

## MEMORANDUM

**DATE:** February 17, 2005

**TO:** District Economic Self –Sufficiency Services Program  
Administrators (1-4, 7-10, 12-15)  
Suncoast Regional Economic Self-Sufficiency Program Administrator  
District 11 Economic Self-Sufficiency Program Managers  
District Aging and Adult Services Program Administrators (5, 6, 10 and 11)

**FROM:** Suzanne Poirier, Chief, FLORIDA Operations (**Signature on File**)

**SUBJECT:** FLORIDA System Updates to Work Programs (AGPI) and Case Load  
Assignment (CLCA) Screens

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This memorandum is to inform staff that the AGPI and CLCA screens have been modified to assist in referring individuals to the appropriate Workforce Boards. This change will address the service and referral site issues resulting from office closures. The modified screens will be available effective February 18, 2005.

A new 'REFERRAL SITE' field has been added to AGPI. This required field displays the service site code that will be sent to the Workforce Board. (See Attachment) Correct site information in this field will ensure that individuals are referred to the appropriate Workforce Board.

A new 'AGPI UPDATE' field has been added to CLCA. This field requires an Y/N entry. (See Attachment)

The referral site code on AGPI will differ from the service site code on Case Information (AICI) Screen when:

- an 'N' is entered in the 'AGPI UPDATE' field when transferring a case on CLCA. (In this situation the AICI referral site will update however, the AGPI referral site will not.)

FLORIDA Systems Updates to Work Programs (AGPI) and Case Load Assignment (CLCA)  
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- a new referral site code is entered over the existing one on AGPI when a client chooses to receive services from the Workforce Board in one area and Economic Self-Sufficiency Services (ESS) in another area.

The referral site code on AGPI will be the same as the service site code on AICI when:

- a “Y” is entered in the ‘AGPI UPDATE’ field when transferring a case on CLCA.
- a case is transferred using Case Transfer (AOTR).

Questions regarding FLORIDA system issues should be directed to Anita Cawthon at SUNCOM 994-0182 or (850) 414-0182.

CC: Director (Reinhardt)  
FLORIDA Operations (Anderson, France, Love, Jenkins)  
FLORIDA Help Desk (Kenyon)  
Program Policy (Lange, Lewis, Schilling, Grignon)  
Program Integrity (Ransdell, Mickler, Bowman)  
Data Analysis (Hudgens)  
Quality Control (Pearce)  
ESS Modernization (Brock)

ATTACHMENT

AGPI	WORK PROGRAMS	02/08/2005 10:56
		FZ0249 S SMITH
	CASE: 5100508752	WORKER: FZ0249
EFFECTIVE BEGIN DATE: 02/08/2005	STATUS: OPEN	<b>REFERRAL SITE 37401</b>

  

NBR	NAME	AGE	CAT	SEQ	AG STAT	PART STAT	AB/ AWD	REF TO	REF DATE	GOOD DATE/REASON	CAUSE DATE/REASON
01	MANY	M	045	FS	01	O	03	Y	FS	02082005	_____

  

NOTES: WORK PROGRAM WILL SCHEDULE ORIENTATION WHEN SYSTEM REFERRAL RECEIVED. GIVE INDIVIDUAL A WORK PROGRAM INFORMATION HANDOUT.  
 NEXT TRAN: \_\_\_\_\_ PARMS: \_\_\_\_\_

**\* REFERRAL SITE** must have correct workforce Service Site Code where mandatory work registered clients will be receiving work related services.

CLCA	CASELOAD ASSIGNMENT	02/08/2005 10:57
PAGE: 01	DISTRICT: 2 DISTRICT 2	FZ0249 S SMITH
FROM CASELOAD NBR: 023702	TO CASELOAD NBR:	SUPP ALERTS: (Y/N)
WRKR: FZ0249 S PARRAMORE	WRKR:	SUPP NOTICES: (Y/N)
		<b>AGPI UPDATE: (Y/N)</b>

  

\*\*\* ENTER -M- IN ACTION TO TRANSFER CASE (ONLINE) AND ALERTS (BATCH) \*\*\*

REV	ACTION	CASE NUMBER	DUE DT	ACTION	CASE NUMBER	DUE DT
		5100276532	02282005	-	5100377739	
09302005		5100438631	03312005		5100438878	
		5100438924			5100446471	
		5100454733			5100454741	
		5100454822	05312005		5100454849	
		5100454857			5100457236	
10312005		5100458356			5100458453	
		5100460172			5100461837	
11302005		5100508574			5100508612	
		5100508701			5100508744	
07312005		5100508752	07312005		5100508761	
		5100508779			5100508787	
		5100508795			5100508809	

  

NEXT TRAN: \_\_\_\_\_ PARMS: \_\_\_\_\_  
 048 - NO MORE DATA AVAILABLE