Trainer's Notes

How Do I… Assign Assessment Activity Codes

Purpose
Provide an overview of the Activity Codes list from the W-2 Manual Appendix, focusing on the assessment codes, when to use them, and how to determine which codes to use for activities.

Materials

Trainer's Notes
PowerPoint

Suggested Pace

2 minutes	Welcome/Introduction
2 minutes	Why We Use Activity Codes
5 minutes	Activity Codes List
10 minutes	Assessment Activity Codes
10 minutes	Examples
6 minutes	Closure

Welcome/Introduction

✧ PPT 1

Note to Trainer: Start the session with your webcam on. Turn it off after the welcome.

Welcome, and thank you for joining us. In this webinar, we're going to chat about something that is crucial to your work – Activity Codes, specifically the Assessment Activity Codes. In New Worker Training, you learned what Activity Codes are, so today may be a refresher for you, but you might learn something you didn't already know. Come along with us as we talk about why we use Activity Codes, the Activity Codes list, and the various Assessment Activity Codes. Then, we'll look at some examples and decide which code is the most appropriate.

To maximize the use of our time, please put any question you may have in the chat. Our producer will compile a list of questions for us to loop back to toward the end of the session. Feel free to share any ideas and best practices you may have with each other in the chat.

Why We Use Activity Codes

✧ PPT 2

Let's jump right in! Activity Codes aren't just some random letters we add onto EPs. They are used to 🖱 categorize activities assigned to participants, and are how WWP 🖱 keeps track of the TANF Work Participation Rates (WPR). It's important for you to know what activities a code covers so you can code accurately.

As you know, one code can cover different activities, and you can use the same code multiple times. This means that developing a clear and detailed activity description is the best way to easily identify the most appropriate Activity Code to assign.

Activity Codes List

✧ PPT 3

How many Activity Codes are there? Well, there are 🖱 over 40 different Activity Codes. You have a lot of options to choose from, and we don't expect anyone to remember them all. You can find the Activity Codes list in the 🖱 W-2 Manual Appendix, and it is best practice to have this bookmarked so you can access it easily when needed.

The Activity Codes list has a lot of useful information. The codes are listed in alphabetical order. ✋ Notice the 2-letter code, along with the full name of the code. ✋ Below this, you can see what programs may use the code. Most codes can be used for W-2 activities; however, keep in mind that there are a few codes that are used only by other programs. ✋ Following this is a definition of the types of activities included. You can compare the activity description you have developed to this definition to determine the best fitting code. ✋ Finally, you can see how the Federal Work Participation guidelines apply.

Assessment Activity Codes

✦ PPT 4

As you review the different codes, you notice that there are clusters of codes that may cover similar activities, but that have subtle differences. How do you know which code is the correct one to use? ✋ This is where having a detailed description of the assigned activity can come in handy. It's easier to decide which code is the best when there are detailed activity descriptions on the EP, conversations with the participant, and clear connections between activities and the participant's goals. Also, knowing the expected outcome of an assigned activity may make the difference in which code to use.

Today, we are going to look deeper at the Assessment Activity Codes. After you have determined that a Formal Assessment is appropriate and the participant has scheduled an assessment with a qualified professional, you assign the correct Activity Code. But which Activity Code is the correct one to choose?

Other W-2 Group Member

✦ PPT 5

No two participants are exactly alike, so depending on the situation, consider the type of assessment needed. If the assessment is related to the participant caring for someone in their household, there are two codes that may apply.

✋ Look at the two assessment codes on the screen. Notice the difference between the codes.

Note to Trainer: Pause and allow learners to review the codes on the screen. The codes are:
- **AC –** Assessment for Child with Disability - Report this activity when a participant is involved in an assessment of the need for the participant to be the sole provider of care for a **dependent child** with a disability or incapacitation.

- **AF –** Assessment for Other Family Member - Report this activity when a participant is involved in an assessment of the need for the participant to be the sole provider of care for a **W-2 Group member** with a disability or incapacitation, **when that W-2 Group member is not a child or foster child**.

