

JOB CENTER SYSTEMS INFOLINE

PERFORMANCE DATA

WDB directors recently received the PY02 performance report analysis for the December WIA annual report. This is the report that was submitted to the US DOL as required under the law. The final version of this report was produced on January 14, 2004 and will be the one used to determine WDB eligibility for WIA Title 1 performance incentive awards.

Just before Christmas, we learned that the US DOL changed its methodology for calculating the Younger Youth Skill Attainment performance measure. DWS will implement this change in PY03. It will not alter your PY02 performance results.

The US DOL has also published TEGL 15-03, which provides more details about the common performance measures. This will raise the total number of performance measures we are responsible for from 17 to 26 measures. The TEGL states that there are 8 common measures.

DOL has informed us that definitions used for the common measures are NOT to be applied to the WIA Title 1 performance measures. For example, in the common measures, if an individual dies or becomes incarcerated 3 quarters after exit from the employment and training program, that individual can be excluded from the measures. We will not be permitted to apply that same criterion to the WIA Title 1 performance measures, despite the fact that it would substantially improve performance results.

DOL has also informed us that while the policy on the common measures goes into effect during Calendar Year 2004, they do not expect states to have this fully implemented until 2005, at the earliest. There will be a public review and comment period early in 2004, according to our DOL contacts. We encourage any of you who have an interest or concern about these measures to participate in this review and comment process to make your opinions known to the US DOL policy makers.

REPORT UPDATES

To allow us more time to review federal quarterly report results and get them entered into the federal reporting system, DWS and BITS have decided to begin processing the reports earlier instead of at the beginning of the month the

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reports are due. Accordingly, local staff need to have updates entered into ASSET no later than 25 days after the end of each quarter. For 2004, that would be January 25th, April 25th, July 25th and October 25th

DATA WAREHOUSE UPDATES

NEW REPORTS IN THE JCSDW!

Report # 43 - Job Order List by Job Center and Report Month Selected

This new report is the first one created using the new Employer Record System (ERS) and Wisconsin Job Order System (WJOS) data added to the JCSDW. Open the report by selecting a Job Center Office number and a report month (goes back to July 2001). This displays a listing of all the Job Orders that were open at least one day during that month. There are several columns of data, most of which can be used in a dropdown selection option to make the listing more specific.

We need to get local agency input regarding the kinds of reports you'd like to see. Please email Lynn.Schmitt@dwd.state.wi.us with suggestions.

Report # 44 - NEG/SRR Active Individuals

This report provides Dislocated Worker case managers with a listing of the customers being served under NEG or SRR Grants in a particular office. The report opens by selecting a WDA. The report displayed has an index to the left for Office Number. Clicking on a number will open that office's information. Note that this report lists only Active individuals, meaning that they have a Dislocated Worker program area Begin Date and no End Date. The report is organized by Fund Source (Special Response Grant or National Emergency Grant) and then the customers listed under that fund source are those who have SRR or NEG listed on one or more services.

Note that you will be able to find data entry errors using this report! Because there is no edit between Fund Source and Grant ID, you may find services that list SRR as a fund source with a Grant ID that is for NEG (and vice versa). This should help case managers and program managers.

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You may find a person listed who is not in your WDA. In most cases, it is a data error carried forward from the old system where the WDA and OFFICE NUMBER don't jive. These can be fixed by going to the Manage Programs record and changing the office number to some other number, then immediately change it back to the correct one. This updates the WDA. Then hit SAVE.

Report Series # 45

There are four new reports - one each for WIA Title 1 Adults, Youth and Dislocated Workers, and one for TAA - that use a new feature giving us the ability to provide reports about active individuals on the caseload. This means that you, as case managers (CM) and program managers, can see a list (and count) of individuals who were active in the selected program as of the end of the month when the data was extracted from ASSET. By active, we mean that the person has a TAA Program Registration and has not been exited or the WIA Title 1 Program Area has a Begin Date but has no End Date and not T 1 exited.

The report opens by selecting a WDA at the prompt. Once in the report, you will see an index of names (case managers) to the left side of the report. You may select a name by clicking on it. The report page displays with the following information:

Month (It's the end of this month's data)
WDA Case Manager (CM) Name
Not Enrolled in (Program name)* -
followed by a list of customers Enrolled
in (Program name)** - followed by a list
of customers

*Not Enrolled means the person has the Program Registration but has no service reported under that fund source.

