

Two new reports have been published in Webl. **CL Report 04: New, Ongoing, Returning W-2 Cases [W2D]** has been published to DCF/Wisdom/Employment Programs/W-2 Case Management/Caseload Reports and **Employment Report 04: Open Employments** has been published to DCF/Wisdom/Employment Programs/W-2 Case Management/Employment Reports.

The primary purpose of **CL Report 04: New, Ongoing, Returning W-2 Cases [W2D]** is to allow agencies to identify trends in caseload make-up and turn-over, including velocity and churn. It identifies the number of new, returning, ongoing, and closed cases each month. A month is not considered final until a full month after the end of the month, so that backdating is considered. Cases that close for less than one full calendar month before re-opening are considered to be on-going, rather than closed and returning.

Description of Report: This report shows the counts and percentages of the monthly caseload that are new cases, returning cases, ongoing cases, and cases that closed during the month (and do not re-open during the next calendar month).

This report is similar to **CL Report 04: New, Ongoing, Returning W-2 Participants**. The primary differences are that we are counting CASES, not PARTICIPANTS in the new report, and that it is a daily load, with the preliminary data not becoming finalized for a whole month after the end of the report month. This allows us to more accurately account for back-dating, and case closures that only last a few days.

The primary purpose of **Employment Report 04: Open Employments** is to list participants who have multiple “open” employments. An employment is considered “open” if it does not have an employment end date. Multiple open employments may be an indication that employment data is not being kept up, and may be in need of an update.

To help ensure the data quality of employment records, W-2 agencies should complete the following actions for all currently placed participants:

1. End old employment records in WWP by adding employment end dates that are as accurate as possible. If an employment ended prior to the participant entering W-2, and the participant does not remember the exact date, an approximate date is acceptable. This should already be part of the Informal Assessment process;
2. Review the remaining open employment records in WWP for accuracy, including hours and wage information. An employment record is considered “open” if it does not have an employment end date; and
3. Ensure that the open employment records in CWW are up-to-date so that eligibility continues to be determined correctly.

Description of Report: This report lists participants and the number of employments. Minimal data is provided about each employment.