



Bob Taft
Governor

Jacqueline Romer-Sensky
Director

Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

April 5, 2000

OWF/PRC Guidance Letter No. 9A

TO: Directors, County Departments of Human Services

FROM: Jacqueline Romer-Sensky, Director

A handwritten signature in black ink, appearing to read "Jacqueline Romer-Sensky".

SUBJECT: Update on PRC Reporting

The purpose of this guidance letter is to provide updated information on PRC data reporting requirements and planned solutions. As indicated in OWF/PRC guidance letter #9, requirements are based on the provisions in 45 Code of Federal Regulations Part 265 and Section 5101.80 of the Ohio Revised Code.

PRC data will be gathered via several sources. Financial expenditure data will be reported through the 2827 report, the IM-RMS, and the SS-RMS. Please refer to the memo from Leanna Melson entitled "CORE General Table and Mapping Reports" dated October 22, 1999 for information on fiscal reporting.

Additional data will be collected two ways. All hard services, which are benefits having cash value that are provided to clients, will be reported on an individual basis through CRIS-E. Soft services, which are services without cash value, (e.g. job mentoring programs, after school programs) will be collected through a desktop application being made available to counties by the Bureau of Performance Management. This application will be distributed on the private "Q Drives" for networked counties. Online instructions will be included. For counties that are not presently networked, a package will be sent via the mail explaining how a paper system will be employed until counties are networked. The instructions for the application are attached.

The application records the CDHS PRC units of soft services delivered for both OWF and Non-OWF persons. The report is subdivided into 7 categories of services: Work Related Activities, Transportation, Prevention of Out-of-Wedlock Pregnancy, 2 Parent Family Formation and Maintenance, Transitional Services for Employed, Child Related Services and Locally Defined Service. These categories somewhat parallel the financial expenditure data being reported through the fiscal mechanisms described in the second paragraph of this letter. Counties will enter aggregate data for each month according to month of delivery rather than month of authorization or month of payment.

There is one exception to all soft services being recorded with the desktop application. The exception concerns reporting requirements around the non-custodial parent (NCP). All NCPs receiving a PRC funded work activity must be recorded in CRIS-E since NCP information is required to be submitted electronically along with other

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elements from the CRIS-E reporting system. Federal regulations also require detailed information regarding a NCP participating in a work activity when the family (s)he is associated with as a NCP receives assistance. However, when the NCP for a given OWF assistance group is also a custodial parent of another OWF assistance group in receipt of assistance, we will report the information on the assistance group for which (s)he is the custodial parent. It is possible that some dimensions of other soft services will need to be added to CRIS-E in the future. In that event, they will be announced in CRIS-E bulletins.

We are currently working with MIS staff to determine the exact mechanisms and screens for the collection of the NCP information in CRIS-E. Updates will be provided by CRIS-E bulletins. As an interim measure we are activating code 015, Work Activity - Noncustodial Parent, to collect information on NCPs participating in a work activity. Please note, this information must be entered for each month that the NCP is participating in a work activity.

This application is an initial data collection solution. Over time there may be other categories added, and the application may be expanded. Your input is welcome as to changes and enhancements you would like to see in future iterations.

The PRC reason codes which must be entered in CRIS-E include:

- 001 Shelter Expenses
- 002 Clothing Expenses
- 003 Household Expenses
- 004 Home Repair Expenses
- 005 Transportation Expenses
- 008 Job Related Expenses
- 009 Education Expenses(Tuition, Books, Fees, etc.)
- 011 Heating Fuel and Utilities
- 013 Work Subsidy to Employer
- 014 Diversion Payment
- 015 Work Activity - Noncustodial Parent
- 016 Expenses for Noncustodial Parent
- 017 Job Retention Bonus
- 018 Car Repair
- 019 Car Down payment/Loan/Lease
- 020 Disaster Assistance
- 021 Individual Development Account - (IDA) Match
- 022 Previously Authorized IV-A Medical Service

As other codes for hard services are identified they will be added to the TPRX table. CDHS's will be notified via CRIS-E bulletins.

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Please direct questions about the fiscal codes to Lou Ann Shy in the Office of Fiscal Services at (614) 752-9194. Please direct questions about the CRIS-E codes to Jeanne Carroll in the Office of County Operations at (614) 466-4815. Please direct questions about the data collection for services without cash value to Lynn Brant at (614) 466-1717.

Attachment
JRS

c:	Cheri Walter	Regional Account Managers	LouAnn Shy
	Wayne Sholes	Deputy Account Managers	Joel Rabb
	Deputy Directors	Technical Assistance Managers	Gerry Cain
	County Commissioners Association	Jeanne Carroll	Jane Frye
	PCSAO	Lynn Brant	Mary Sartain
	OHSDA	Stan Sells	Fiscal Supervisors

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