

MONITORING TOOLS TO TRACK WORK ACTIVITY PARTICIPATION and SANCTIONS

Rev. June 27, 2005

There are several reports and screens that can be used to monitor participation rates, monitor sanctions, and detect work activity data entry errors. This document lists the most common tools that are used. This is not a complete list. For further information, please contact the WACTA mailbox through GroupWise.

GWP060RA - Site Roster

WPIL CRIS-E Screen (Employer List Screen)

The *GWP060RA, Site Roster*, is produced monthly and lists the participants who are assigned to each work site. The report is sorted by county and then by work site within each county.

The site roster is a point in time report that is generated at the end of the month. Individuals will be listed on the site roster if they have an assignment to that site in the reporting month or if they have been assigned to the site and have a start date after the reporting month. The county can use the site roster to track whether work sites return schedules or otherwise report participation/nonparticipation for each person assigned to the site.

The *WPIL screen* on CRIS-E can be used for the same purpose. The WPIL screen lists individual assigned to the work site. The screen can be accessed with a date parameter to limit the list to those who have an assignment to the site during the reporting month.

GWP518RA - All Family Participation Detail Report - Preliminary

GWP518RB - All Family Participation Detail Report – Final

WPRM, WPRY, WPRD CRIS-E Participation Rate Screens

The GWP518 report was designed by counties to help them manage their participation rates. It is produced at the end of each month and is broken down by county, administrative unit, supervisory unit, and worker

For each work program worker, the report lists everyone in that worker's workload. If a recipient has been assigned to a work program worker on CRIS-E, the recipient will be listed on that worker's report. The report is designed so that the worker can determine which AG in their workload is meeting the participation rate and which AG is not meeting the rate for the reporting month. The report has fields that help the worker investigate why an individual did not meet the rate.

The preliminary report is produced at the end of the reporting month and the final report is produced at the end of the following month.

Because it is expected that some participants will not complete the hours of their assignment, if the participation rate of a work program worker on the final report is not lower than the rate on the preliminary report, it indicates that the worker is most likely not entering failed hours. This indicates the worker may not be tracking participation and may not be entering sanctions appropriately.

The GWP518 report can also be used to identify the following;

- § Excessive total hours. If the total hours field for a participant exceeds 200 hours per month, it indicates that an assignment should have been end-dated or indicates duplicate employment.
- § Excessive employment hours. An excessive amount of employment hours for one participant indicates that there was: 1) a data entry error in the weekly hours field, or 2) the 2-Step Process was not used to update employment hours, or 3) the same employment had been entered more than once into CRIS-E (duplicate employment).
- § Limits. The worker can identify participants who need to be reassessed because they have reached the following limits: Child under age one (PSC D3), Vocational Education one year limit, Job Search/Job Readiness 240 hour limit.
- § Assignments. The county can use the report to identify and monitor the type of work activity assignments that are being made.
- § Communication break down. Conflicting data can indicate a possible break down of communication between IM and WA staff. For example, if the report shows that a participant is assigned to 129 hours of WEP and also employed 172 hours, it may indicate that the work activity worker may not have been notified of the employment.

Participation rate data can also be found on the WPRM (Work Program Participation Monthly), WPRD (Work Program Participation Detail), and WPRY (Work Program Participation Yearly) screens in CRIS-E. These screens are broken down by county, administrative unit, supervisory unit, and worker. The screens have summary data; they do not have information on individual participants.

GWP523RA - OWF New Sanction Detail
GWP523RB - OWF On-Going Sanction Detail
GWP524RC - OWF Terminated Sanction Detail

These reports are produced at the end of each month and are broken down by county, administrative unit, supervisory unit and worker. The reports list individuals under sanction and gives information about the sanction.

The *GWP 523RA, New Sanction Detail*, lists those participants whose sanction began during the reporting month.

The *GWP523RB, Ongoing Sanction Detail*, lists every participant under sanction during the reporting month. Individuals are listed on this report for six months and then are removed from the report unless they are receiving OWF, Food Stamps or Medicaid.

The *GWP 524RC, Terminated Sanction Detail*, lists those individuals whose sanction ended during the reporting month.

The county can utilize these reports to:

- Identify single parents with a child under 6 who have been sanctioned to monitor whether the sanction was appropriate.
- Spot check sanctioned cases to make sure the person should have been sanctioned and that the length of the sanction was appropriate (occurrence was correct).
- Identify and follow up with those participants whose sanction has ended.

GWP535RA, Work Participation Failure Data Report

This report is produced at the end of each month. It lists individuals who had failed hours without good cause entered on CRIS-E within the last three reporting months who were not sanctioned. The report is broken down by county and lists the participant who had failed hours, IM worker, and work activity worker. The county can use this report to monitor whether a sanction should have been taken on a person who failed to participate. This report is not useful if failed hours are not entered.

WPWL CRIS-E Screen (Workload Screen)

On CRIS-E, each work program worker has a workload screen, WPWL, which lists participants assigned to that worker.

The county can use the workload screen to identify:

- Those participants who have excessive hours.

- The type of assignment that are being made. For instance Worker A may tend to assign all of their customers to the Animal Shelter. Worker B may have multiple sites she assigns her customers to (assignments tailored to that individual).

IQIE CRIS-E Screen (Employment History Screen)

The county can use the employment history screen to detect whether there was a data entry error on the employment hours (such as 573 hours of employment) or to detect duplicate employments.

GWP514RA, Assignment Ended, No New Assignment

This report can be used to identify individuals whose work activity assignment has ended and a new assignment has not been made.

Review Date, WPAS Screen

Workers can use the review date on WPAS, Work Program Assignment Screen, as a tickler to identify when the assignment needs to be reviewed.

Prepared by ODJFS, Work Activity Policy
Rev. June 27, 2005