



# Office of Temporary and Disability Assistance

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## General Information System (GIS) Message

### Section 1

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<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, Temporary Assistance Directors, Domestic Violence Liaisons, WMS Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Domestic Violence Data Entry and Reporting
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Temporary Assistance Bureau at: 518-474-9344 or <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>

### Section 2

The purpose of this General Information System (GIS) message is to remind districts that an important aspect of the Family Violence Option (FVO), adopted and implemented under the Welfare Reform Act of 1997 and included as part of the Temporary Assistance for Needy Families (TANF) State plan, is to ensure the accurate collection and reporting of domestic violence (DV) assessment data and waiver provision for Public Assistance (PA) requirements by the social services district's (district) Domestic Violence Liaison (DVL). The required tasks of the DVL are, at a minimum, to:

- perform a credibility determination and assessment of the PA applicant/recipient's (A/R) DV claim;
- determine the need for waivers of specific PA requirements that may place the victim and/or their children at risk or make it more difficult for them to escape an abusive situation;
- refer the victim to appropriate services depending on their situation; and,
- enter required data into the Welfare Management System (WMS) via the DV subsystem.

DVLs must consistently perform all statutory tasks outlined above, as well as collect and maintain timely and accurate data reports pertaining to the outcome of DV assessments and the provision of DV waivers for PA requirements. To ensure that this data collection and reporting is performed accurately, OTDA strongly recommends that districts routinely evaluate and review their local procedures. This evaluation should, at a minimum, include a review of the DV screening process, method of referring A/Rs to the DVL, tracking and storage of the "Domestic Violence Screening Form" ([LDSS 4583](#)), and the data collection process and entry of pertinent information into the DV subsystem in WMS.

Performance of these tasks is a tracked goal in the TANF State plan. Performance data is taken from the DV reporting subsystem in WMS which is used for reporting requirements to populate official State reports, such as the Annual Legislative Report. This data is also provided to our partner State agency, Office of the Prevention of Domestic Violence (OPDV) and included in their annual New York State

Domestic Violence Dashboard, which details trends and key indicators related to the prevalence of, and response to, domestic violence within the State.

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### **Section 3**

Correct use of the DV Subsystem for accurate data collection is paramount for reporting purposes. The 'Using the WMS Domestic Violence Subsystem' training for DVLs is available on Training Space in Centraport and must be taken by all new DVLs. The training should also be used as a refresher for current DVLs to ensure complete and accurate data entry. This training requires HSLC registration. DVLs must contact their district Staff Development Coordinator or Training Coordinator to be enrolled in this training. For inquiries regarding the use of the WMS DV subsystem or data reporting, please contact the TA Bureau at: [otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov).