Topic 04 - Introduction to recording Appeals

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

Select the Highlighted fields for more information.

This field displays a sequential number allocated to each event, the latest Event to be registered is displayed at the top.

DWP Department for Work and Pensions   **Screen JA120128 JA120129**

Forms   Rules   Colleague

Screen JA120128 and Screen JA120129

```
JA120128                    EVENT SUMMARY                  04/02/09  12:53
AT 25 02 51 A  PATEL R           25/04/86 ESA      LIVE    F 07-629,00510

Sel  Clm Type Sub- Description              Start      End      Stage Out-
     No       Type                          Date       Date     Last  come
                                                                Cmplt
01   01   03   02  Appeal (Payment)         24/01/09            01
02   01   02   18  CoC (Multiple / Other    23/01/09 23/01/09   03    01
03   01   01   08  New Claim (ESA(IR))      15/01/09 20/01/09   08    03




Selection: [  ]

Enter=Event Maint        End=Update
NEXT ITEM: [_             ] NEXT DIALOGUE: [      ]

                                                              Type
```

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Select **Next** to continue.   Page 1 of 1

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

➜ Select the **Highlighted fields** for more information.

This field displays a sequential number allocated to each claim for ESA. The latest claim will be at the top.

❌ exit   ? help   ᴬ/ʙ glossary   ✎ notepad   ⌃ menu   ‹ back   › next

This field displays a sequential number allocated to each claim for ESA. The latest claim will be at the top.

This field displays the type of Event that has been registered for example, **01** (New Claim), **03** (Appeal).

A list of Event types will be found on the A list of codes can be found on the ESA JSA JSAPS Code Card.

This field displays the Sub Type for each event registered for example, for an appeal **01** (Labour Market), **02** (Payment).

A list of event sub-types can be found on the ESA JSA JSAPS Code Card.

Screen JA120128 and Screen JA120129

```
JA120128                    EVENT SUMMARY              04/02/09  12:53
AT 25 02 51 A  PATEL R              25/04/86 ESA      LIVE    F 07-629,00510

Sel  Clm Type Sub- Description                Start    End        Stage Out-
     No       Type                            Date     Date       Last  come
                                                                  Cmplt
01   01   03   02  Appeal (Payment)           24/01/09             01
02   01   02   18  CoC (Multiple / Other      23/01/09 23/01/09    03    01
03   01   01   08  New Claim (ESA(IR))        15/01/09 20/01/09    08    03

Selection: [  ]

Enter=Event Maint      End=Update
NEXT ITEM: [_                  ] NEXT DIALOGUE: [      ]

                                                              Type
                                                        Screen 1 of 2

                                     Select Next to continue.
```

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

➔ Select the **Highlighted fields** for more information.

This field displays a description of the Events and sub-types.

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Screen JA120128 and Screen JA120129

```
JA120128                    EVENT SUMMARY              04/02/09  12:53
AT 25 02 51 A  PATEL R          25/04/86 ESA      LIVE    F 07-629,00510

Sel  Clm Type Sub- Description              Start   End        Stage Out-
     No       Type                          Date    Date       Last  come
                                                               Cmplt
 01   01  03   02  Appeal (Payment)         24/01/09             01
 02   01  02   18  CoC (Multiple / Other)   23/01/09 23/01/09    03   01
 03   01  01   08  New Claim (ESA(IR))      15/01/09 20/01/09    08   03




Selection: [  ]

Enter=Event Maint      End=Update
NEXT ITEM: [_               ] NEXT DIALOGUE: [     ]


                                                               Type
                                                           Screen 1 of 2
```

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

➡ Select the **Highlighted fields** for more information.

This field displays the date the Event was registered

*Select **Next** to continue.*   Page 1 of 1

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This field displays the date the Event was registered.

