

**Ministry of Housing and Social Development
British Columbia Employment Program**

**BCEP
BULLETS . . .**

Bullet # 1 **Updated**

June 3, 2009

Update - Transfers between Bundles

To: MHSD Regional Services /BCEP Contractors

Purpose:

- To update the original **Bullet #1 Transfer between Bundles** (January 2007) to include transfer procedures addressing recent enhancements to BCEP outlined in **Bullet #9 updated BCEP Program Enhancements** (March 2008); and
- To further clarify client transfer procedures for BCEP.

Transfer Procedures:

For Regions 1, 2, 3 and 5 Employment plans, EP1 and EP 2 screens, (EP 1/2) the EAW manually enters the name of the Contractor from a finite list of contractors attached to their Region. (The EAW does not enter the name of any Sub contractor on the Employment Plan).

- **Exception:** Employment plans (EP1/2) for **Region 4 (Bundle 10)** will self populate with: Client Name, Office Code, Bundle and the Contractor Name associated with this Region.

<p>1. Relocates Within Bundle (Same Contractor)</p>	<p>EAW Procedures:</p> <ul style="list-style-type: none"> • Transfer the GA file. • Change client address on MIS / CTS systems. • Transfer the EM file. EM address automatically updates overnight if GA address changes. • Send an E-mail to Contractor at their specified email address to advise of client transfer. The subject line should indicate "BCEP Transfer": <ul style="list-style-type: none"> ○ <Contractor sends email to advise name/location of sub contractor> • Send reply to E-mail from Contractor to confirm service with sub-contractor. • Comment on MIS / CTS Systems.
<p>2. Relocates Between Bundles (Same Contractor)</p>	<p>EAW Procedures:</p> <ul style="list-style-type: none"> • Transfer the GA file. • Change client address on MIS / CTS systems. • Transfer the EM file. EM address automatically updates overnight if GA address changes. • The receiving MHSD office will notify the Contractor of the client transfer and requests that the Contractor do an EM file return / closure (If the client is in DWS follow up or ISS follow up) – See # 3 below for additional procedures if client is in DWS follow-up or ISS follow-up. <ul style="list-style-type: none"> ○ <Contractor closes the EM file via return code MOVED_BNDL>. • Comment on MIS / CTS Systems. • Complete a new EP or other referral if necessary. • When a new BCEP referral is made: <ul style="list-style-type: none"> ○ EAW notes this on MIS/CTS; ○ Creates an electronic referral note that identifies the client as a transfer and the client's previous BCEP involvement; and ○ Checks "Y" and hits Enter to send the EM referral.

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<p>Relocates Between Bundles <i>(Different Contractor)</i></p>	<p>EAW Procedures:</p> <ul style="list-style-type: none"> • Transfer the GA file. • Change client address on MIS / CTS systems. • Transfer the EM file. EM address automatically updates overnight if GA address changes. • The receiving MHSD office will notify the Contractor of the client transfer and requests that the Contractor do an EM file return / closure (If the client is in DWS follow up or ISS follow up) – See # 3 below for additional procedures if client is in DWS follow-up or ISS follow-up. <ul style="list-style-type: none"> ○ <Contractor closes the EM file via return code MOVED_BNDL>. • Comment on MIS / CTS Systems. • Complete a new EP or other referral if necessary. • When a new BCEP referral is made: <ul style="list-style-type: none"> ○ EAW note this on MIS/CTS; ○ Creates an electronic referral note that identifies the client as a transfer and the client's previous BCEP involvement; and ○ Checks "Y" and hits Enter to send the EM referral.
<p>3. Relocates while in DWS/ISS Follow up</p>	<p>Client is in either DWS follow up or ISS follow up and relocates within or between bundles:</p> <ul style="list-style-type: none"> • The EM file stays open with the original Contractor for the duration of the time that the client is in BCEP. <hr/> <p>Client changed bundles while in DWS follow-up and is moving into ISS:</p> <ul style="list-style-type: none"> • A bundle change is mandatory. <ul style="list-style-type: none"> ○ <The EM file is returned>. • EAW re refers the client. The client goes directly into ISS with the new Contractor.

BCEP client transfer procedures are also outlined in these resources;

- **BCEP e learning module;**
<http://icw.hsd.gov.bc.ca/learnserv/EAWT/mod4day1docs/Module4Day1Lesson2BCEP/player.html> or
- **Ministry's Online Resource (OLR)**
http://gww.eia.gov.bc.ca/intranet/meia/online_resource/employment_programs_and_community_services/bcep/current/
- **BCEP Bullets – Online Resource**
https://gww.eia.gov.bc.ca/intranet/meia/online_resource/employment_programs_and_community_services/bcep/current/resources_for_staff.html#1