

A new report, Caseload Report 10: Average Weekly Hours Worked, has been published in Webl.

Location: DCF/Wisdom/Employment Programs/Wisconsin Works/Caseload Reports

Background: This report was created to help agencies identify activity hours assigned and worked for each participant. It is a precursor to the W-2T Engagement Incentive Report and may be used to track progress toward those goals, as well as track hours of CMF participants to determine eligibility for the Worker Supplement Payment. (To differentiate the two reports, this report, Caseload Report 10: Average Weekly Hours Worked, can be used to track and estimate activity hours on a daily basis; the forthcoming W-2T Engagement Incentive Report will be a monthly report with finalized payment details, payments summary, and details of which participants did not earn an incentive that month.)

Purpose: The primary purpose of this report is to allow agencies to see near-real-time information on assigned activities for their participants. However, it can also be used to determine if a participant is “on-track” towards attaining a W-2T Engagement payment for the agency or a Worker Supplement Payment for a CMF participant. Users can also filter the report down to individual activity types or placements using the included Input Controls, as well as a list of PINs via the report prompt for their research.

Description of Report: This report lists participants and their assigned “actual phase” activities for the selected month. Dates associated with the participant’s placements and activities are also shown, as well as the average weekly scheduled and worked hours for each activity, and for all assigned activities combined. Additionally, users can see the “W-2T Engagement” totals for any W-2T placements during the month, as well as which activities contributed to that total.

Additionally, this report is similar to the RP740 Reports in that it can be used to approximate WPR attainment and non-participation. In part due to the inherent delay in entering non-participation and the backdating of activities, data for this report is not considered “final” until the end of the following month. This report does not account for time-limits on applicable activities. Also, this report uses a calendar month, not a participation calendar month. (FReD reports use a participation calendar month.)

By request, the report has a tab that makes data easier to export and manipulate within Excel, and additional Input Controls have been included.

Also by request, detailed documentation and instructions on how to use the report are located at DCF/WISDOM/Employment Programs/Wisconsin Works/Caseload Reports/Caseload Reports Documentation.