

RESOURCE FILE INTEGRATION (RFI) UPSTATE SYSTEM

Menus:

The existing menu remains. Option 8 is renamed and Options 9, 10 and 11 are added as shown below.

```
WCTMNU                                RFI MENU                                DATE 07/28/2008
SELECTION __ REG/CASE # _____ OFFICE __ UNIT _____ WORKER _____
SSN _____ RESOURCE TYPE _ XMIT _

1 CASE RESOLUTION
2 OFFICE UNIT WORKER INQUIRY
3 DISTRICT LIST
4 STATISTICS
5 HIGH RISK CASES
6 NEW RECORDS INQUIRY
7 NEW OFFICE UNIT WORKER RECORDS INQUIRY
8 CASE RESOLUTION HISTORY
9 INDIVIDUAL CASE SUMMARY
10 INDIVIDUAL CASE INVOLVEMENT
11 RFI QUICK PRINT MENU
```

Option 1: Case Resolution, Option 8: Case Resolution History:

SSN and Resource Type are allowable optional parameters.

Option 9: Individual Case Summary:

Reg/Case # is required. SSN and Resource Type are not allowable optional parameters.

Option 10: Individual Case Involvement:

SSN is required. Resource Type is not an allowable optional parameter:

Option 11: RFI Quick Print Menu:

SSN and Resource Type are not allowable optional parameters.

Valid Resource Type Codes:

W – Wage Reporting (WRS)
B – BENDEX (BDX)
N – New Hire (NHR)
U – Unemployment Insurance Benefit (UIB)
F – Financial Institution Recipient Match (FRM)
V – Verified Employment Data (VED)

Option: 1 – Case Resolution

Screen(s) Impacted: WCTVED, WCTWRS, WCTBDX, WCTUIB, WCTACT, WCTNHR

Screen Purpose: Resolve detail resource information for a case

Required Parameters: Case Number

Optional Parameters: Social Security Number, Resource Type

Summary:

The screens will display the detail for all of the resource hits for a given case and accept resolution codes from the eligibility worker. When all of the resource hits have a resolution code, the case flag is removed.

Screen Changes:

Display "HISTORY" indicating the presence of history for the current Case, Individual, and Resource Type. The worker will be required to enter an "X" on the line preceding "HISTORY" to access the history detail.

Keys:

F1 - First page of details

F2 - Next page of details

F3 - Previous page of details

F5 - Return to previous screen

F8 - Return to previous Office Unit Worker (WCTOUW) screen, includes Option 5 – High Risk Cases and Option 7 - New Office Unit Worker Records Inquiry

F9 - Return to previous District List (WCTDLI) screen, includes Option 6 - New Records Inquiry

F10 - Return to previous Individual Case Summary (WCTIND) screen

F11 - Return to previous Individual Case Involvement (WCTINV) screen

F16 - Main RFI menu

"X" from the input field position immediately before the 'HISTORY' image will transfer to the History screen ("HISTORY" will only display when history is present).

'XMIT' - Accept resolution/Next page

"VERIFY RESOLUTIONS AND RE-XMIT TO STORE RESOLUTION" will display on all resolution screens. A second "XMIT" must be performed in order to leave the screen and immediately store the resolution.

WCTVED		VERIFIED EMPLOYMENT DATA (VED)				PAGE 001 OF 004	
CASE NAME	TYPE	CASE/REG #	OFF	UNIT	WORKER	DISTRICT:DSS	
ARDA, LILLY	11	ARD1			GZ	DATE:07/28/2008	
CLIENT NAME	SSN	DOB	SEX	CIN	SRCE	SRCE DATE	
ARDA	LILLY	999999999	03/03/70	F	AY12345R	T 07/01/07	
EMPLOYEE NAME/ADDRESS	EMPLOYER/ADDRESS			EMP NO:			
SMITH, JOANNE	WAL-MART			TA0010108			
100 BRADFORD WAY	702 SW 8TH ST.						
JAMESTOWN	NY 14701				AR 72716		
INS AVAIL:	INS ENRLD:	BENTONVILLE					
STATUS: 0				AR 72716			
W4 DATE: 08112007	ANNUAL TTL INC YTD:		759.00	ANNUAL YEAR INC: 2007			
EMPLOYEE TITLE: SALES				POST DATE: 01/02/08			
PAYRELEASDT	PERIODFRM	PERIODTO	GRSSPAY	ACTL HRS			
08/23/2007		08/17/2007	253.03	31			
09/06/2007		08/31/2007	505.71	63			
_ ACTION	_ SUPPLEMENTAL	_ HISTORY		XMIT _			

Option: 2 – Office Unit Worker Inquiry

Screen(s) Impacted: WCTOUW

Screen Purpose: List semi-detailed information about case for an Office, Unit, and/or Worker (OUW)

Required Parameters: At least one of the following: Office, Unit, or Worker

Optional Parameters: Office, Unit, Worker

Summary:

The screen lists all of the cases for the entered Office, Unit, and/or Worker. Usually multiple pages will exist. Detail includes case number, case name, number of individuals for and age of each resource.

