

CHAPTER 5

Data Reporting

Ohio's PRC program is a critical tool to assist low income families in achieving their goals of improving family income, supporting family transitions from public assistance to employment, and preventing future dependency. As the TANF administering agency in Ohio, ODJFS needs convey the importance of the PRC program to the public and to the General Assembly. Additionally, because the PRC program is funded with public funds, ODJFS and the county departments are accountable to the public as well as the federal and state government for appropriate use of public funds.

To accomplish these purposes, ODJFS requires data on the kinds of services that counties actually provide through their PRC program, the numbers of families and individuals served, the expenditures attached to those services and the outcomes achieved through those services. This information is compiled into an annual TANF report that is available on the department's web page. ODJFS also uses this information to complete federal reporting requirements.

5000 “Hard” & “Soft” PRC/OWF Support Services

Counties must report TANF data regarding services, populations served and expenditures for all PRC and OWF support services. The TANF reporting system for this purpose consists of two reporting mechanisms based on two primary service categories of “hard” and “soft” services – hard services being reported through CRIS-E and soft services being reported through the TANF Web Reporting Tool (WRT) located at www.odjfsreporting.com.

- “Hard” services are benefits having cash value (e.g., rent payments) that are provided to clients either as PRC services or OWF support services. These services are reported through CRIS-E at the time of service provision. The reporting categories, codes and service definitions for hard services are listed on the TANF WRT home page under “CRIS-E Codes.” The codes and definitions can also be found in CRIS-E at the CRIS-E Reference Table “PRC Reason Codes” (TPRX).
- “Soft” services are services without cash value to the recipient (e.g., job training and education, after-school programs, etc.) that are provided to clients either as PRC services or OWF support services. Data on these services are collected through the TANF WRT. Using the TANF-WRT mechanism, counties report monthly data on soft services by service category, sub-category, numbers of individuals served, and service costs. The service categories and sub-categories are listed on the TANF WRT home page under “WRT Category Descriptions.” Soft service data is compiled on a monthly basis. Counties may submit the data on a monthly basis, or on a quarterly basis as long as it incorporates month-specific data and is submitted no later than 45 days after the end of the quarter.

Users of the TANF WRT must register using the TANF WRT Account Registration Form and the TCP-IP form, both of which are located on the WRT log-in page. Users should contact their county Security Administrator to obtain and complete the Registration Form and the TCP-IP form. Once both forms have been submitted, a system user name, called an LDAP ID, an initial password and instructions indicating that you have access to the TANF WRT will be sent to you via email.

Counties may also elect to have service providers register as WRT users so that the service provider enters the service data directly into the WRT with county sign-off prior to data submission to ODJFS.

ODJFS publishes quarterly reports of PRC services (expenditures by service category and subcategory and numbers of participants) which are found on the department's web page at <http://www.jfs.ohio.gov/0001infocenter.stm#reports/>. The department also publishes an annual TANF report which is available at the same web site.

County users can access county specific data for their county and summary data for other counties and regions.

5010 Individual Development Account (IDA) Reporting

For counties electing to implement an IDA program, section 329.12 of the Ohio Revised Code and rule 5101:1-3-18 of the Ohio Administrative Code require each CDJFS to submit a semi-annual report to ODJFS based on information collected by the fiduciary organization. Section 5101.971 of the Ohio Revised Code requires ODJFS to subsequently submit an annual report to the governor and legislature about the IDA program.

The CDJFS must complete the IDA reporting form (see Appendix L) with the information that the county has received from the fiduciary organization and send to ODJFS twice a year with the following deadlines: report data by March 1 for the previous July through December period and by September 1 for the previous January through June. Fax or email the report to the Office of Family Stability Cash Assistance Policy Section, 614-466-1767 (fax) or Program-Policy@odjfs.state.oh.us.