

## DIVISION OF EMPLOYMENT & REHABILITATION SERVICES

### TANF Jobs Program

#### IB #21-001

### New JAS Support Services Codes

*Effective Immediately*

This Informational Broadcast serves to inform all Jobs Program staff of the addition of two (2) new Support Services codes available in the JAS Employment and Career Development Plan Screen. The Support Service Codes “DAT” for Data Communications Support Services (such as Internet services) and “WIF” for the direct provision of WiFi enabled devices to participants are now available for use in JAS. This IB provides instruction on recording Support Services codes DAT and WIF into JAS.

Please reference IB #20-014 for more information on the policy for providing Internet Connectivity for Jobs Program participants.

#### **How to add DAT and WIF to the Employment and Career Development Plan**

Activities and services are recorded on the Employment and Career Development Plan Screen (NIS060) in JAS.

As noted in section 403 of the Jobs Program User Guide, the **ACTV/SRVCS** field is used to record work activities assigned to a client and the supportive services that will be provided. Work activities and supportive services are identified by a three-character alpha code. A list of activity codes is in the Activities by Alpha Key Table (NIS14)\* and a list of support service codes is in the Support Services – Alpha Key Table (NIS27)\*. A list of all the activity codes and their descriptions can also be viewed by pressing <F1> when the cursor is resting on the **ACTV/SRVS** field.

*\*see section 1001 of the Jobs Program User Guide.*

When an activity is added, key the weekly scheduled hours in the **HRS/CONT** field. Hours are not needed for support services.

Beginning and ending dates of activities and support services are identified in the **BEGINNING** and **ENDING** date fields.

The **PROVI-ID/LOC** fields reflect the provider ID and location code for each contracted provider.

Two new support service codes will be added to JAS and assigned to each Jobs Program contractor’s Provider ID and location codes to ensure each contactor can add the new service codes to a client’s Employment and Career Development Plan:

- **DAT** (Data Communications)
- **WIF** (WiFi Devices)

Below is an example of how to add the two new support service codes to the Employment and Career Development Plan Screen (NIS060).

Access the Employment and Career Development Plan screen from the Case Management Menu.

```

TERM: J94B                JOBS AUTOMATED SYSTEM                DATE: 01/20/2021
V6NMMSBN                CASE MANAGEMENT MENU                TIME: 11:54:25
V4NTA008-00
JOBS ID 4005785  AZTECS ID 0000046685  SSN 010046685  AZTECS CASE 00011752

TRANS ID                COST CENTER 001  CASEWORKER 997  PROV ID  LOC

EMP & CAREER DEVELOPMENT PLAN  CASEWORKER ASSIGN/UPDATE
REFERRAL TO CHILD CARE        NOTICE SELECTION/DISPLAY
CLIENT PARTICIPATION UPDATE   ** RECORD DISPLAY **
EMPLOYMENT                    CASE PLAN HISTORY
CLIENT REGISTRATION UPDATE    CLIENT STATUS HISTORY
STATUS CHANGE                 CLIENT PARTICIPATION HISTORY
NAME SEARCH                   CHILD CARE REFERRAL INQUIRY
CLIENT PROFILE                ACTION HISTORY
FII HELP(SYSTEMS USE ONLY)    POST EMPLOYMENT SUMMARY
                                CASE NOTES

                                PF4  MAIN MENU
  
