DATE: August 06, 2004

MANUAL: Work First User's Manual

CHANGE NO: 2-2004

TO: County Directors of Social Services

EFFECTIVE August 9, 2004, make the following changes to the Work First User's Manual.

I. BACKGROUND

The purpose of this change notice is to provide instructions for the implementation of the

Race, Ethnicity, and Language preference (R/E/L) changes to the Work First User's Manual. These changes are effective on August 9, 2004. The individual Data (ID) screen in EIS can display up to five codes for Race, a new Ethnicity Code and Language

Preference.

These changes were made in order to be compliant with Federal regulation and by the

Office of Civil Rights for Race, Ethnicity and Language Preference. The United States

Government has collected statistics on Race and Ethnicity in order to study changes in

social, demographics, and health and economic characteristics of various groups in our

populations. Under the new Federal guidelines, agencies are required to allow all

individuals to select multiple race values.

The new Race/Ethnicity codes on the Affiliate Data Screen of the TANF Data Collection Report will be available when keying data for August. These codes are not valid for the July sample.

II. GENERAL INFORMATION

A. As part of the conversion, some individuals in the Common Name Database Service (CNDS) were assigned an Ethnicity code based on their Race, SSI status and all individuals on CNDS were given a default Language Preference of 'EN' for English. EIS requires all three fields (Race, Ethnicity, and Language Preference) have a value in the following situations:

1. Individual ID Assignment

2. Application entry (DSS-8124)

3. Review/Redetermination (DSS-8125)

B. A new screen was created to enter the R/E/L values when assigning an Individual ID number and view the R/E/L values when completing a Name Search (NS). The new screen can be displayed in three ways:

1. Function "A" is entered on the Name Search screen when assigning an Individual ID number. This screen displays automatically and prior to the ID being assigned.

2. Function "R" is entered on the Name Search screen to view the R/E/L data for an individual.

3. Press the PF9 key to display the R/E/L data for all individuals on the NS screen.

4. Other screen changes include removal of the Race Code field from the DSS-8124, DSS-8125 and Name Search (NS) and SDX Exception Processing (SE) screens.

C. Race Codes

EIS can store up to five Race Codes for each individual. The new codes are as follows:

Code	Description
A	Asian
B	Black or African American
I	American Indian or Alaska Native

P	Native Hawaiian or Other Pacific Islander
U	Unreported
W	White

D. Ethnicity Codes

The two categories for Ethnicity are:

1. Hispanic/Latino

2. Not Hispanic/Latino

Due to additional requirements of the Divisions within the Department of Health

and Human Services, EIS/CNDS collects the following codes for Ethnicity.

Code	Description
C	Hispanic Cuban
H	Hispanic Other
M	Hispanic Mexican American
N	Not Hispanic/ Latino
P	Hispanic Puerto Rican
U	Unreported

E. Language Preference Codes

The following Language Preference values are based on a combination of the most recent NC Census data.

CODE	VALUE	CODE	VALUE	CODE	Value
AR	Arabic	HM	Hmong	PE	Persian
CA	Cambodian	HU	Hungarian	PG	Portuguese
CH	Chinese	IT	Italian	PO	Polish
EN	English	JA	Japanese	RU	Russian
FC	French Creole	KO	Korean	SC	Serbo-Croatian
FR	French	LA	Laotian	SP	Spanish
GE	German	MI	Miao	TA	Tagalog

GR	Greek	MK	Mon-Khmer	TH	Thai
GU	Gujarati	OT	Other	UR	Urdu
HI	Hindi	PC	Portuguese Creole	VI	Vietnamese

In addition to being displayed on the ID screen in EIS, the Language Preference code is also displayed on the Case Data (CD) screen for the casehead/payee and on the Case Profile. On the CD screen, the Language Preference code is displayed between the ID number and the telephone number. If the Language Preference is other than English "EN" it will be displayed on the Case Management Report.

III. SPECIFIC CHANGES

A. Table of Contents

WF Table of Contents is revised to add a new section WF1600, TANF Data Collection Report Instructions.

B. WF Section 300, EIS Inquiries

1. WF 301.02 A is revised to remove the Race field on EIS Application Data pending screen.

2. WF 303.01 is revised to add Language preference for casehead.

3. WF 306.01 is revised to add Ethnicity and Language fields.

C. WF Section 700 Codes

WF 700.02 is revised to remove Race code H; add new Race code/descriptions of U and P; and redefine description for codes A, B, I and W.

D. WF Section 800, DSS-8124 Screen Instructions

WF 800.02 E is revised to remove Race field from EIS form 8124 (application).

E. WF Section 1100 DSS-8125 Screen Instructions

WF 1100.01 is revised to remove the Race field on the 8125 continuation screen.

F. WF Section 1500, Medicaid Coverage Procedures

WF 1501.08 is revised to add Ethnicity and Language fields.

G. WF Section 1600, TANF Data Collection Report Instructions

WF 1600 section is added to give instructions on how to complete the TANF Data Collection Sample.

H. EP Section 500

EP Section 500, field 15 is revised to remove Race code H; add new Race code/description of U and P; and redefine description for codes A, B, I, and W.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST USER'S MANUAL

Remove Sections	Remove Pages	Insert Sections	Insert Pages
Table of Content	3-4	Table of Content	3-4
WF300	1-4, 8-9	WF300	1-4, 7-8
WF700	9-10	WF700	9-10
WF800	3-4	WF800	3-4
WF1100	1-2	WF1100	1-2
WF1500	12-13	WF1500	12-13
WF1600	Nothing	WF1600	1-22
EP500	3-4	EP500	3-4

If you have any questions, please contact DSS Automation Staff at 919-733-8938.

Sincerely,

Hank Bowers, Chief

Performance Reporting/Automation Section

HB/abs

Attachments