995

TO: LOCAL OFFICE STAFF
FROM: JOYCE SAMPSON,
ASSISTANT COMMISSIONER FOR FIELD AND ELIGIBILITY OPERATION
RE: FRONT-END DETECTION TRACKING SYSTEM

Introduction

With the expansion of Front-End Detection (FED) to all local offices, the current system is being replaced, around the middle of January, by a centralized database built on the Lotus Approach software available on the networked personal computers (Pcs) in the local offices. Initially, there will be restrictions on the number of local office staff with access to the tracking system.

Immediate benefits of the new system include:

- Ability to inquire into a particular client's FED referral history.
- Immediate updating of referral and response information.
- Elimination of monthly uploads and mailing of disks.
- Ability to perform ad hoc queries to monitor referrals.

This memo includes: introduction of the tracking system documentation; preparation for the new system; the revision of the referral form; and timeframes for entering information on the tracking system.

Tracking
System

Local office staff use the tracking system to:

- Add new referrals.
- Update referrals when a response is received from BSI.
- Monitor the disposition of applications referred to BSI.
- Inquire into a client's FED referral history.
- Perform ad hoc queries.

Preparation for the
Tracking System

To allow time to collect all the local office disks and combine them to form the database, the disks must be received in Central Office no later than Tuesday, 1/10/95. Do not enter any January referrals on the old system.

Local offices not returning disks will have to data-enter all the historical FED information since that office started FED.

References

The documentation for the FED Tracking System is found in the PC User's Guide, Volume 2. The revised documentation will be issued at the time of implementation.

Front End Detection
Referral Form (FED-1)

The Front End Detection Referral form (Attachment A) has been revised to be a dual purpose referral and data entry form. Fields have been added and the area of investigation block includes the codes used in the tracking system. The FED-1 replaces the current referral form (AFR).

Timeframes

All referrals and responses from BSI must be entered on the tracking system by the fifth working day of the next month.

Questions

Questions about the tracking system should be referred to the Systems Help Desk at 348-5290.



**Massachusetts Department of Public Welfare
Front-End Detection Referral**

Attachment A

LWO #	CAN
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Applicant Information

Last Name		First	Category	Social Security Number	
Address			City/Town	ZIP	
Sex	Date of Birth		Place of Birth		Referral Reason
Application Date		Referral Date		Projected Total Benefits \$ _____	

Names and SSNs of Dependents

_____	_____	_____
_____	_____	_____
_____	_____	_____

Name, address and telephone number of the landlord or property owner.

 _____ () _____

Prior Assistance

Has the applicant ever received public assistance before? Yes No
 If yes, please indicate the type. AFDC EAEDC/GR FS
 RRP EA MA

Other Adult(s) in the Home

Name of Adult(s) in the Home	Social Security Number	Date of Birth	
_____	_____	_____	
Address	City/Town	ZIP	Place of Birth
_____	_____	_____	_____

Area of Investigation (check primary category only) (write in secondary reasons in "Other" section)

- birth verification (BV)
- family composition (OF)
- bank account(s) (BA)
- rent receipt (RR)
- dependent not eligible (DNE)
- vehicles (VEH)
- marriage record (MR)
- parent in home (PIH)
- other assets (OA)
- identity (ID)
- earned income (EI)
- monthly expenses exceed income (EE)
- alienage (ALN)
- unearned income (UI)
- residence verification (RV)
- other income (OI)

other - explain _____

_____ Worker's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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