



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

Argeo Paul Cellucci
Governor

Jane Swift
Lieutenant Governor

William D. O'Leary
Secretary

Claire McIntire
Commissioner

Field Operations Memo 99-28
September 20, 1999

To: Transitional Assistance Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: BEACON Sanction Report

Overview

The *BEACON Sanctions: Active APs Meeting Participation Requirements* Report (Attachment A) identifies active TAFDC assessed persons (APs) that appear on BEACON as sanctioned even though they are designated as meeting their participation requirements on the Monitor Participation window. This report must be reviewed and acted upon by the AU Manager.

Report

The *BEACON Sanctions: Active APs Meeting Participation Requirements* Report is sorted by TAO and AU Manager's name and not by Case Assignment Number. Each Transitional Assistance Office will receive two copies of the report.

AU Manager Actions:

AU Managers must review each case on BEACON and, if appropriate, remove the sanction from BEACON by:

- accessing the Monitor Participation Workflow;
 - viewing the sanction History;
 - highlighting and selecting the sanction; and
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**Report
(cont.)**

- choosing the appropriate sanction removal reason (Fair Hearing, Administrative/System Error, Cooperating or Good Cause) from the Removal Reason dropdown box.

In addition, AU Managers must check PACES to ensure that all coding is correct (for example, Program Code, Action Reasons).

Annotate the report by entering the specific sanction removal reason in the "Comments" field. After the report is annotated, submit the report to the supervisor for review.

Supervisor Action:

The supervisor must verify that the action taken on BEACON and on PACES (if any) as described on Page 1 is correct and submit the report to the Director or designee.

Director/Designee Action:

The Director or designee must fax the report to the appropriate Regional Director by October 1, 1999. If you are unable to meet this deadline, please contact your Regional Director. The fax number is (617) 348-5111. The results of the report will be submitted for further analysis by staff at Central Office.

Transitional Assistance Offices not Receiving a Report

The following Transitional Assistance Offices will not receive a copy of this report: Hyannis, Nantucket, Oak Bluffs and Orleans.

Data Elements

The following chart contains descriptions of the data elements displayed on the report. Disregard the numbers on the left side of the report. The number next to each case identifies the number of the case in the statewide total.

Data Element	Definition:
First Name	First name of the Assessed Person
Last Name	Last name of the Assessed Person
SSN#	9-digit social security number of the Assessed Person

**Data Elements
(cont.)**

Exempt Stat	Exemption status (exempt, nonexempt) of the Assessed Person
WP Exempt	Work Program status of the Assessed Person Y = exempt from the Work Program requirement N = nonexempt from the Work Program requirement
Status	Sanction status (sanctioned or pending) of the Assessed Person
Level	Number from 1 through 4 that indicates the level of the sanction
AU Manager	First and last name of the AU Manager responsible for the AU
TAO	Name of the Transitional Assistance Office where case is assigned
Comment	Section for entering results of the review

Questions

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