Screen Changes:

Highlight the appropriate field indicating the current sort order of the data on the screen. Add "Quick Query" field in column 80.

Keys:

F1 - First page of data

F2 - Next page of data

F3 - Previous page of data

F4 - Change sort order (case/reg or case name)

F5 - Return to previous screen

F7 - Return to previous resolution screen

F9 - Return to previous District List (WCTDLI) screen, includes Option 6 - New Records Inquiry

F10 - Return to previous Individual Case Summary (WCTIND) screen

F11 - Return to previous Individual Case Involvement (WCTINV) screen

F16 - Main RFI menu

'R' in col. 80 - Go directly to resolution screen for Case/Reg in current row.

'I' in col. 80 – Display the Individual Case Summary (WCTIND) screen for Case/Reg in current row.

WCTOUW	CASE/REG	NUMBER LIST	INQUIRY BY	PAGE	001	OF	MMM
DISTRICT	DSS	OFFICE	UNIT	WORKER	GZ	DATE	07/28/2008
CASE/REG	CASE NAME	RESOURCE - AGE					
		WRS	BDX	UIB	NHR	FRM	VED
DQS30	AEMPLOYR, GLORIA	-	-	-	-	-	01-27 R
ERT41	AEMPLOYR, GLORIA	-	-	-	-	-	01-27 _
DQS35	AEMPLOYR, HELEN	-	-	-	-	-	01-28 _
ERT46	AEMPLOYR, HELEN	-	-	-	-	-	01-28 _
AQC0	ARDA, LILLY	-	-	01-28	-	01-28	02-28 _
ARD1	ARDA, LILLY	-	-	01-28	-	01-28	02-28 _
AQC3	ARDAD, RIANA	-	-	-	-	-	01-28 _
ARD4	ARDAD, RIANA	-	-	-	-	-	01-28 _
SARR4	AREV, NORM	-	-	-	-	01-28	01-28 _
TASS5	AREV, NORM	-	-	-	-	01-28	01-28 _
SAB0	ASSESSB, MISSY	-	-	-	-	-	01-28 _
TAC2	ASSESSB, MISSY	-	-	-	-	-	01-28 _
SBLA90	BASS, CLEO	-	-	01-28	-	-	02-28 _
TCMA02	BASS, ARNAE	-	-	01-28	-	-	02-28 _
SDB7	BILLIARD, JOHN	-	-	-	-	-	01-28 _
TEC8	BILLIARD, JOHN	-	-	-	-	-	01-28 _
PQSB3	HEASTER, MIKE	-	-	-	-	-	01-28 _
QRTC4	HEASTER, WILL	-	-	-	-	-	01-28 _

Option: 3 – District List

Screen(s) Impacted: WCTDLI

Screen Purpose: District Listing

Required Parameters: None

Optional Parameters: None

Summary:

This screen lists all of the hits for the district with resource and case information. The default sort order is by Office, Unit, and Worker.

Screen Changes:

Display the field that the data is sorted by. Add "Quick Query" field in column 80.

Keys:

F1 - First page of data

F2 - Next page of data

F3 - Previous page of data

F4 - Change sort order (sort order is displayed on the screen)

F5 - Return to previous screen

F7 - Return to previous resolution screen

F8 - Return to previous Office Unit Worker (WCTOUW) screen, includes Option 5 – High Risk Cases and Option 7 - New Office Unit Worker Records Inquiry

F10 - Return to previous Individual Case Summary (WCTIND) screen

F11 - Return to previous Individual Case Involvement (WCTINV) screen

F16 - Main RFI menu

'R' in col. 80 - Go directly to resolution screen for Case/Reg in current row.

'T' in col. 80 – Display the Individual Case Summary (WCTIND) screen for Case/Reg in current row

'O' in col. 80 – Display the Office Unit Worker (WCTOUW) screen for Office Unit Worker in current row.

WCTDLI		DISTRICT LIST INQUIRY						PAGE 001 OF MMM			
DISTRICT								DATE 07/28/2008			
SORT ORDER		CASE NO									
AGE		CASE/REG #						OFFICE	UNIT	WORKER	
W	B	N	U	F	V						
					28	000000001	APPLE, SONIA, P	67N	67001	67001	—
					28	01PDHUNLEY	PAGE, JIMMY, B	APE	PEARL	PAUL	—
					28	03BUPTSTNG	03BUPTSTNG, 03BUPT		ELINE	EGR	—
					28	04BUPTSTNG	04BUPTSTNG, 04BUPT		ELINE	EGR	—
					28	0760A	REESE, ANN			HS	—
					28	08BUPTSTNG	08BUPTSTNG, 08BUPT	BAS	ELINE	EGR	—
					28	09BUPTSTNG	09BUPTSTNG, 09BUPT		ELINE	EGR	—
					28	0MCEO	JAYS, MESS			HS	—
					28	0MCE6	JOHNSON, JACK			HS	R
				28	28	ORAMBFQ00	HAYES, TED			HS	—
					28	1871A	REVER, ANN			HS	—
				28	28	1SANCGRP1	RIGHT, TOM			HS	—
29					27	270879	SWEENEY, FRANK	MED	TEAM5	44443	—
					28	2NDF1	JAYS, NANCY			HS	—
					28	2NDF7	JOHNSON, MARY			HS	—
\$					28	2NDF9	DAVIS, PAT			HS	—
					28	59L00	JGGH, LKJH, K		KJKGH	889	—
					28	59L05	GG, T, T		KJ	KJK	—

Option 4 - Statistics**Screen(s) Impacted:** WCTSTT**Screen Purpose:** Summary of counts for recently loaded data**Required Parameters:** None**Optional Parameters:** None**Summary:**

For each resource, this screen displays the date the application/case was sent for matching, the date the application/case was flagged, and the number of individuals in the application/case.

Screen Changes:

No changes.

Option 5 – High Risk Cases**Screen(s) Impacted:** WCTOUW**Screen Purpose:** List semi-detailed information about high risk cases for an Office, Unit, and/or Worker (OUW)**Required Parameters:** None**Optional Parameters:** None**Summary:**

The screen lists all of the high risk cases for the entered Office, Unit, and/or Worker. Usually multiple pages will exist. Data includes case number, case name, number of individuals for and age of each resource.

Screen Changes:

Highlight the appropriate field indicating the current sort order of the data on the screen. Add "Quick Query" field in column 80 (same as Option 2 - **Office Unit Worker Inquiry**).

Option 6 – New Records Inquiry**Screen(s) Impacted:** WCTDLI**Screen Purpose:** District list of new hit records.**Required Parameters:** None**Optional Parameters:** None**Summary:**

This screen lists all of the new hit records for the district with resource and case information. The default sort order is by Office, Unit, and Worker.

Screen Changes:

Display the field that the data is sorted by. Add "Quick Query" field in column 80 (same as Option 3 – **District List**).

Option 7 – New Office Unit Worker Records Inquiry**Screen(s) Impacted:** WCTOUW**Screen Purpose:** List semi-detailed information about new hit records for an Office, Unit, and/or Worker (OUW)**Required Parameters:** None**Optional Parameters:** None**Summary:**

The screen lists all of the new hit records for the entered Office, Unit, and/or Worker. Usually multiple pages will exist. Data includes case number, case name, number of individuals for and age of each resource.

Screen Changes:

Highlight the appropriate field indicating the current sort order of the data on the screen. Add "Quick Query" field in column 80 (same as Option 2 - **Office Unit Worker Inquiry**).

Change to existing option:

Option: 8 – Case Resolution History

Screen(s) Impacted: WCTVED, WCTWRS, WCTBDX, WCTUIB, WCTACT, WCTNHR

Screen Purpose: Display RFI history for all resolved resources for a Case Number.

Required Parameters: Case Number

Optional Parameters: Social Security Number, Resource Type.

Summary:

The screen will display the history of all the resource hit resolutions for a given case.

Keys:

