

BIC Cognos Performance Report Quick Guide

The Business Intelligence Channel (BIC) Cognos is a reporting tool that is used to extract data from the Ohio Workforce Case Management System (OWCMS). For more on BIC Cognos, including user guides, report directory, training webinars, and more, please see the “Business Intelligence Channel (BIC) Cognos” section on the Training for Workforce Development Professionals website: <https://jfs.ohio.gov/owd/WorkforceProf/WFDtraining.stm>

The differences between performance reports in BIC Cognos and the State-produced Performance Report

We have built standard reports in BIC Cognos to track performance measures and manage data (located in the “WIOA and CCMEP Performance” folder). There are a few differences between these performance reports in BIC Cognos and the quarterly/annual performance report that is produced and published by the State, as seen in the chart below.

	BIC Cognos Performance Reports	State-produced Performance Reports
Purpose	For data management and tracking	To share the official quarterly performance outcomes certified with United States Department of Labor (USDOL)
Outcomes	Outcomes are estimates ONLY <i>Note: this is unofficial data for internal use only and is not permitted to be published</i>	Outcomes are official and published <i>Note: quarterly reports are informational and data can be adjusted until data is pulled for the annual report</i>
Timing of Data	OWCMS data from the previous business day	Data from OWCMS at the end of the quarter
Changes to Data	Changes to data in OWCMS will be seen in reports on the next business day	Changes to data in OWCMS after the end of the quarter will be reflected in the next quarterly report
How the Data is Processed	Reports are pulling information directly from OWCMS <i>Note: There may be some discrepancies in this data due to lack of data cleaning</i>	Reports show data that has been processed and cleaned by OWD, verified by USDOL’s reporting system, and certified with USDOL
Data Provided	Individual participant data for those included in each performance measure	Aggregated data for each performance measure (total for all participants combined)
Organization of Reports (see screenshot*)	Quarterly reports are NOT cumulative (single quarter cohorts only); Annual report is cumulative for Program Year BIC Cognos Reports = NOT cumulative Q1 Report = Q1 data Q2 Report = Q2 data Q3 Report = Q3 data Q4 Report = Q4 data Annual Report = Q1, Q2, Q3, and Q4 data	Quarterly reports are cumulative; Annual report is cumulative for Program Year State Performance Reports = Cumulative Q1 Report = Q1 data Q2 Report = Q1 and Q2 data Q3 Report = Q1, Q2, and Q3 data Q4 Report = Q1, Q2, Q3, and Q4 data Annual Report = Q1, Q2, Q3, and Q4 data

BIC Cognos Performance Report Quick Guide

*The performance reports in BIC Cognos are already set up to include the correct exiter cohort for the performance measure. Choose from the “Select Reporting Quarter” dropdown menu to select a single quarter (any of the quarterly reports) or for the entire program year (annual report) to get a list of the participants who have exited the program and are being evaluated for this performance measure. The exiter cohort information is listed below the options as a reference. There is also a cohort chart listed on the OWD Performance website:

<http://jfs.ohio.gov/owd/WIOA/Performance/index.stm>

Downloading as Excel

Business Intelligence Channel
Office of Workforce Development
Estimated Performance Report

CCMEP Youth Education, Training, or Employment 4th Quarter After Exit Measure

WIOA Office

Select Reporting Quarter

Quarter Selection

- PY 2017 Fourth Quarter Report (Apr 1, 2018 to Jun 30, 2018)
- PY 2017 Annual Report (Jul 1, 2017 to Jun 30, 2018)
- PY 2018 First Quarter Report (Jul 1, 2018 to Sept 30, 2018)
- PY 2018 Second Quarter Report (Oct 1, 2018 to Dec 31, 2018)
- PY 2018 Third Quarter Report (Jan 1, 2019 to Mar 31, 2019)
- PY 2018 Fourth Quarter Report (Apr 1, 2019 to Jun 30, 2019)
- PY 2018 Annual Report (Jul 1, 2018 to Jun 30, 2019)
- PY 2019 First Quarter Report (Jul 1, 2019 to Sept 30, 2019)
- PY 2019 Second Quarter Report (Oct 1, 2019 to Dec 31, 2019) **Single Quarter**
- PY 2019 Third Quarter Report (Jan 1, 2020 to Mar 31, 2020)
- PY 2019 Fourth Quarter Report (Apr 1, 2020 to Jun 30, 2020)
- PY 2019 Annual Report (Jul 1, 2019 to Jun 30, 2020) **Annual = Cumulative PY**

Reporting Quarter includes participants who exited between the dates listed below.