DWP Department for Work and Pensions   **Screen JA120128 JA120129**

Forms   Rules   **Colleague**

Screen JA120128 and Screen JA120129

```
JA120128                  EVENT SUMMARY              04/02/09  12:53
AT 25 02 51 A  PATEL R          25/04/86 ESA    LIVE    F 07-629,00510

Sel  Clm Type Sub- Description            Start   End        Stage Out-
     No       Type                        Date    Date       Last  come
                                                             Cmplt
01   01  03   02   Appeal (Payment)       24/01/09            01
02   01  02   18   CoC (Multiple / Other) 23/01/09 23/01/09   03   01
03   01  01   08   New Claim (ESA(IR))    15/01/09 20/01/09   08   03




Selection: [  ]

Enter=Event Maint      End=Update
NEXT ITEM: [_              ] NEXT DIALOGUE: [      ]

                                                          Type
                                                   Screen 1 of 2
```

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

➔ Select the **Highlighted fields** for more information.

This field displays the date the Event was finally decided on. Select **Colleague** for further information

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This field displays the date the Event was finally decided on.

Some events are registered and decided on the same date. This would not normally apply to Appeals. You would register the Appeal upon receipt from the claimant but it may be many weeks or months before a decision is received.

Screen JA120128 and Screen JA120129

```
JA120128                    EVENT SUMMARY              04/02/09  12:53
AT 25 02 51 A  PATEL R            25/04/86 ESA     LIVE    F 07-629,00510

Sel  Clm Type Sub- Description                Start     End       Stage Out-
     No       Type                            Date      Date      Last  come
                                                                  Cmplt
01   01  03   02   Appeal (Payment)           24/01/09            01
02   01  02   18   CoC (Multiple / Other      23/01/09  23/01/09  03    01
03   01  01   08   New Claim (ESA(IR))        15/01/09  20/01/09  08    03




Selection: [  ]

Enter=Event Maint       End=Update
NEXT ITEM: [_                    ] NEXT DIALOGUE: [      ]

                                                             Type
                                                      Screen 1 of 2
```

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

Select the **Highlighted fields** for more information.

This field displays the stage number an event is at. Each type of Event has various stages and later in the module we will learn about screen JA120129 **EVENT MAINTENANCE** for an Appeal.

Select **Next** to continue.

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exit   help   glossary   notepad   menu   back   next

This field displays the stage number an event is at. Each type of Event has various stages and later in the module we will learn about screen **JA120129 EVENT MAINTENANCE** for an Appeal.

Forms   Rules   Colleague

Screen JA120128 and Screen JA120129

```
JA120128                    EVENT SUMMARY              04/02/09  12:53
AT 25 02 51 A   PATEL R              25/04/86 ESA      LIVE    F 07-629,00510

Sel  Clm  Type Sub- Description              Start     End        Stage Out-
     No        Type                          Date      Date       Last  come
                                                                  Cmplt
01   01   03   02   Appeal (Payment)         24/01/09             01
02   01   02   18   CoC (Multiple / Other    23/01/09  23/01/09   03    01
03   01   01   08   New Claim (ESA(IR))      15/01/09  20/01/09   08    03




Selection: [ ]

Enter=Event Maint      End=Update
NEXT ITEM: [_              ] NEXT DIALOGUE: [      ]

                                                              Type
                                                       Screen 1 of 2
```

This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

→ Select the **Highlighted fields** for more information.

In this field you would enter the **Sel** number for the Event you wish to review details of. You would then select **Enter.** This will take you to screen **JA120129 EVENT MAINTENANCE** which we will explore next.

Select Next to continue.   Page 1 of 1

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In this field you would enter the **Sel** number for the Event you wish to review details of. You would then select **Enter**. This will take you to screen **JA120129 EVENT MAINTENANCE** which we will explore next.

```
JA120129                    EVENT MAINTENANCE                04/02/09  15:07
AT 25 02 51 A   PATEL R              25/04/86 ESA     LIVE     F 07-629,00510

Claim No  Type Sub-Type  Description                   Start Date   End Date
  01       03   02        Appeal (Payment)                24/01/09

              Outcome

          Stage No  Description                    Completed Date
             01     Appeal Received                   24/01/09
             02     Appeal Referred to SDM/DAO        [  /  /  ]
             03     TAS for validation                             Optional
             04     TAS validation received                        Optional
             05     SOF (Misconceived) to TAS                      Optional
             06     SOF retn for full submission                   Optional
             07     Submission to TAS                              Optional
             08     Decision received from TAS
             09     Appeal complete




Enter=Event Summary      END=Update
NEXT ITEM: [_                   ] NEXT DIALOGUE: [      ]

                                                              Type
                                                     Screen 2 of 2
```

This screen displays the different stages relating to an event. After inputting the date of a particular stage for an Event you would select **End**. When the **Appeal complete** date has been input and you enter screen **JA120128 EVENT SUMMARY** this date will also have populated the **End Date** field. Note that Mr Patel's appeal was received on 24/01/09

Select the Highlighted Fields for more information.