For these two codes, the participant is caring for someone other than themself, and not assessing their own ability to participate. ⌐ The AC code should be used only if the person needing care is the participant's dependent child. ⌐ Other household members the participant is needed to care for would fall under AF. ⌐ For both codes, the Need to Care for Disabled Family Member form must be used to gather information.

Specific to Participant

☼ PPT 6

If the participant's ability to complete activities is being evaluated during the formal assessment, ⌐ these are the other Assessment Activity Codes that may apply. We are not going to go through each code one-by-one, but when you have some time, please review each code in the W-2 Manual Appendix, Activity Codes so you are familiar with what they are used for.

Note to Trainer: The codes are:
AA – AODA Assessment,
AD – Disability and Learning Assessment,
AL – Physician's Assessment,
AM – Mental Health Assessment, and
AV – Domestic Violence Assessment and Supportive Services.

Refer to the Activity Code List to determine what form should be used to provide documentation. ⌐ All assessments must be completed by a qualified professional, ⌐ with the exception of AV. An assessment for Domestic Violence is not required or appropriate to request. The AV code can be assigned to a participant who is ⌐ receiving services for domestic violence, which include assessment and supportive services, such as counseling, temporary shelter, legal assistance, etc.

Examples

Let's take a few moments to review by looking at some examples. With this information, what would you assign? Using your Annotation Tools, mark which Assessment Activity Code you would assign.

✲ PPT 7

1. Penny's 8-year-old son has special needs that requires her to care for him daily. She thinks his care will interfere with W-2 activities.
   - 🖱 AC – Assessment for Child with Disability

[Clear annotations.]

✲ PPT 8

2. Rowan was recently released from the hospital for complications from diabetes. Rowan has a lot of medical appointments and restrictions that may affect participation in W-2 activities.
   - 🖱 AL – Physician's Assessment

[Clear annotations.]

✲ PPT 9

3. Amari had a baby a couple months ago. She said she hasn't been feeling like herself and is worried about Post Partum Depression.
   - 🖱 AM – Mental Health Assessment

[Clear annotations.]

✲ PPT 10

4. Naia (Nye-yah) currently is staying at a domestic abuse shelter and is working with advocates.
   - 🖱 AV – Domestic Violence Assessment and Supportive Services

[Clear annotations.]

✲ PPT 11

5. Jia's (Jee-yah) partner was in a car accident, resulting in long-term disabilities. Jia is the caretaker and is worried about missing activities.
   - 🖱 AF – Assessment for other Family Member

[Clear annotations.]

☼ PPT 12

6. Sasha did not finish high school and is very nervous about working toward an HSED. In school, Sasha always needed a lot of extra help to get through schoolwork.
    *   🖱 AD – Disability and Learning Assessment

[Clear annotations.]

☼ PPT 13

7. Alex discloses that he has been dealing with drug dependency and alcohol issues for a while now and would really like help with it.
    *   🖱 AA – AODA Assessment

[Clear annotations.]

Great job on all these examples!

In today's session, we talked about why we use Activity Codes and where you can find the list of all Activity Codes, and you got a closer look at the Assessment Activity Codes. You also were able to get some practice with the examples we went through. Keep in mind, there are many more Activity Codes available, so don't be afraid to reference the W-2 Manual at any time.

Closure

Note to Trainer: Stop sharing the PPT, and share your webcam.

Before we close this How Do I… session, I want to loop back to our producer. What questions can I answer about **Assessment Activity Codes**?

Note to Trainer/Producer: If there are no questions, pause for at least two minutes to provide learners the opportunity to type in the chat. Use this time to put the link to the evaluation in the chat as well.

As in the other How Do I… sessions, I'd like to leave you all with a challenge. In the next few days, take some time to look through the **Activity Codes** list in the Appendix of the W-2 Manual. If you haven't done so yet, bookmark the W-2 Manual. The next time you assign activities, pull up the **Activity Codes** list and quickly review the description to see if it aligns with the activity you are assigning.