



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


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Commissioner

**Field Operations Memo 2008-70**  
**December 19, 2008**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** Centralized Data Entry for Boston Family Housing EA Shelter Placements

**Overview**

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The responsibilities of Centralized Eligibility and Processing (CEP) in Central Office are being expanded to assist Boston Family Housing (BFH) staff with data integrity of EA shelter placements.

Effective December 1, 2008, CEP began the centralized data entry on BEACON of all initial shelter placements from BFH.

**Purpose**

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The purpose of this memo is to inform staff about:

- the BEACON data entry responsibilities of CEP for initial placements from the Boston Family Housing Office including families referred to BFH from the Dudley Square and Newmarket Square TAO's.

**CEP Responsibilities**

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Effective December 1, 2008, for new shelter, hotel and motel placements of families from BFH, CEP staff began to:

- enter the data on the BEACON Residential Facility window;
- update the address(es) on the Address window; and
- enter on the BEACON Narratives tab that the Residential Facility window has been updated.

At this time, CEP will not be involved with any data entry of shelter exits or shelter transfers. Those functions remain the responsibility of the BFH staff.

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**Boston Family  
Housing Office  
Responsibilities**

Effective December 1, 2008, BFH Office staff began to:

- ensure that it accurately entered all relevant information in the TES-EPR-1 form, including the family's mailing address if placed in a motel, and the current reason for homelessness;
- use EA on-line forms, except when the system is unavailable; and
- fax the completed form to the Centralized Placement Unit of Housing and Homeless Services (H&HS) at 617-348-5355.

BFH staff is no longer required to enter the initial EA family placement information on the Residential Facility window or the Address window. BFH staff is responsible for data entry of any shelter transfer or shelter exit and all other information in BEACON.

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**Centralized  
Placement Unit  
Responsibilities  
(H&HS)**

Effective December 1, 2008, the Housing and Homeless Services (H&HS) unit began to:

- ensure that the all information related to the shelter placement is accurately entered on the TES-EPR-1 form, including name of the shelter and address if placed in a scattered site, name and city/town of hotel or motel, The current reason for homelessness, the date of the shelter placement and the number of units; and
- forward a copy of the form to CEP.

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**Questions**

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

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