ITMU

This screen is used to update and change information on the 60-month lifetime limit. It can be accessed through the ITME system or by typing in ITMU space and then the DCN. **Only staff with the proper security clearance may access this screen.**

```
ITMU 00000000                                              10/31/2001
            TEMPORARY ASSISTANCE INDIVIDUAL                 10:39:53
            TIME LIMIT TRACKING UPDATE SCREEN

  NAME:  JACKS MARK                      SSN:  494-68-5837

  PARTICIPATION MONTH (MMCCYY):  _____

  SELECT ACTION:          _  ADD NEW PARTICIPATION MONTH
                          _  UPDATE PARTICIPATION MONTH
                          _  DELETE PARTICIPATION MONTH

  TA STATE CODE:  __

  TA TIME LIMIT STATUS CODE:  _       (M=MANDATORY, E=EXEMPT, H=HARDSHIP)

  TA TIME LIMIT EXEMPT REASON:  __

  TA TIME LIMIT HARDSHIP REASON:  __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
 MESSAGE:  ENTER PARTICIPATION MONTH AND YEAR (MMCCYY)
```

From the ITMU screen, staff will be able to:

* Correct all incorrect information in the ITMI system
* Enter the Families Together information not currently captured in the system,
* Add months of receipt in another state, and
* Remove months of participation for repaid claims.

In Families Together cases where two months of assistance count as one month, staff will need to change the second month to E4. Staff will utilize their Families Together Logs in order to enter this information.

ITMU HELP SCREENS

The ITMU screen has help screens available in all fields that allow an entry. To access the help screens move your cursor to the field in question and then press the F1 key. To exit the help screens, press the F3 key.

These help screens will prompt staff with appropriate entries for each field.

ADD NEW PARTICIPATION MONTH

Staff may need to enter an additional month when information is obtained that a participant has received Temporary Assistance in another state.

EXAMPLE: Mr. Jack's caseworker in Wyoming returns the Out of State Inquiry letter (IM-41) stating that he received Temporary Assistance in Wyoming for the month of December 1997. As staff look at the ITMI screen they see that there is no entry for that month.

Staff will then need to go to the ITMU screen and make entries in the following:

* Participation month
* Add new participation month
* Temporary Assistance State Code
* Temporary Assistance Time Limit Status Code

and then press enter. (See example) Staff will need to use the help screens for fields they are unsure of.

```
ITMU 00000000                                                  10/31/2001
              TEMPORARY ASSISTANCE INDIVIDUAL                   14:11:07
              TIME LIMIT TRACKING UPDATE SCREEN

   NAME:  JACKS MARK                        SSN:  494-68-5837

   PARTICIPATION MONTH (MMCCYY):  121997

   SELECT ACTION:          x ADD NEW PARTICIPATION MONTH
                           _ UPDATE PARTICIPATION MONTH
                           _ DELETE PARTICIPATION MONTH

   TA STATE CODE:  WY

   TA TIME LIMIT STATUS CODE: M_          (M=MANDATORY, E=EXEMPT, H=HARDSHIP)


   TA TIME LIMIT EXEMPT REASON:  __

   TA TIME LIMIT HARDSHIP REASON:  __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
 MESSAGE:  ENTER PARTICIPATION MONTH AND YEAR (MMCCYY)
```

After staff press enter, they will see **ADD WAS SUCCESSFUL** displayed in the message screen (at the bottom of the page).

```
ITMU 00000000                                                    10/31/2001
                 TEMPORARY ASSISTANCE INDIVIDUAL                  14:35:30
                 TIME LIMIT TRACKING UPDATE SCREEN

   NAME:  JACKS MARK            SSN:  494-68-5837

   PARTICIPATION MONTH (MMCCYY):  _____

   SELECT ACTION:          _ ADD NEW PARTICIPATION MONTH
                           _ UPDATE PARTICIPATION MONTH
                           _ DELETE PARTICIPATION MONTH

   TA STATE CODE:  __

   TA TIME LIMIT STATUS CODE:  _        (M=MANDATORY, E=EXEMPT, H=HARDSHIP)

   TA TIME LIMIT EXEMPT REASON:  __

   TA TIME LIMIT HARDSHIP REASON:  __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
  MESSAGE:  ADD WAS SUCCESSFUL
```

