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**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
600 Washington Street • Boston MA 02111

Joseph Gallant  
Secretary  
Claire McIntire  
Commissioner

**Field Operations Memo 97-18**  
**March 26, 1997**

**TO: Local Office Staff**  
**FROM: Joyce Sampson, Assistant Commissioner for Field Operations**  
**RE: Teen Parent Head of Household Report**

**Overview**

In order to obtain valid information regarding a specific recipient population, it is essential that the information be correctly coded on the Department's various computer systems.

A recent review of the TAFDC teen parent head of household population was done to identify teen parents who do not appear to be meeting their educational requirements based on how the case is coded on PACES and on ESP-MIS. A report titled TAFDC TEEN HEAD OF HOUSEHOLD EDUCATION/ESP CODES was generated listing cases that need to be reviewed to ensure that the case is properly coded on PACES and on ESP-MIS. See Attachment A for a sample of this report. This list should be given to the teen specialist or appropriate staff person for review and correction of case file data information.

In designing the report the following factors were considered:

- how the case is coded on PACES (action reason, both case and dependent, program code, and education level); and
- how the case is coded on ESP-MIS (what open component codes are on file).

This memo:

- outlines the procedures that should be followed for reviewing cases listed on the report;
- describes the data elements contained on the report;
- references additional documentation on PACES and ESP-MIS coding; and
- identifies where any questions regarding this memo should be directed.

**Local Office  
Actions**

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Upon receipt of this report, the teen specialist or appropriate staff person must:

- review each case for inconsistencies in coding on both PACES and ESP-MIS;
- make corrections as needed;
- review all the codes and ensure that the combination of codes on PACES and ESP-MIS accurately reflect the teen's educational status;
- annotate the report as to what changes were made and the date of the changes; and
- submit the annotated report to the local office director.

**Note:** All coding changes are to be completed and key entered on the system by April 3. The annotated report is to be faxed to Julie Noble by April 3, 1997 at (617) 348-8575.

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**Reminders for  
Coding Teen  
Head of  
Household Case**

In reviewing each case, remember to:

- check the case and dependent PA action reason for accuracy;
- check the case action reason and program code to ensure they are consistent (ex., exempt action reason requires an exempt program code);
- check the education code on PACES for accuracy; and
- determine which ESP activity code should be open on ESP-MIS. The teen should be coded as in high school, attending a GED program or an Adult Basic Education (ABE) program or as having completed high school, a GED program or ABE program, unless there is good cause reason for the teen parent not to be participating. If good cause exists, be sure to indicate the appropriate component code on ESP-MIS.

**Note:** REMEMBER TO FOLLOW THIS PROCESS WHEN REVIEWING ALL TEEN PARENT CASES AND MAKE THE APPROPRIATE CHANGES ON PACES AND ESP-MIS.

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**Report  
Description**

The TAFDC Teen Head of Household Report contains the following data fields:

**PACES Data:**

- Date of Birth in year/month/day format
- Age of the teen parent (head of household)
- Category of Assistance
- Case Social Security Number
- Case Name
- Case Action Reason
- Program Code
- Dependent PA Action Reason
- Dependent Education Code

**ESP Data:**

- ESP Code (s)

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**Additional  
Documentation**

Detailed information and instruction regarding the various codes is contained in Volume 1: *PACES* and in Volume 8: *ESP-MIS* of the *Systems User's Guide*.

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**Questions**

Policy questions should be directed by your hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.

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**Final Action**

- **Keying of data on PACES and ESP-MIS must be completed by April 3.**
  - **Annotated reports must be faxed to Julie Noble at (617) 348-8575 by April 3.**
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DATE: 19970324  
TIME: 16:23:48.4

COMMONWEALTH OF MASSACHUSETTS  
DEPT OF TRANSITIONAL ASSISTANCE  
TAFDC TEEN HEAD OF HOUSEHOLD - EDUCATION/ESP CODES  
OFFICE: 004 CAN: 217

PROG: SRTH0H06  
PAGE: 1

DOB	AGE	CAT	CASE SSN	CASE NAME	CASE ACT. REAS	PGM CD	DEPENDENT PA ACT REAS	EDUC CODE	ESP CODE
78/12/19	18	2			03	A	17	03	000
77/12/15	19	2			03	A	17	03	000

NUMBER OF TEENS: 2