# ACTIONS - Transfer Case Logic Map

Establish Case number

User will indicate:

Reason for transfer

Action taken

Requested verifications

If the resident is being transferred outside of Hennepin County

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:

Note date of client's move

New address

Whether the client has entered or left excluded time.

List all pending verifications and case actions.

Note any unresolved DAIL messages or IEVS matches.

Note any expected changes in household's circumstances.

Indicate if any income reports/recertifications are outstanding.

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.

 Script will gather:

Servicing worker agency name

Programs applied for

STAT coordinates

|  |  |  |
| --- | --- | --- |
| **Information** | **Screen** | **Coordinates (varchar, row, col)** |
| EMReadScreen worker\_agency\_name | REPT/USER | 43, 8, 27 |
| mail\_addr\_line\_one |  | 43, 9, 27 |
| mail\_addr\_line\_two |  | 43, 10, 27 |
| mail\_addr\_line\_three |  | 43, 11, 27 |
| mail\_addr\_line\_four |  | 43, 12, 27 |
| worker\_agency\_phone |  | 14, 13, 27 |
| worker\_county\_code |  | 2, 15, 32 |
| cash1\_app\_date | STAT/PROG | 8, 6, 33 |
| cash2\_app\_date |  | 8, 7, 33 |
| emer\_app\_date |  | 8, 8, 33 |
| grh\_app\_date |  | 8, 9, 33 |
| snap\_app\_date |  | 8, 10, 33 |
| ive\_app\_date |  | 8, 11, 33 |
| hc\_app\_date |  | 8, 12, 33 |
| cca\_app\_date |  | 8, 14, 33 |
| cash1\_status\_check |  | 4, 6, 74 |
| cash2\_status\_check |  | 4, 7, 74 |
| emer\_status\_check |  | 4, 8, 74 |
| grh\_status\_check |  | 4, 9, 74 |
| snap\_status\_check |  | 4, 10, 74 |
| ive\_status\_check |  | 4, 11, 74 |
| hc\_status\_check |  | 4, 12, 74 |
| cca\_status\_check |  | 4, 14, 74 |
| cash1\_prog\_check |  | 2, 6, 67 |
| cash2\_prog\_check |  | 2, 7, 67 |
| emer\_prog\_check |  | 2, 8, 67 |
| Navigating into spec/xfer | SPEC/XFER | “X” 7, 16 |
| servicing\_worker |  | 18, 61 |
| worker\_check |  | 9, 24, 2 |
| transfer\_confirmation |  | 16, 24, 2 |