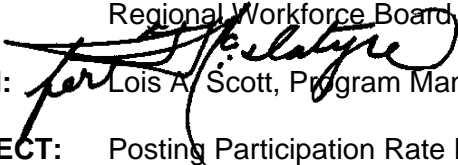




Charlie Crist  
Governor  
Monesia T. Brown  
Director

## MEMORANDUM

**DATE:** March 5, 2008  
**TO:** Regional Workforce Board Executive Directors  
**FROM:**  Lois A. Scott, Program Manager, One-Stop and Program Support  
**SUBJECT:** Posting Participation Rate Data on the External Reports Screen

Please share this memorandum with Welfare Transition (WT) managers, supervisors, quality assurance and other appropriate staff.

The Agency for Workforce Innovation (AWI) updated the One-Stop Service Tracking (OSST) system's External Reports screen by organizing the reports so users can select the relevant program, report type, report subcategory and other applicable information using dropdown features. The initial instructions for using the dropdown features on the External Reports screen was provided in a [Memorandum](#) distributed on February 6, 2008.

The AWI will begin posting the cases included in the numerator and denominator of the **WT monthly performance measures** on the External Reports screen. The AWI will post the cases included in the numerator and denominator of the following WT monthly measures: the all family participation rate, the two-parent family participation rate, the Welfare Entered Employment Rate (WEER) and the Welfare Entered Employment Wage Rate (WEEWR). The monthly participation rates are posted on the [Participation Rate Report](#), as well as the [Monthly Management Report](#) (MMR). The WEER and WEEWR are posted on the [MMR](#). The cases designated for inclusion in the federal sample will also be posted on the External Reports screen.

The AWI will begin posting the cases included in the numerator and denominator of the WT quarterly measures on the External Reports screen. This includes the WT and Food Stamp Employment and Training (FSET) measures posted on the [Quarterly Key Measures](#) (QKM) report and the [Participation Rate Report](#).

1. To review the cases included in the numerator and denominator of the WT monthly performance measures, the user needs to log on to the OSST system.
  - From the Desktop screen, the user must select the "Reporting" hyperlink on the menu located on the left side of the screen.
  - A reports menu titled "Select A Report To View" will display as a "pop-up" on the screen.

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- The user must select “External Reports.”
- The user must select “WTP” from the “Program Type” dropdown. The subsequent dropdown boxes will refresh based on the program selected.
- The user must then select “MMR” in the dropdown titled “Report Category,” and then select “MMR” under the “Report Subcategory” dropdown.
- The user will need to select the applicable region number.
- The system will display a spreadsheet with several tabs. Based on these parameters, each tab will include the cases that make up the numerator and denominator of the WT monthly performance measures. The tabs will be titled “All Fam Part Rate,” the “2P Fam Part Rate,” the “WEER,” and the “WEEWR.”

▪  
The data for the MMR measures is compiled 15 days after the end of the report month.

- Because the report and spreadsheets are compiled 15 days after the report month ends, the spreadsheets will include “raw” participation hours. Essentially, the hours represent information on the OSST system when the report was calculated. However, the hours used to compile the quarterly participation rates are not compiled until 40 days after the end of the quarter.
  - The following “MMR” spreadsheet tabs will also include data from the Florida New Hire: the “All Fam Part Rate and” “2P Fam Part Rate.” Each month, the cases included in the participation rate measures for the previous month will be compared against Florida New Hire data to determine if employment has been secured by the program participant. The Regional Workforce Boards (RWBs) can utilize this information to offer services to employed participants and secure hours of participation to record in the data entry system. To ensure the AWI captures the most current information, the cases included in the monthly participation rates will be compared against the Florida New Hire multiple times. A column has been included on the “MMR” spreadsheet tabs titled “All Fam Part Rate” and “2P Fam Part Rate” to document the date the latest employment information from the Florida New Hire database was entered. The RWB can sort the data by this column to ensure the latest employment information is reviewed.
2. To review the cases that have been designated for the **federal sample**, the user should select “WTP” in the “Program Type” dropdown. The user should then select “Federal Participation Rate Sample” in the “Report Category” and “ “Fed Sample” in the “Report Subcategory.”
- The RWB should review the cases included on the spreadsheet to ensure
    - Program participants are engaged in countable work activities according to federal and State law;
    - The activities entered in the OSST system are coded correctly based on Florida’s Work Verification Plan; and
    - The hours entered in the OSST system are supervised, verified and documented according to Florida’s Work Verification plan.

Information related to participant engagement will be submitted to United States Department of Health and Human Services (after the report quarter ends). The Department of Children and Families (DCF) will collect hours and participation information 40 days after the end of

the quarter. This provides the region time to review the cases to ensure all data is recorded appropriately and meets the requirements outlined in Florida's Work Verification Plan.

3. After the quarter ends, the AWI will post the cases behind some of the measures on the [QKM](#) report: the Food Stamp Employment and Training Entered Employment Rate, the WEER, and the WEEWR. To display the cases included in the numerator and denominator of the aforementioned measures:
  - Select the respective program under the "Program Type" dropdown;
  - Select the "QKM" option from the "Report Category" and "Report Subcategory" dropdowns; and
  - Select the applicable region number.

A window displaying the tab(s) relevant to the program in question will be displayed.

