

TAA: Entering HCTC

1. Find Client -- *Always make sure all necessary info is on the application screen*
2. Service Screen – add new service
 - a. Begin Date: the date HCTC begins – usually the date the waiver is issued
 - b. Service/Activity Title: TAA HCTC, search
 - TAA service
 - HCTC, search>select the request HCTC session
 - c. Funding Stream: TAA
 - d. Summary Description: HCTC
 - e. Planned End Date: end of the waiver
 - f. Actual End Date: end of waiver
 - g. Service Note: start HCTC benefits
3. Case Notes: eligible for HCTC due to eligibility for TRA....

HINT: You can group several like transactions so you can cut and paste your service notes.