Forms   Rules   Colleague

Screen JA120128 and Screen JA120129

```
JA120129                  EVENT MAINTENANCE              04/02/09  15:08
AT 25 02 51 A  PATEL R              25/04/86 ESA    LIVE    F 07-629,00510

Claim No  Type Sub-Type  Description                 Start Date  End Date
  01       03    02      Appeal (Payment)             24/01/09

             Outcome

       Stage No  Description                   Completed Date
         01      Appeal Received                  24/01/09
         02      Appeal Referred to SDM/DAO     [  /  /  ]
         03      TAS for validation                        Optional
         04      TAS validation received                   Optional
         05      SOF (Misconceived) to TAS                 Optional
         06      SOF retn for full submission              Optional
         07      Submission to TAS                         Optional
         08      Decision received from TAS
         09      Appeal complete


Enter=Event Summary     END=Update
NEXT ITEM: [_                ] NEXT DIALOGUE: [       ]

                                                        Type
                                                 Screen 2 of 2
```

This screen displays the different stages relating to an event. After inputting the date of a particular stage for an Event you would select **End**. When the **Appeal complete** date has been input and you enter screen **JA120128 EVENT SUMMARY** this date will also have populated the **End Date** field. Your **Colleague** has more information.

→ Select the **Highlighted Fields** for more information.

In this field, displays the stage numbers of the appeal. The stages are given a sequential number in the order they are completed. Some stages are optional, for example, not all appeals will be sent to The Appeals Service (TAS). Select **Colleague** for further information.

*Select **Menu** to exit*

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This field displays the stage numbers of the appeal. The stages are given a sequential number in the order that they are completed. Some stages are optional. For example, not all appeals will be sent to The Appeals Service (TAS).

Forms   Rules   **Colleague**

Screen JA120128 and Screen JA120129

```
JA120129                 EVENT MAINTENANCE              04/02/09  15:11
AT 25 02 51 A  PATEL R           25/04/86 ESA    LIVE    F 07-629,00510

Claim No  Type Sub-Type  Description               Start Date  End Date
  01       03   02        Appeal (Payment)          24/01/09

           Outcome

         Stage No  Description                 Completed Date
           01      Appeal Received             24/01/09
           02      Appeal Referred to SDM/DAO  [  /  /  ]
           03      TAS for validation                     Optional
           04      TAS validation received                Optional
           05      SOF (Misconceived) to TAS              Optional
           06      SOF retn for full submission           Optional
           07      Submission to TAS                      Optional
           08      Decision received from TAS
           09      Appeal complete


Enter=Event Summary     END=Update
NEXT ITEM: [_                 ] NEXT DIALOGUE: [      ]

                                                          Type
                                                     Screen 2 of 2
```

This screen displays the different stages relating to an event. After inputting the date of a particular stage for an Event you would select **End**. When the **Appeal complete** date has been input and you enter screen **JA120128 EVENT SUMMARY** this date will also have populated the **End Date** field. Your **Colleague** has more information.

➡ Select the **Highlighted Fields** for more information.

This field displays a description of the various stages of an event.

Select **Menu** to exit   Page 1 of 1

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This field displays a description of the various stages of an event.

This field displays the date each stage was completed. Stages that have been completed earlier are protected. The field will only be accessible for the latest stage of the appeal.

As appeals are a more specialised topic, the JSAPS action may be allocated to a nominated person or section, for example the Appeals section. You may not have a good knowledge about appeals, however you will have a knowledge of screens **JA120128 EVENT SUMMARY** and **JA120129 EVENT MAINTENANCE** and may be called upon to assist a colleague with input to the screens.