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30 East Broad Street, Columbus, Ohio 43266-0423

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OWF/PRC Guidance Letter # 9

TO: Directors
County Departments of Human Services

FROM: Jacqueline Romer-Sensky 
Director

SUBJECT: PRC Data Reporting

This letter provides information on the data reporting requirements for PRC. These requirements are based on the provisions in 45 CFR Part 265 and Section 5101.80 of the Ohio Revised Code.

Fiscal data will be gathered via several sources. Data related to cash assistance will be reported through the CRIS-E system. 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.

ODHS will gather service delivery information in two ways. 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 method to be designed by the Office of Research, Assessment, and Accountability.

ODHS will provide counties new CRIS-E data elements to report all benefits with cash value effective December 1, 1999. These data elements will be announced via a CRIS-E view flash bulletin. Beginning December 1, 1999, all information on benefits with cash value should be reported through CRIS-E. This data collection mechanism provides counties a tool to assure that nonrecurrent short-term assistance payments are not duplicated within or between counties. The CRIS-E system will be used for reporting benefits with cash value. This screen will help workers ensure that cash benefits provided to non-OWF families do not exceed federal limits on cash benefits. If non-OWF families receive cash benefits in excess of federal limits the payments are considered assistance. Families that receive assistance are subject to time limits and work requirements.



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CRIS-E will track individual services and benefits with cash value in the following service categories:

- i. Shelter Expenses
- ii. Clothing Expenses
- iii. Household Expenses
- iv. Home Repair Expenses
- v. Transportation Expenses
- vi. Job Related Expenses
- vii. Short Term Education Expenses
- viii. Heating Fuel and Utilities
- ix. Work Subsidies to Employers
- x. Diversion Payments
- xi. Disaster Assistance
- xii. Job Retention Services/Bonus
- xiii. Car Repairs
- xiv. Car Downpayment/Loan/Lease
- xv. Individual Development Accounts (IDAs) Match
- xvi. Job Related Expenses for Noncustodial Parents

Some of the above service categories/benefits are currently listed on CRIS-E. The remaining ones will be added on or prior to December 1, 1999.

The Office of Research, Assessment, and Accountability will convene a workgroup to develop the initial collection tool for services without cash value. Included in the development will be reporting forms, data for county use, and report formats. Forms and training will be available to counties prior to January 1, 2000. The short term goal of the group will be to develop a data collection tool for non-cash services by January 1, 2000. The long term goal for group will be to develop a comprehensive simplified data collection system for counties to report PRC service activities.

At a minimum and starting January 1, 2000, counties will report the following services without cash value on forms developed by the Office of Research, Assessment, and Accountability:

For those receiving PRC services who are on cash assistance (OWF), report numbers of individuals receiving services in the following categories:

- A. Work Related Activities
 1. Education
 2. Training
 3. Other Work Activities

- B. Transportation
 - 1. Job Access
 - 2. Other
- C. Prevention of out-of-wedlock pregnancies
- D. 2-Parent Family Formation and Maintenance
- E. Transitional Services for Employed (e.g., post employment training, mentoring, case management)
- F. Non-Custodial Parents:
 - 1. Work Activities
 - 2. Support Services (e.g., Anger Management Classes, Mediation, Parenting Classes)
 - 3. Transportation
- G. Other

For those receiving PRC services who are NOT on OWF cash assistance, report numbers of individuals receiving services in the following categories:

- A. Work Related Activities
 - 1. Education
 - 2. Training
 - 3. Other Work Activities
- B. Transportation
 - 1. Job Access
 - 2. Other
- C. Prevention of out-of-wedlock pregnancies
- D. 2-Parent Family Formation and Maintenance
- E. Transitional Services for Employed (e.g., post employment training, mentoring, case management)
- F. Non-Custodial Parents:
 - 1. Work Activities
 - 2. Support Services (e.g., Anger Management Classes, Mediation, Parenting Classes)
 - 3. Transportation
- G. Other

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 Support at (614) 466-4815. Please direct questions about the data collection for services without cash value to Kevin Giangola in the Office of Research, Assessment and Accountability at (614) 644-5739.