```

Enter the new service codes as shown below along with the beginning date, ending date, and contracted provider's respective provider ID and location code. The provider ID and location code in the example is one used by Equus.

```

TERM: J94B      4T                JOBS AUTOMATED SYSTEM                DATE: 01/20/2021
V6NIS060                EMPLOYMENT AND CAREER DEVELOPMENT PLAN  TIME: 11:55:11
                                PAGE: 1
JOBS ID: 4005785  SSN: 010-04-6685  12 MONTH JOBS EXT ENDS:
NAME: ALLFAMHD  PRIMARY  VOC CTR:  JOB CTR:
JOBS STATUS: 02  JOBS STATUS DATE: 01/02/2021  ASSIGNED CASEWORKER: 997
CC REQ: N EMPLOYMENT GOAL: 23 SPL-IND: _ ECDP SIGNED: Y ECDP DATE: 01 20 2021
***PRESS PF5 TO ADD ADDITIONAL INFORMATION OR COMMENTS***

ACTV/ HRS/ ----- DATES -----
SRVCS CONT BEGINNING  ENDING  PROV-ID/LOC CLS  OUTC

DAT  ___  01 20 2021  03 20 2021  13360 0015  -  -
WIF  ___  01 20 2021  03 20 2021  13360 0015  -  -
___  ___  ___  ___  ___  ___  ___  ___  -  -
___  ___  ___  ___  ___  ___  ___  ___  -  -
___  ___  ___  ___  ___  ___  ___  ___  -  -

NEW JOBS STATUS:  ___  EFFECTIVE DATE:  ___  NEXT===>NIS  ___
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF11--PF12--PF18---
ACCPY HELP EXIT NIS MAIN NOTES ALERT PGUP NXTPG CCREP PRT WARNT PROV
  
```

The following screen indicates the services have been added.

```

** PLAN AND RELATED FILES ARE UPDATED **
TERM: J94B                JOBS AUTOMATED SYSTEM          DATE: 01/20/2021
V6NMSBN                  CASE MANAGEMENT MENU            TIME: 11:58:03
V4NTA008-00
JOBS ID 4005785  AZTECS ID 0000046685  SSN 010046685  AZTECS CASE 00011752

TRANS ID          COST CENTER 001  CASEWORKER 997  PROV ID  LOC

EMP & CAREER DEVELOPMENT PLAN      CASEWORKER ASSIGN/UPDATE
REFERRAL TO CHILD CARE             NOTICE SELECTION/DISPLAY
CLIENT PARTICIPATION UPDATE        ** RECORD DISPLAY **
EMPLOYMENT                         CASE PLAN HISTORY
CLIENT REGISTRATION UPDATE         CLIENT STATUS HISTORY
STATUS CHANGE                      CLIENT PARTICIPATION HISTORY
NAME SEARCH                        CHILD CARE REFERRAL INQUIRY
CLIENT PROFILE                     ACTION HISTORY
FII HELP(SYSTEMS USE ONLY)        POST EMPLOYMENT SUMMARY
                                   CASE NOTES

                                   PF4  MAIN MENU

```

Now the services are visible on the screen.

```

TERM: J94B      4T          JOBS AUTOMATED SYSTEM          DATE: 01/20/2021
V6NIS060      EMPLOYMENT AND CAREER DEVELOPMENT PLAN      TIME: 11:58:19
                                           PAGE: 1
JOBS ID: 4005785  SSN: 010-04-6685  12 MONTH JOBS EXT ENDS:
NAME: ALLFAMHD  PRIMARY  VOC CTR:  JOB CTR:
JOBS STATUS: 02  JOBS STATUS DATE: 01/02/2021  ASSIGNED CASEWORKER: 997
CC REQ: N EMPLOYMENT GOAL: 23 SPL-IND: _ ECDP SIGNED: Y ECDP DATE: 01 20 2021
***PRESS PF5 TO ADD ADDITIONAL INFORMATION OR COMMENTS***

ACTV/ HRS/ ----- DATES -----
SRVCS CONT BEGINNING  ENDING  PROV-ID/LOC CLS  OUTC

DAT  00  01 20 2021  03 20 2021  13360 0015  -  -
WIF  00  01 20 2021  03 20 2021  13360 0015  -  -
---  ---  ---  ---  ---  ---  ---  ---  -  -
---  ---  ---  ---  ---  ---  ---  ---  -  -
---  ---  ---  ---  ---  ---  ---  ---  -  -
---  ---  ---  ---  ---  ---  ---  ---  -  -

NEW JOBS STATUS:  ___  EFFECTIVE DATE:  ___  NEXT==>NIS  ___
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF11--PF12---PF18---
ACCPY HELP  EXIT  NIS  MAIN NOTES ALERT PGUP  NXTPG CCREP  PRT  WARNT  PROV

```