F1 - First page of details

F2 - Next page of details

F3 - Previous page of details

F7 - Return to previous resolution screen

F16 - Main RFI menu

WCTVED VERIFIED EMPLOYMENT DATA (VED) - HISTORY PAGE 001 OF 001									
CASE NAME	TYPE	CASE/REG #	OFF	UNIT	WORKER	DISTRICT:	DSS		
ARDA, LILLY	11	ARD1			GZ	DATE:	07/28/2008		
CLIENT NAME	SSN	DOB	SEX	CIN	SRCE	SRCE	DATE		
ARDA LILLY	999999999	03/03/70	F	AY17063R	T	07/01/06			
EMPLOYEE NAME/ADDRESS	EMPLOYER/ADDRESS	EMP NO:	TA0010108						
SMITH, JOANNE	WAL-MART								
100 BRADFORD WAY									
JAMESTOWN NY 14701	702 SW 8TH ST.								
INS AVAIL:	INS ENRLD:								
STATUS: 0		BENTONVILLE				AR	72716		
W4 DATE: 08112006	ANNUAL TTL INC YTD:	759.00	ANNUAL YEAR INC:	2006					
EMPLOYEE TITLE: SALES			POST DATE:	01/02/07					
PAYRELEASDT	PERIODFRM	PERIODTO	GRSSPAY	ACTL	HRS				
08/23/2006		08/17/2006	242.13	31					
09/06/2006		08/31/2006	242.12	31					
1 ACTION	N SUPPLEMENTAL	DATE RESOLVED	XX/XX/XXXX	WORKER	XXXXXX				

Option: 10 - Individual Case Involvement

Screen(s) Impacted: WCTINV

Screen Purpose: Display list of active cases for an individual that have unresolved resource hits

Required Parameters: SSN

Optional Parameters: None

Summary:

This displays a list of active cases for an individual that have unresolved resource hits.

Keys:

F1 - First page of data

F2 - Next page of data

F3 - Previous page of data

F4 - Change sort order (sort order is displayed on the screen)

F5 - Return to previous screen (This will allow eligibility worker to return to last position in RFI, which will enable more rapid resolution of common data.)

F7 - Return to previous resolution screen

F8 - Return to previous Office Unit Worker (WCTOUW) screen, includes Option 5 – High Risk Cases and Option 7 – New Office Unit Worker Records Inquiry

F9 - Return to previous District List (WCTDLI) screen, includes Option 6 – New Records Inquiry

F10 - Return to previous Individual Case Summary (WCTIND) screen

F16 - Main RFI menu

'R' in col. 80 - Go directly to resolution screen for Case/Reg in current row.

'X' in col. 80 - Go directly to resolution screen for the current Social Security Number, Case/Reg in current row

'T' in col. 80 – Display the case summary screen (WCTIND) by individual for Case/Reg in current row.

'O' in col. 80 – Display the Office Unit Worker (WCTOUW) screen for Office Unit Worker in current row.

WCTINV		INDIVIDUAL CASE/REG INVOLVEMENT					PAGE 001 OF 002				
DISTRICT DSS		SSN 123456789 NAME STRIPE, RON					DATE 07/28/2008				
SORT ORDER RESOURCE											
AGE		CASE/REG #					CASE NAME		OFFICE	UNIT	WORKER
W	B	N	U	F	V						
.						BAMB92	STRIPE, ANNA			HS	.
28						CANC03	STRIPE, ANNA			HS	—
28						CT4	CLASP, FRANK			HS	—
28						CT46	CLASP, FRANK			HS	—
28						CT4A	CLASP, FRANK			HS	—
28						CT4I	CLASP, FRANK			HS	—
28						CT4T	CLASP, FRANK			HS	—
.						BAMB92	STRIPE, ANNA			HS	.
28						CANC03	STRIPE, ANNA			HS	—
28						CT4	CLASP, FRANK			HS	—
28						CT47	CLASP, FRANK			HS	—
28						CT4A	CLASP, FRANK			HS	—
28						CT4I	CLASP, FRANK			HS	—
28						CT4U	CLASP, FRANK			HS	—
.						BAMB92	STRIPE, ANNA			HS	.
28						CANC03	STRIPE, ANNA			HS	—
28						CT4	CLASP, FRANK			HS	—
28						CT48	CLASP, FRANK			HS	—

Option: 11 - RFI Quick Print Menu

Screen(s) Impacted: WCTPRT

Screen Purpose: List reports available for immediate printing

Required Parameters: At least one of the following: Office, Unit, or Worker

Optional Parameters: Office, Unit, Worker

Summary:

The screen lists all the available reports for the entered Office, Unit, and/or Worker. In the future, the list of available reports will be expanded that utilize other entered and/or default parameters.

Note: The reports will print to the printer identified on the Eligibility Worker's Security Record in the Printer ID (PID) field.

Keys:

F16 - Main RFI menu

```
WCTPRT  DSS                RFI QUICK PRINT MENU                DATE 02/02/2009
SELECTION  _  REG/CASE #  _____  OFFICE  _  UNIT  _____  WORKER  _____
                                           SSN  _____  RESOURCE TYPE  _  XMIT  _

      1  UNRESOLVED OFFICE UNIT WORKER REPORT BY CASE
      2  ALL OFFICE UNIT WORKER REPORT BY CASE
      3  UNRESOLVED HIGH RISK OFFICE UNIT WORKER HITS BY CASE NAME
```