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TO: **Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers**

FROM: Amy Mendel-Clemens  
Communications Section  
Bureau of Health Care Eligibility  
Division of Health Care Financing

**BHCE/BWP OPERATIONS MEMO**

No: 04- 62

DATE: 12/08/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other EP	<input type="checkbox"/>	*			

**PRIORITY: HIGH**

SUBJECT: **ENHANCEMENTS TO CARES WORK PROGRAM BARRIER DETAIL (WPBD)  
SCREEN**

**CROSS REFERENCE:** [New Worker Training, Work Programs Guide](#); [New Worker Training CBT, Basics of the Work Programs Subsystem](#)

**EFFECTIVE DATE:** January 21, 2005

**PURPOSE**

The purpose of this memo is to provide information about changes being implemented to CARES screens WPBD, WPJR and WPDS that will allow workers to more accurately record and track participants' employment barriers.

**CARES SCREEN CHANGES**

The following changes will be implemented effective January 21, 2005:

WPJR CHANGE

The last question on WPJR is the gatekeeper for screen WPBD. Answering this question with a <y> initiates screen WPBD.

In order to more clearly convey the purpose for gathering information on WPBD, this question will be changed to read: *Are there barriers to employment?*

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WPJR                ASSESSMENT - PARTICIPATION READINESS          11/09/04 10:47
                                XCT266 K CLOUGH
PIN: 1100666851      OFFICE: 1575    CTY/TRIBE: 40    CASE MANAGER: XCT266
NAME: SANC-1        INTAKE
LAST ASSESSMENT UPDATE:                                UPDATED DATE:
TRANSPORTATION: TRANSPORTATION TYPE:  _ _ _         LIABILITY INSURANCE(Y/N):  _
                VEHICLE:  _  VALID DRIVERS LICENSE(Y/N):  _  STATE:  _  TYPE:  _ _
IF NO VALID LICENSE WHY?: _____
WILL COMMUTE ONE WAY: 00 MILES

CHILD CARE:         NO. OF CHILDREN NEEDING CARE: 00    CARE ARRANGED(Y/N):  _
                TYPE OF ARRANGEMENT:  _  _  _

SUPPORTIVE SERVICES NEEDED:  _____
CLIENT STATED ASSETS:  _____
OTHER AGENCY/PROGRAM PARTICIPATION :  _  _  _  _  _
PARTICIPATION BY (F- FAMILY MEMBER C- CLIENT):  _  _  _  _  _
COMMENTS: _____

ARE THERE BARRIERS TO EMPLOYMENT (Y/N): N

PF13 WPED  PF14 WPAW  PF16 WPJS
NEXT TRAN:  _____  PARMS: 1100666851_____
    
```

WPBD & WPDS CHANGES

WPBD allows the worker to identify what, if any, employment barriers the participant has, how the barrier impacts participation, any work place accommodations that are needed and barrier assessment information. The following screen enhancements will be implemented:

**Changes to Reference Table TWBA**

One minor change will be made to reference table TWBA, for the Barrier field on WPBD. The barrier-type <Felon> is being replaced with <Legal Issues>, to enable workers to capture a broader array of employment barriers related to participants' legal problems.

**New Barrier Sub-Type Codes**

As a means to more accurately document participant barriers, the entry of some types of barriers on WPBD will now also require the worker to enter a barrier sub-type. The new Sub-Type field will be placed next to the Barrier field on WPBD. A new reference table, TWBD, will list the available sub-type codes. The following is a list of the Barriers requiring a sub-type code and the codes the worker may select from:

1. Barrier: Physical Limitations (PL)New Sub-Type Codes:

Code	Description	Code	Description
AR	Arthritis	DB	Diabetes
AS	Asthma/Lung Disorders	FB	Fibromyalgia
BP	Back Pain	HD	Headaches/Migraines
CN	Cancer	HT	Heart Disease
CT	Carpal Tunnel	HY	Hypertension
CR	Chronic Pain	MD	Muskuloskeletal Disorder
		OP	Other Physical Limitations

2. Barrier: Mental Health Limitations (MH)New Sub-Type Codes:

Code	Description
AP	Anxiety/Panic Disorder
BI	Bi Polar
DP	Depression
PH	Phobias
SZ	Schizophrenia
OL	Other Mental Health Limitations

**NOTE** ➤ Although Post-Traumatic Stress Disorder is classified as a mental health barrier, it should be identified in the Barrier field as <Trauma>. This barrier code is already available on reference table TWBA.

Current work-program participants who already have Physical Limitations or Mental Health Limitations recorded as a barrier on WPBD must have a sub-type code entered the next time the worker TRANS to WPBD.

**Mandatory End-Dating of Barriers**

Workers will be required to end-date all barriers on WPBD before disenrolling a participant from CARES Work Programs. When the worker TRANS to WPDS to disenroll a participant, the worker will get an error-message if the participant has any open barriers on WPBD. After all barriers have been end-dated on WPBD, the worker will be able to disenroll the participant.

As shown on WPDS below, the error message will say: *All open barriers on WPBD must be ended before disenrollment.*

WPDS	DISENROLLMENT	11/09/04 11:05 XCT266 K CLOUGH
PIN: 1100666851		OFFICE: 1575
NAME: SANC-1	INTAKE	COUNTY/TRIBAL UNIT: 40
DATE: 11 09 2004		
REASON: SANCTION _ OTHER X		
CONFIRM DISENROLLMENT (Y/N)? Y		
NEXT TRAN: _____	PARMS: 1100666851_____	
BWJ - ALL OPEN BARRIERS ON WPBD MUST BE ENDED BEFORE DISENROLLMENT		

### Conversion

A one-time conversion process will be done by the Division of Workforce Solutions to end-date all open barriers on WPBD for individuals who have already been disenrolled from CARES Work Programs. No action is needed by the worker to complete this conversion.

### Barrier Ending Reason Codes

When a worker end-dates a barrier on WPBD, a new reason code is required to be entered along with the barrier end-date. The End Reason Code field has been placed next to the Barrier End Date field on WPBD. The following is a list of reason codes found on table TWBC that may be posted:

Code	Description	Worker Entered?
CV	Barrier ended through conversion process	N
DI	Client disenrolled from work programs	Y
NB	No barrier confirmed for at-risk barrier	Y
RS	Barrier Resolved	Y
ZZ	At-risk barrier system ended	N

**NOTE** ➤ The CV and ZZ codes cannot be entered by the worker. The CV code will be used during the conversion process as the end reason code for all open barriers on individuals currently disenrolled from CARES Work Programs. The one-time conversion process will add the CV code to the appropriate individuals; the ZZ code will be system generated whenever an at-risk barrier is converted into a confirmed barrier. In this situation, the at-risk barrier will have an end reason code of ZZ.

WPBD	ASSESSMENT - BARRIER DETAILS	11/09/04 10:51
		XCT266 K CLOUGH
PIN: 1100666851	OFFICE: 1575 CTY/TRIBE: 40	CASE MANAGER: XCT266
NAME: SANC-1	INTAKE	
LAST ASSESSMENT UPDATE:		UPDATED DATE:
DC: _ BARRIER: _ SUB-TYPE: _	INDV AFFECTED: _ (C- CLIENT F- FAMILY MEM)	
BARRIER BEGIN DATE: _ _ _	BARRIER END DATE: _ _ _	END RSN CD: _
COULD BARRIER AFFECT HOURS OF PARTICIPATION?: _ (Y/N)	WEB INITIATED:	
HOW SOON CAN BARRIER BE OVERCOME?:		
_ < 1 MONTH	_ 1-3 MONTHS	_ 4-6 MONTHS
		_ 6 MONTHS
WHO IDENTIFIED BARRIER?: _____		
ARE SPECIAL ACCOMMODATIONS NEEDED BASED ON BARRIERS? _ (Y/N)		
SPECIFY THE ACCOMMODATIONS THAT THE AGENCY WILL ARRANGE: _____		
_____		
_____		
IF APPROPRIATE, HAS PARTICIPANT BEEN REFERRED FOR FORMAL		
ASSESSMENT FOR THIS BARRIER?: _ (Y/N)	REFERRAL DATE : _ _ _	
ASSESSMENT COMPLETED: _ (Y/N)	COMPLETION DATE : _ _ _	
ASSESSMENT COMPLETED BY: _____		
PF13 WPED PF14 WPAW PF15 WPJR PF5 ADD MORE BARRIERS		
NEXT TRAN: _____	PARMS: 1100666851//A_____	

**CONTACTS**

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BW-2/HH