Reporting Quarter	Participants who Exited Between
PY 2017 First Quarter Report	Information Unavailable
PY 2017 Second Quarter Report	Information Unavailable
PY 2017 Third Quarter Report	Jul 1, 2016 to Sept 30, 2016
PY 2017 Fourth Quarter Report	Oct 1, 2016 to Dec 31, 2016
PY 2017 Annual Report	Jan 1, 2016 to Dec 31, 2016
PY 2018 First Quarter Report	Jan 1, 2017 to Mar 31, 2017

Cohort information

How to utilize the BIC Cognos Performance Reports

The Performance Reports are available under “Office of Workforce Development” and then “WIOA and CCMEP Performance”.

To utilize the performance reports in BIC Cognos it is recommended:

- Proactively run Performance Reports in BIC Cognos monthly or at least quarterly
 - It will depend on how many participants are in Local Area/Lead Agency to determine which is feasible to manage the data
 - Run a quarterly report for a single quarter cohort and do this each quarter
 - And/or run the annual report to examine the full cohort which will be evaluated for the program year
- Learn and reference how performance is measured and where the information is collected in OWCMS with the resources on the OWD Performance Website: <http://jfs.ohio.gov/owd/WIOA/Performance/index.stm>

BIC Cognos Performance Report Quick Guide

- Examine the “Negatives” and then add data into OWCMS if information is missing or incorrect. You can use the Seeker ID in the report as a quick way to find the participant in OWCMS using the Seeker ID search field.

Seeker ID	Last Name	First Name	WIB Code	Office Name	Agent Name	Participation Date	Exit Date	Outcome
XXXXXX	SCHRUTE	DWIGHT	X	X-0-1 OhioMeansJobs XXXX County	SCOTT, MICHAEL	20131203	20180330	POSITIVE
XXXXXX	BEESLEY	PAM	X	X-0-1 OhioMeansJobs XXXX County	SCOTT, MICHAEL	20161012	20180330	NEGATIVE
XXXXXX	MARTIN	ANGELA	X	X-0-1 OhioMeansJobs XXXX County	SCOTT, MICHAEL	20170103	20181027	NEGATIVE
XXXXXX	HALPERT	JIM	X	X-0-1 OhioMeansJobs XXXX County	LEVINSON, JAN	20161229	20180629	NEGATIVE
XXXXXX	BERNARD	ANDY	X	X-0-1 OhioMeansJobs XXXX County	LEVINSON, JAN	20170203	20180130	NEGATIVE
XXXXXX	BRATTON	CREED	X	X-0-1 OhioMeansJobs XXXX County	LEVINSON, JAN	20170303	20181119	NEGATIVE
XXXXXX	HANNON	ERIN	X	X-0-1 OhioMeansJobs XXXX County	LEVINSON, JAN	20170428	20180629	POSITIVE
XXXXXX	HUDSON	STANLEY	X	X-0-1 OhioMeansJobs XXXX County	SCOTT, MICHAEL	20170504	20180629	POSITIVE
XXXXXX	MALONE	KEVIN	X	X-0-1 OhioMeansJobs XXXX County	LEVINSON, JAN	20170428	20180808	NEGATIVE

- Make any necessary updates to OWCMS prior to end of the quarter in order to see these changes reflected in the State’s next quarterly performance report. Below are the dates that each quarter ends and when data should be entered by.
 - End of PY 2019 Q1 – 9/30/2019
 - End of PY 2019 Q2 – 12/31/2019
 - End of PY 2019 Q3 – 3/31/2020
 - End of PY 2019 Q4 – 6/30/2020
 - Annual PY 2019 – Aim to enter by 7/31/2020
 - End of PY 2020 Q1 – 9/30/2020
 - End of PY 2020 Q2 – 12/31/2020
 - End of PY 2020 Q3 – 3/31/2021
 - End of PY 2020 Q4 – 6/30/2021
 - Annual PY 2020 – Aim to enter by 7/31/2021
- Reach out to OWCMS-Help-Desk@jfs.ohio.gov, WIOAQNA@jfs.ohio.gov, or CCMEPQNA@jfs.ohio.gov for technical assistance.

Dictionary of Titles used in the BIC Cognos Performance Report data output

Seeker ID: The identifier that is used to find the participant in OWCMS

Last Name / First Name: Participant’s name as it appears in OWCMS

WIB Code: The number of the WIOA Local Workforce Area

Office Name: Office name (more than one office can be selected)

Agent Name: The name of the Case Manager displayed on Basic Intake screen in OWCMS

Participation Date: The earliest date the participant was enrolled in WIOA/CCMEP

Exit Date: The date the participant exited the program (If they were co-enrolled, this date will reflect the latest program close date for the case)

Outcome: This will display the participant’s outcome for that performance measure, either positive or negative