**Enrolled means that at least one service has been provided under that fund source.

SUGGESTIONS FOR USING THIS

REPORT: Use the report for caseload status and control, finding customers who may have "dropped through the cracks" by registering and not receiving a service, monitoring caseload levels for staff, finding mis-reported information, or determining counts for local management reports. Also note: the customer is listed under the CM's name that is on the Program/Program Area registration. Unknown, Unknown means there is no CM showing on that page and it

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should be updated with the current CM. Change incorrect CMs to the current CM.

JCS Report #46 - Open Services by Program of Registration

This new report utilizes a new addition to the data warehouse that allows us to provide workers and program managers with information on only their active individuals as of the end of the report month. The report allows for a prompt to select the Program/Program Area of Registration, the specific service or services (you can select more than one by holding down the Control key while selecting), and the WDA(s). The information returned includes the Contract ID, Staff Name, Customer Name and PIN. The last column, Youth Status gives Older/Younger Youth status - and is not applicable for all programs except the WIA Title 1 Youth program, although it appears on all reports

Purpose: This report allows workers and program managers to retrieve a listing of all the individuals who were in a specified service or services as of the end of the report month. It can be used as a management tool to track program participation. As a case management tool, workers could retrieve a list of all customers who are in a specific service for future planning. An example might be retrieving a list of all customers in Occupational Training, to set up end of semester contacts for participation tracking, or credential reporting.

DATA WAREHOUSE NEW REPORTS!

We have moved several new reports into the data warehouse. Please review the information below regarding the information and potential use for these reports. Don't forget to click on REFRESH LIST once you are in Webi so these new reports appear on your list of corporate documents.

We started a new grouping of reports that we've dubbed JSC Exception Reports. They are to be used as TOOLS to help improve the data in ASSET by looking at the current state of ASSET reporting to see where there *might* be potential mistakes that

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affect performance. The first two Exception Reports are described below.

1. JCS Exception Report #1 - Planned Services for Active WIA Title I Individuals With No Actual Service Open Date

This report is a listing of all active WIA Title 1 individuals for whom a service was reported with a Planned Open Date and a Planned Close Date, but never had an Actual Open Date reported for that service. The report has a prompt for WDA and a date, and the report that appears is indexed by Office Number and Case Manager Name. The data on the report includes the Service Category, Service, Customer Name and ASSET PIN. The Planned Open and Close Dates also are shown - but remember the Actual Service Open date is blank on ASSET.

Purpose: Finding Potential Errors or Oversights in Service Reporting - While the Planned Open Date is a useful tool to show what services should start in the future, case managers may overlook going back to the customer record to report that the service actually occurred once that date is reached. In other instances, the worker may have clicked on the Planned Open instead of the Actual Open Date. This report is designed to help workers find those records and update them if necessary. For a service to be considered as actually being provided to a customer, the Actual Open Date must be reported. NOTE: Services that have only a Planned but no Actual Open Date do not count as services for federal reporting.

Suggested Use: When requesting the report, select your WDA and enter a date that is at least more than a month ago. Find your name in the Index on the left and click on it. (If your name isn't there, you don't have any customers that meet the report selection criteria.) Check out the list of customers on your list. Determine if each person really started or received the service that was reported. If so, go into ASSET - Manage Services and update the Actual Service Open Date with the date the service actually began.

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2. JCS Exception Report #2 - Planned Services for Active TAA Individuals With No Actual Service Open Date

This report is a listing of all active TAA individuals for whom a service was reported with a Planned Open Date and a Planned Close Date, but never had an Actual Open Date reported for that service. The report has a prompt for WDA and a date, and the report that appears is indexed by Office Number and Case Manager Name. The data on the report includes the Service Category, Service, Customer Name and ASSET PIN. The Planned Open and Close Dates also are shown - but remember the Actual Service Open date is blank on ASSET.

Purpose: Finding Potential Errors or Oversights in Service Reporting - While the Planned Open Date is a useful tool to show what services should start in the future, case managers may overlook going back to the customer record to report that the service actually occurred once that date is reached. In other instances, the worker may have clicked on the Planned Open instead of the Actual Open Date. This report is designed to help workers find those records and update them if necessary. For a service to be considered as actually being provided to a customer, the Actual Open Date must be reported. NOTE: Services that have only a Planned but no Actual Open Date do not count as services for federal reporting.

Suggested Use: When requesting the report, select your WDA and enter a date that is at least more than a month ago. Find your name in the Index on the left and click on it. (If your name isn't there, you don't have any customers that meet the report selection criteria.) Check out the list of customers on your list. Determine if each person really started or received the service that was reported. If so, go into ASSET - Manage Services and update the Actual Service Open Date with the date the service actually began.