4. Additionally, the cases included in the quarterly participation rates as posted on the [Participation Rate Report](#) will be available for review on the OSST External Report screen. To display the cases included in the numerator and denominator of the quarterly participation rates as displayed on the Participation Rate Report, the user must select
  - "WTP" under the "Program Type" dropdown;
  - "Qrtly Part Rates" under the "Report Category" and "Report Subcategory" dropdowns; and
  - The applicable region number.

A spreadsheet will be displayed with two tabs. One tab, "QTR All Fam Part Rate," will display the information for the all family participation rates compiled 40 days after the end of the quarter. The other tab, "QTR 2P Fam Part Rate," will display information for the two-parent participation rates compiled 40 days after the end of the quarter.

5. The AWI has created a schedule for posting monthly and quarterly data on the OSST External Reports screen. The schedule for the first two quarters of the 2007-2008 Federal Fiscal Year (FFY) is provided below. **The attachment outlines the ongoing schedule for data being posted to OSST.** These schedules also include updates related to employment information for participation rate cases compiled from the Florida New Hire database.
  - The cases and data behind the MMR for the first quarter of the 2007-2008 FFY (October through December of 2007) will be posted on the External Reports screen no later than March 20, 2008.
    - The RWB can select to review the cases behind the WT measures posted on the MMR on March 20, 2008.
  - The cases and the data behind the January participation rates, including the cases designated for inclusion in the January Temporary Assistance for Needy Families (TANF) federal sample, will be posted to the External Reports screen no later than March 7, 2008.
    - The tabs on the "MMR" spreadsheet related to the participation rates (All Fam Part Rate and 2P Fam Part Rate) and the "Federal Participation Rate Sample" will include data from the Florida New Hire database.
    - Data used to compile the other WT/FSET MMR measures will also be posted March 7, 2008 on the External Report screen.

- The cases and the data behind the February participation rates, including the cases designated for inclusion in the February federal sample, will be posted to the External Reports screen no later than March 25, 2008.
    - The tabs on the “MMR” spreadsheet related to the participation rates (“All Fam Part Rate” and “2P Fam Part Rate”) and the “Federal Participation Rate Sample” will include data from the Florida New Hire database.
    - A second comparison with Florida New Hire data will be completed. Updated information will be posted to the applicable tabs on the MMR and Federal Participation Rate Sample spreadsheets in an effort to provide the RWBs with “up-to-date” employment data for the February cases. The data from the second comparison will be posted no later than April 5, 2008.
    - Data included in the other WT/FSET MMR measures will also be available on the MMR spreadsheet March 25, 2008.
  - The cases and the data behind the March participation rates, including the cases designated for inclusion in the March TANF federal sample, will be posted to the External Reports screen no later than April 25, 2008.
    - The tabs on the “MMR” spreadsheet related to the participation rates (“All Fam Part Rate” and “2P Fam Part Rate”) and the “Federal Participation Rate Sample” will include data from the Florida New Hire database.
    - A second comparison with Florida New Hire data will be completed. Updated information will be posted to the applicable tabs on the MMR and Federal Participation Rate Sample spreadsheets in an effort to provide the RWBs with “up-to-date” employment data for the March cases. The data from the second comparison will be posted no later than May 5, 2008.
    - Data included in the other WT/FSET MMR measures will also be available on the MMR spreadsheet April 25, 2008.
  - The cases and data used to compile the quarterly measures for the FSET and WT programs will be posted on the External Reports screen no later than 50 days after the end of the quarter unless the receipt of the data is delayed from DCF.
6. The AWI is attempting to develop an agreement to secure detailed employment information from the TALX Corporation. In the event the agreement is signed, the AWI will include the employment information on the participation rate tabs of the MMR report. The employment information will also be displayed on the report titled “Federal Participation Rate Sample.” The RWB can utilize the employment information to engage the program participant, update goals and plans with the participant, enter participation hours on the OSST system, and offer services (if the family meets eligibility) to help the parent remain employed and secure better employment. Because there is a cost associated with this service, the AWI is attempting to secure employment information only for the cases designated for the TANF federal sample. The attached schedule includes the process for securing employment information from the TALX Corporation for cases designated for the federal sample.
7. The AWI recently distributed a [memorandum](#) offering training for the RWBs related to the participation rate data that will be posted on the External Reports screen. An [agenda](#) and

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[registration form](#) was included as attachments. The RWBs can still register staff to attend one of the sessions. During the training workshops, attendees

- Will learn how to access the cases and data used to compile the reports from the External Reports screen;
- Will learn how to access the related spreadsheets;
- Will learn the definitions of the various columns;
- Will learn how to sort the data;
- Will learn how to recognize trends;
- Will learn how to review cases in the OSST system; and
- Will be provided detailed information about the participation rates and work activity requirements.

For more information about the training sessions related to the WT participation rates being conducted in March and April of 2008, please see the memorandum and attachments distributed on [February 20, 2008](#).

Please direct questions to Erica Mott at (850) 245-7429 or by email at [Erica.Mott@flaawi.com](mailto:Erica.Mott@flaawi.com).

LAS/oem

Attachments:

Monthly External Reports Schedule

Quarterly External Reports Schedule

cc: JenniLee Robins  
Eileen Schilling  
Duane Whitfield  
Carlton Bassett