

A new report called **CL Report 07: Agency Summary Report** (also known as Linda's Dashboard) has been published to the DCF / WISDOM / Employment Programs / Wisconsin Works / Caseload Reports folder in WebI.

Background: This report was originally created as a dashboard for the Section Chief of the Milwaukee Operations Section (MOS) to track many of the separate pieces of information that combine to create a "more complete picture" of each W-2 contract agency. It is by no means an all-inclusive report, but serves to answer some of the most commonly asked questions.

Purpose: To assist MOS staff with monitoring of the W-2 contract agencies by providing a snapshot of multiple pieces of information in one report. It is intended to allow staff to get a more complete picture of the agency in a single glance. This report was designed to give agency level data, not specific case or individual details.

Description of Report: This report contains six different tabs that help to provide a "more complete picture" of the W-2 contract agencies. Data is roughly grouped into six different categories: Personal Demographics, Caseload Breakdown, Caseload Participation (WPR), Claims Performance, Job Start Information, and Sanction Data.

How to Use the Report: Because this report shows a wide breadth of data, all of the prompts are **mandatory**. Select an Agency and a Budget Year for the POP Claims. Additionally, a "Report Month for YTD PO Claims Earned Amounts" must be selected – and it should be the most recent allowable month for the selected POP Claims Budget Year (POP claims can be submitted through June of the following calendar year). This month is also used to determine the Bid Quantity, the Total Claims earned, and the resulting percentage. A "Year to Date (YTD) through Report Date" must also be selected for the Job Starts calculations.

Because sometimes percentages and counts tell different stories, users with elevated permission levels may utilize an "Input Control" on the first tab of the report. This input control will toggle all values between percentages and counts.

Prompts: All prompts are mandatory:

- WP Contact Agency Name.
- PO Claims Budget Year.
- Report Month for PO Claims Bid Amounts calculations – use most recent date in the same year as the PO Claims Budget Year, plus up to 6 months.
- Job Start Calculations YTD through Report Date.

For more information on this report, please see the documentation published in the DCF / WISDOM / Employment Programs / Wisconsin Works / Caseload Reports / Caseload Reports Documentation folder in WebI.