

## AWARE 6.16.2

### Summary of New and Enhanced Features

#### Participant Module:

- **New: Job Interests on Intake Page:** In order to have a single place for alternative employment goals, there is now a Job Interests section on the Intake Page. It is most of the way down the page and is a mini search. Select the **New** button and the mini search will pop up.

You can narrow the search down by category or just enter text into any of the search fields (job title, OES Code, DOT Code, SOC Code). Using this field for alternative employment goals is not currently required but appreciated. (See images below.)

**Intake for ABBEY, DERIK**

Name [REDACTED] Participant ID [REDACTED] Case Status [REDACTED] Caseload Primary [REDACTED]

Date Last Employed mm/dd/yyyy

☐ Participant is Requesting Services to Maintain Employment

**Work History**

New

Employer	Job Title	Start Date	End Date	Leave Reason
No records to display.				

**Job Interests**

New

Job Title	Command
No records to display.	

**Job Title Mini-Search - Participant - Aware**

Finish Actions Cancel

**Job Title Mini-Search**

1. Enter one or more of the following for your search

Category (All)

Job Title teacher

OES Code

DOT Code

SOC Code

Paging Yes

Find Clear

**2. Results of Search**

Job Title	Category	OES Code	DOT Code	SOC Code
Adult Basic and Secondary Education and Literacy Teachers and Instructors	Education, Training, and Library	25ABE		253011
Agricultural Sciences Teachers, Postsecondary	Education, Training, and Library	25ASP		251041

**Job Interests**

New

Job Title	Command
Agricultural Sciences Teachers, Postsecondary	Delete

- **New: Hide Calendar Controls:** There is now an item in **Preferences** that, if checked, will hide the small calendar buttons next to a date field. This may be helpful for those who use screen readers.
- **New: SVES:** There are now buttons on the intake and special programs pages that allow for a **Benefits Reverification**. When the button is selected (which may be done by anyone who has required permissions to edit this page) it will create an event that will include that case in the next batch process for Program Income. (See images below.)

Home Address\*

Mailing Address

Participant Phone Numbers

E-Mail Addresses

3. Characteristics

Races/Ethnicities Options\*

Miscellaneous Personal Characteristics Options

Miscellaneous Personal Characteristics - Identification Numbers

RSA-911 Programs

4. Basic

Referral Information

5. Financial

Income and Household Information

**5. Financial**

**Income and Household Information**

Number of Dependents

Gross Monthly Family Income\*

Primary Source of Support\*

**Public Support**

Public Support Available\*

SSDI Status

SSDI Verification Status

SSI Status

SSI Verification Status

SSA Benefits Verification Date

☐ Request SVES Verification

Benefit	Cash	Other
SSI Aged	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
SSI Blind	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
SSI Disabled	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
SSDI Disabled	<input type="text" value="\$0.00"/>	<input type="checkbox"/>

Once the case is processed (which may take up to 10 days depending on when the checkbox request is made), the consumer's benefits will be updated on either the Intake page or Special Programs page, depending on case status. The updated benefits should include benefit type and amount and a new date of the most recent verification.

#### 4. Public Support Changes

☒ Request SVES Verification

Public Support	Cash	Other	Start Date	End Date
SSI Aged	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
SSI Blind	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
SSI Disabled	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
SSDI Disabled	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
SSDI Other	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
VA	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
TANF	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
General Assistance	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Worker's Compensation	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Unemployment Insurance	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Other Disability	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Other	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

**PLEASE NOTE:** Some requests still require review by the Social Security Programs Unit staff, so there may be further updates, case notes, or emails depending on the type of benefit.

**VERY IMPORTANT:** This checkbox should only be used if there is an indication from the consumer or the counselor otherwise believes there may be a substantial change in benefits for the consumer and this replaces the need to send a benefits verification request to the [benefits.dors@maryland.gov](mailto:benefits.dors@maryland.gov) email.

**Examples of when to request a reverification include:** starting or ceasing benefits or a change in benefits from SSI to SSDI.

**This checkbox should NOT be used simply to update the amount the individual receives.** If that is the only change, a counselor can simply update the dollar amount in the appropriate field by reviewing a copy of the consumer's most recent benefit letter and updating the amount on appropriate page in AWARE™.

- **New: Educational Goals and MSG Deletion:** Educational Goals and MSG Records in AWARE™ that need to be deleted will be a Field Support ticket now.
- **New: Employment at Work Status selections Updated:** Previously when entering a new employment record you had the option to select from a dropdown list if Ongoing Support Services would be provided, either by this agency or an outside agency. **Ongoing Support Services is**

**only for Supported Employment consumers.** Due to the high volume of errors we have seen related to this, a new internal control has been added.

When entering a new employment record, you will need to select an **Employment at Work** status. The correct choice for most VR cases depends on if the consumer is Supported Employment or not.

- If the consumer is Supported Employment and gets a CIE job, you will need to select “**SE - Competitive Integrated Employment**.” After this, the Ongoing Support Services dropdown will show and you can select if DORS (“Yes, provided by agency”) or a CRP/other outside agency (“Yes, provided by other source”) will be providing the support service.

If the consumer is Supported Employment you will also need to verify the service “**Supported Employment Services**” is on the IPE and the Supported Employment checkbox is checked.

- If the consumer is not Supported Employment, then select “**Not SE – Competitive Integrated Employment**.” There shouldn’t be any Supported Employment services on the IPE and the Supported Employment checkbox should not be checked. (See image below.)

#### 1. Select a Work Status to continue:

Work Status
Business Enterprise Program (agency managed)
Business Enterprise Program (Randolph-Sheppard)
Competitive Integrated Employment
Homemaker
Integrated Employment (long-term)
Integrated Employment (Non-Competitive)
Not SE - Competitive Integrated Employment
SE - Competitive Integrated Employment
Self Employment (Except BEP)
Unpaid Family Worker
Vending Stand Clerk
Vending Stand Operator

Datapage: NewEmployment.aspx(8/5/2024)

#### Miscellaneous:

- A lot of RSA-911 report changes to data elements and responses.