



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA INFORMATION MEMO

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

**FROM: *Robert Everhard*
ROBERT EVERHARD, EXECUTIVE DIRECTOR, FIA**

RE: CARES TO WOMIS EXCHANGE OF DATA

PROGRAM AFFECTED: WORK OPPORTUNITIES PROGRAMS

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

On or about February 6, 1999, the CARES/WO MIS interface will become operational. This interface will replace the current interface between these two systems that has been in place since 1992. The new interface will be implemented through a series of actions, **beginning** with the registration in WO MIS of all TCA adult customers (18 years or older), and those who are younger than 18 years but are the designated heads of household. The **second action** to be taken will be the de-registration from WO MIS (i.e., the insertion of a De-registration Date and Status code) of all current registrants who are no longer receiving TCA. Finally, the **third action** will be the initiation of a daily download of information from CARES to WO MIS.

As part of the ongoing, daily download process, an electronic record containing approximately 50 pieces of information will be created in the CARES for each adult approved to receive TCA, **as soon as possible (generally one day) after the approval is documented in CARES.** Again, records will be created for all newly approved TCA adults (aged 18 years or older) and minors who are heads of their households. **In addition, the CARES program will create a record each time the data in any of these 50 fields is changed in CARES.**

DHR staff will receive the file of new and changed customer records on a daily basis. A WO MIS program then will translate the data and store it in the WO MIS database. A list of the data to be recorded in WO MIS is attached. Through this data-download process, DHR effectively will **register** in WO MIS all adults and all minors who are heads of their households. DHR also will **de-register** TCA customers from WO MIS at the appropriate time (i.e., when the customer stops receiving TCA).

Specific information about the records that have been created or changed in WO MIS as a result of this interface, will be made available to each local office on a daily basis. The Data Manager in each local office has been provided with an example of how this information will appear. **It is important to understand that each local office will be responsible for printing out (preferably each day) these results and reviewing them. Generally, if any erroneous information has been included in WO MIS, local staff will need to correct the information in CARES. In fact, local staff will be blocked from correcting most of the CARES generated data in WO MIS.** We will continue to provide guidance for accomplishing this task through meetings and correspondence.

Note that other information about the person, not available in CARES but important to program operators, still will have to be manually entered by local staff. For example, information about a person's work activities and their attendance must be entered on the appropriate WO MIS screens.

The most important implications of this interface for local departments are:

1. DHR will be able to automatically and appropriately register and de-register TCA customers in WO MIS. This action will **eliminate the need for local departments to collect and enter the information on both form DHR 1390 (WO MIS Registration Form) and form DHR 1392 (WO MIS De-Registration Form).** Perhaps more importantly, this automated process will result in a more reliable and up-to-date WO MIS database. Of course local departments still will have the ability to manually register and track the activities of any non-TCA customers (e.g., applicants) they serve.
2. **Local departments will not have to enter the same data twice,** first in CARES and then in WO MIS. Any data in fields that are common to CARES and WO MIS will be automatically copied from CARES to WO MIS.
3. **Data in fields that are common to both CARES and WO MIS will be identical.** For example, if a TCA case meets the definition of a Two-Parent family (following the federal definition), then both systems will identify the case the same way. In the past, discrepancies often occurred, particularly when the designation of a case changed from a Two-Parent Family case to a Single-Parent Family case. Names and addresses, birth dates, telephone numbers and a host of other important data also will be the same in both systems.
4. Because all (adult) TCA customers will be registered in WO MIS, **the local department will be able to identify the entire universe of active and inactive customers.** Having this more complete database should be useful, for example, when the local department receives job orders from employers. By structuring local

queries based on registrants' exemption status, education level, work history information, Zip Code, or any of the other data fields that are part of WO MIS, local departments will be able to quickly identify the most suitable referrals. They also will be able to tell which customers are not participating in any activities in order to better target their resources.

If you have any questions about the CARES/WO MIS interface, please feel free to contact Fred Schroeder at (410) 767-8192 or Sue Woolford at (410) 767-7190.

cc: FIA Management Staff
Constituent Services
RESI
CTF

DATA IN WO MIS RECEIVED FROM CARES

| DATA | FORM LOCATION | SCREEN LOCATION | COMMENTS |
|-----------------------------|---------------|--------------------|--|
| SSN and Seq # | 1390 | Basic Registration | 2 fields |
| Date of Birth | 1390 | Basic Registration | |
| Name (L,F,MI) | 1390 | Basic Registration | 3 fields |
| Home address | 1390 | Basic Registration | 4 fields |
| Mail address | 1390 | Basic Registration | 4 fields |
| Home Phone | 1390 | Basic Registration | 2 fields |
| Message Phone | 1390 | Basic Registration | 2 fields |
| Sex | 1390 | Basic Registration | |
| Race/Ethnic Grp. | 1390 | Basic Registration | |
| Registration Date | 1390 | Basic Registration | |
| Highest Grade Completed | 1390 | Basic Registration | |
| Education Status | 1390 | Basic Registration | |
| Family Status | 1390 | Basic Registration | |
| TCA Benefits Code | 1390 | Basic Registration | |
| TCA Benefit Begin Date | 1390 | Basic Registration | |
| AU/Case Number | 1390 | Basic Registration | |
| Client ID | 1390 | Basic Registration | |
| District Office # | 1390 | Basic Registration | |
| Eligibility Worker ID | 1390 | Basic Registration | |
| Casehead/ Associate | 1390 | Basic Registration | |
| Teen Parent | 1390 | Basic Registration | |
| Citizen | 1390 | Basic Registration | |
| Exemption Status | 1390A | Local Registration | Data will not be accepted until CARES coding structure is revised. Data can be manually entered in WO MIS until change occurs. |
| Exemption Reason | 1390A | Local Registration | Data will not be accepted until CARES coding structure is revised. Data can be manually entered in WO MIS until change occurs. |
| Birthdate of Youngest Child | 1390A | Local Registration | |

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| | | | |
|--------------------------|-------------|--------------------|--|
| Family Size | 1390A | Local Registration | |
| Homeless | 1390A | Local Registration | |
| De-registration Subcode | 1392 | De-registration | |
| De-registration Status | 1392 | De-registration | |
| De-registration Date | 1392 | De-registration | |
| TCA Benefit End Date | 1392 | De-registration | |
| Case Closure Reason Code | 1392 | De-registration | Primary TCA case closure reason in CARES |
| HOH_REL-CD | Not on form | Not on screen | Relationship to head of household – stored in Participant File |
| PARENT_NUM | Not on form | Not on screen | Number of parents in case – stored in Participant File |
| OTH_CASE_MBR_# | Not on form | Not on screen | Number of other case members – stored in Participant File |
| EARNINGS | Not on form | Not on screen | Y or N stored in Participant File – indicates earnings recorded in CARES |
| STUDENT_STS_CD | Not on form | Not on screen | Status code from CARES – stored in Participant File |
| STATUS_RSN-CD | Not on form | Not on screen | 2 nd reason for TCA case closure (if any) – stored in Participant File |
| STATUS_RSN_CD | Not on form | Not on screen | 3 rd reason for TCA case closure (if any) – stored in Participant File |
| CARES_CREATE_DT | Not on form | Not on screen | Date when WO MIS record created using CARES data – blank if record was manually created. Stored in both Master and Participant Files |
| CARES_UPDATE_DT | Not on form | Not on screen | Date when WO MIS record was updated using CARES data. Stored in both Master and Participant Files. |
| OLD_SOC_SEC_NBR | Not on form | Not on screen | SSN recorded in WO MIS if changed by data download from CARES. Stored in Master File. |