# ACTIONS - Transfer Case Logic Map

User will indicate:

Script will try and find the case number

Dialog #1

Establish Case number

Servicing Worker (who are we transferring to)

Servicing worker will determine if this is in county or out of county

## In County – Transfer Case and Confirmation that case was transferred

The script will only case note out of county or if indicated by worker for in county transfers. QUESTION

If a case note is determined to be needed here, we will need procedure

If the worker is attempting to transfer the case to X127CCL the script will restrict this action. #466

## Out of County #443

Use determine\_program\_and\_case\_status\_from\_CASE\_CURR to get case information

access\_ADDR\_panel - to get address information:

confirmation of county code to ensure that we are really leaving this county – if not script end procedure

Note date of client's move – may not have been today

New address

Note any unresolved DAIL messages or IEVS matches. – QUESTION: should this be inhibiting?

Servicing worker agency name - using REPT/USER the script will identify the new worker or agency on the receiving and will send a SPEC/MEMO to the client informing them of their new worker or agency

Ramsey – 651-266-4444

Dialog #2 (for out of county only)

Within county or out of county

Reason for transfer

Action taken

If METS case is active and METS number

Whether the client has entered or left excluded time.

List all requested/pending verifications and case actions.

Note any expected changes in household's circumstances.

List any outstanding work to be taken: list the action to be taken by the new worker (such as reevaluate as HH of 1 for SNAP and open on MA-AX, or reevaluate as HH of 2 and open on PX).

County of Financial Responsibility - auto fills and only changed if updated by worker

Button for the Use form and POLI/TEMP ref

If the resident is being transferred outside of Hennepin County #442

Per POLI TEMP TE02.08.095 CASE NOTE III: CLAIMS/SYSTEMS/TRANSFERS the following information should be included in the case note when transferring to another county:

Script will gather:

Programs applied for using the CASE/CURR

Current mailing ADDR - The new address MUST be in the case before the script is run or you will be sending a MEMO to the client's old address.

Confirmation of transfer

# Exclusions:

If the worker is attempting to transfer the case to X127CCL the script will restrict this action.

The script will only case note out of county or if indicated by worker for in county transfers.

MNPrairie Bank Support - MNPrairie Bank cases all go to Steele (county code 74)'s ICT transfer.

Agencies in the MNPrairie Bank are Dodge (county code 20), Steele (county code 74), and Waseca (county code 81)

On or after 12/13/21, if you need to transfer a case to Grant or Pope counties (WPHS), use the inter-county transfer ID previously used by Pope County: X161ICT.  Grant County – use the inter-county transfer ID previously used by Pope County: X161ICT Pope County -remains the same. Online edits will be added to SPEC/XFER to prohibit the transfer of cases to X126 ID numbers.  Section TE02.08.195 (WESTERN PRAIRIE HUMAN SERVICES-CASE TRANSFER) has been added to the POLI TEMP manual to provide information about transferring cases to Western Prairie Human Services

IF servicing\_worker = "X120ICT" OR servicing\_worker = "X181ICT" THEN servicing\_worker = "X174ICT"

IF servicing\_worker = "X126ICT" THEN servicing\_worker = " X161ICT "

Question: what will the memo look like for the MNPrairie Bank Support?

Western Prairie Human Services Western Prairie Human Services at 211 East Minnesota Avenue, Glenwood MN 56334 – no phone number has been provided

This will determine the timing of when we establish the REPT/USER

# STAT coordinates

|  |  |  |
| --- | --- | --- |
| **Information** | **Screen** | **Coordinates (varchar, row, col)** |
| worker\_agency\_name | REPT/USER | 43, 8, 27 |
| access\_ADDR\_panel | STAT/ADDR |  |
| determine\_program\_and\_case\_status\_from\_CASE\_CURR | CASE/CURR |  |
|  | CASE/NOTE |  |
| Navigating into spec/xfer | SPEC/XFER | “X” 7, 16 |
| servicing\_worker |  | 18, 61 |
| worker\_check |  | 9, 24, 2 |
| transfer\_confirmation |  | 16, 24, 2 |

Confirmation of transfer