If staff go back to the ITMI screen, they will see the updated information displayed.

```
ITMI 00000000                                                    10/31/2001
                    TEMPORARY ASSISTANCE                          14:36:07
                    TIME TRACKING INQUIRY                     PRINTER: ****

   NAME:  JACKS MARK                    SSN:  494-68-5837

   TOTAL MONTHS EXPENDED==>   TA 60 MONTH MANDATORY:  35
                               TA 60 MONTH EXEMPT:   2
                               TA 60 MONTH HARDSHIP:  0
                          10/96 - 06/97 (OTHER STATES):  0

 HISTORY:                      LINES  1 TO  5 OF  5
```

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1996												
1997										MO		**WY**
1998						LA	MO	MO				
1999	E6	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO
2000	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO
2001	MO	MO	MO	MO	MO	E6	MO	MO				

```
 F1=HELP F3=EXIT F5=PRINT HISTORY  F6=ITMU F7=BKWD F8=FWD F12=MENU
 MESSAGE:
```

UPDATE PARTICIPATION MONTH

To update or change a participation month, staff will follow the same process. The help screens will prompt the correct responses.

EXAMPLE: Mr. Mark received Families Together for the months of July and August of 2001. To update the ITMU screen, the following entries will need to be made: **(ALWAYS exempt the 2nd month of Families Together)**. Staff will need to use the help screens for fields they are unsure of.

- Participation Month
- Update Participation Month
- Temporary Assistance State Code
- Temporary Assistance Time Limit Status Code
- Temporary Assistance Limit Exempt Reason

and then press enter. (see example)

```
ITMU 00000000                                                    10/31/2001
            TEMPORARY ASSISTANCE INDIVIDUAL                        15:04:31
            TIME LIMIT TRACKING UPDATE SCREEN

  NAME:  JACKS MARK                            SSN:  494-68-5837

  PARTICIPATION MONTH (MMCCYY): 082001

  SELECT ACTION:          _ ADD NEW PARTICIPATION MONTH
                          x UPDATE PARTICIPATION MONTH
                          _ DELETE PARTICIPATION MONTH

  TA STATE CODE: MO

  TA TIME LIMIT STATUS CODE: E    (M=MANDATORY, E=EXEMPT, H=HARDSHIP)

  TA TIME LIMIT EXEMPT REASON: E4

  TA TIME LIMIT HARDSHIP REASON: __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
  MESSAGE:  ENTER PARTICIPATION MONTH AND YEAR (MMCCYY)
```

When staff press enter, they will see **ADD WAS SUCCESSFUL** displayed in the message screen (at the bottom of the page). If staff go back to the ITMI screen, they will see the updated information displayed.

```
ITMI 00000000                                                   10/31/2001
                    TEMPORARY ASSISTANCE                          15:19:35
                    TIME TRACKING INQUIRY                    PRINTER: ****
  NAME:  JACKS MARK                     SSN:  494-68-5837

  TOTAL MONTHS EXPENDED==>    TA 60 MONTH MANDATORY:  34
                                 TA 60 MONTH EXEMPT:   3
                               TA 60 MONTH HARDSHIP:   0
                           10/96 - 06/97 (OTHER STATES):   0

 HISTORY:                            LINES  1 TO  5 OF  5

          JAN    FEB    MAR    APR    MAY    JUN    JUL   AUG    SEP   OCT    NOV    DEC
   1996
   1997                                                                MO            WY
   1998                                           LA     MO    MO
   1999    E6     MO     MO     MO     MO     MO     MO    MO     MO    MO     MO     MO
   2000    MO     MO     MO     MO     MO     MO     MO    MO     MO    MO     MO     MO
   2001    MO     MO     MO     MO     MO     E6     MO    E4

 F1=HELP F3=EXIT  F5=PRINT HISTORY   F6=ITMU  F7=BKWD  F8=FWD  F12=MENU
  MESSAGE:
```

DELETE PARTICIPATION MONTH

To delete a month of participation, staff will follow the same basic process with an additional step. Help screens will prompt the correct responses.