JCS Exception Report #5 - EOM Active TAA Enrollees not Enrolled in T1 DW, Adult, NEG or SRR

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Lists all **TAA** registrants who have had a TAA service reported (enrolled) who were active as of the end of the report month and who were not enrolled in T1 Dislocated Worker, Adult, NEG or SRR. Some WDAs want all TAA individuals co-enrolled in Title 1 so this report was created to help find those TAA enrollees that aren't co-enrolled. The report includes a prompt for WDA and has an index on TAA Case Manager.

JCS Report #47 -PY03 Services Provided by Contract ID by Program of Registration [Prompt]

This report provides service details for **all Programs/Program Areas** for all services that were open during PY03 (services open on 7-1-2003 or opened since that date). The report prompts are for Program and WDA. The report is useful to determine, by contract ID, the number of individuals served and the services provided to them during the program year. The report may also be used for finding instances of incorrect Contract ID entry in ASSET.

JCS Report #48 - T3 Individuals Registered But Not Enrolled (Prompt)

This report lists all **Title 3 Wagner-Peyser** individuals who have a registration date falling within the timeframes specified in the prompt parameters who have no services reported in ASSET (not enrolled in any program). The report prompts are for registration dates (from-through), veteran status, and Job Center Office. The purpose of the report was for Vets staff to ensure that all newly registered veterans are being found and offered services according to policy. The report may be useful to other staff as well.

JCS Report #49 - Job Orders Created in Date Period by ONET Code (Prompt)

This report, using prompts for time period of job order creation, ONET code(s) and WDA, creates a listing of job orders meeting the criteria and includes information about wages offered and other job order data. The report can be used for a variety of purposes such as responding to job seeker or employers queries about typical wages for specified occupations in the local labor

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market or in the course of case management when providing labor market or job development services. Job Centers could use the report to determine trends over time for job orders within a specified occupation. Note: The ONET codes that are not correct ONET codes are, in fact, what has been entered on WJOS for the job order. The report could be used to clean-up WJOS mistakes in ONET coding.

JCS Report #51 -- Job Orders Created by NAICS Code (Date Prompt)

Lists all job orders written in the month(s) and WDA(s) specified in the prompt parameters and indexed by office number. The report is sorted by NAICS sector and includes information about the source of job order, employer name and several other items related to the job order. More than one month or WDA may be selected at the prompt by holding down the control key while making your selection.

JCS Report #50 -- Active Employers by Health, Life, Dental and Vision Insurance (Prompt)

Lists all employers who are active in the Employer Record System (ERS) who have been identified as offering health, life, dental, or vision insurance. The prompt for this report is County, and is the site county of the employer. The report may be useful in case management for job search or job development assistance.

JCS Report #52a -- Job Order Summary Report by Order Responsible Staff (Date Prompt)

This report provides counts of job orders by Order Responsible Staff person as the primary level of information. By clicking on DRILL, dropdown boxes appear above the report that allow selection of a specific staff person, employer, or job order number. The report may be useful to track staff activity or for workload planning by Job Centers. The report uses Month and WDA as prompts. More than one month or WDA may be selected by holding down the control key while making your selection.

JCS Report #52b -- Job Order Summary Report by Order Taker (Date Prompt)

This report provides a count of job orders taken by staff for the month(s) specified in the prompt parameters. There also is a prompt for WDA(s). The report may be useful to track staff activity or for workload planning by Job Centers.

JCS Report #53 - Exited Individuals With No Credentials Reported (Date Prompt)

Lists all **WIA Title 1** or **TAA** Exiters who have no Credential reported. The report includes a prompt for WDA and a range of dates of the exits. There also is an index on Case Manager. The report can be used to help with performance for Title 1 so workers can check to see they inadvertently omitted entering credential information to ASSET. We included TAA as well because credentials may become a performance issue for that program as well.

JCS Report #54 -- Master Active Employer List

Lists all active employers as of the end of report month. The data comes from ERS and includes several items such as UI Account Number, the employer's full address, NAICS information and more. The report includes a prompt for WDA and has an index on the county site of the employer.

JCS Report #55 -- Employers With Current Active Job Orders

Using data from WJOS, this report lists all employers who had an active job order during the report month. The report includes a prompt for WDA and has an index on the county site of the employer. The report has many items of information, including UI Account Number, full address, and NAICS info.

**IF YOU DON'T HAVE ACCESS TO THE
DATA WAREHOUSE, SEE YOUR
SUPERVISOR AND THE OFFICE
SECURITY OFFICER FOR REQUESTING
ACCESS VIA DWS SECURITY (DWS 10E).**