EXAMPLE: The case manager has discovered that Mr. Jacks was updated incorrectly for the month of December 1997. He did not receive cash benefits in Wyoming, only medical benefits. In order to delete this month the following entries will need to be made:

- Participation Month
- Delete Participation Month
- Temporary Assistance State Code

When staff press enter, they will see **ENTER Y TO VERIFY DELETE OR PF5 FOR NEW TRANSACTION** displayed in the message screen (at the bottom of the page).
If **Y** is not entered, the deletion is cancelled.

```
ITMU 00000000                                                    10/31/2001
              TEMPORARY ASSISTANCE INDIVIDUAL                    09:37:21
              TIME LIMIT TRACKING UPDATE SCREEN

   NAME:  JACKS MARK                       SSN:  494-68-5837

   PARTICIPATION MONTH (MMCCYY):  121997

   SELECT ACTION:          _  ADD NEW PARTICIPATION MONTH
                           _  UPDATE PARTICIPATION MONTH
                           X  DELETE PARTICIPATION MONTH

   TA STATE CODE:  WY

   TA TIME LIMIT STATUS CODE:  _     (M=MANDATORY, E=EXEMPT, H=HARDSHIP)

   TA TIME LIMIT EXEMPT REASON:  __

   TA TIME LIMIT HARDSHIP REASON:  __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
  MESSAGE:  ENTER Y TO VERIFY DELETE OR PF5 FOR NEW TRANSACTION
```

The **Y** is entered by the Delete Participation Month.

```
ITMU 00000000                                                    10/31/2001
              TEMPORARY ASSISTANCE INDIVIDUAL                    09:37:21
              TIME LIMIT TRACKING UPDATE SCREEN

   NAME:  JACKS MARK                       SSN:  494-68-5837

   PARTICIPATION MONTH (MMCCYY):  121997

   SELECT ACTION:          _  ADD NEW PARTICIPATION MONTH
                           _  UPDATE PARTICIPATION MONTH
                           Y  DELETE PARTICIPATION MONTH

   TA STATE CODE:  WY

   TA TIME LIMIT STATUS CODE:  _     (M=MANDATORY, E=EXEMPT, H=HARDSHIP)

   TA TIME LIMIT EXEMPT REASON:  __

   TA TIME LIMIT HARDSHIP REASON:  __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
  MESSAGE:  ENTER Y TO VERIFY DELETE OR PF5 FOR NEW TRANSACTION
```

When staff press enter the **DELETE WAS SUCCESSFUL** message will display

```
ITMU 00000000                                               10/31/2001
              TEMPORARY ASSISTANCE INDIVIDUAL                11:53:14
              TIME LIMIT TRACKING UPDATE SCREEN

   NAME:  JACKS MARK                      SSN:  494-68-5837

   PARTICIPATION MONTH (MMCCYY):  _____

   SELECT ACTION:          _ ADD NEW PARTICIPATION MONTH
                           _ UPDATE PARTICIPATION MONTH
                           _ DELETE PARTICIPATION MONTH

   TA STATE CODE:  __

   TA TIME LIMIT STATUS CODE:  _     (M=MANDATORY, E=EXEMPT, H=HARDSHIP)

   TA TIME LIMIT EXEMPT REASON:  __

   TA TIME LIMIT HARDSHIP REASON:  __

 PF1=HELP  PF3=EXIT  PF5=NEW TRANSACTION  PF10=ITMI  PF12=MENU
 MESSAGE:  DELETE WAS SUCCESSFUL
```

NECESSARY ACTION:

- Review this memorandum with appropriate staff and begin using ITMI for any question on lifetime limits.

- Review the attachment on ITMU with appropriate staff.

- Staff with security entrance to ITMU may begin updating the system with corrected information.