

Department of Public
Health and Human Services

SECTION:

WoRC CASE MANAGEMENT

WoRC GUIDELINES MANUAL

SUBJECT:

WoRC Reports

The following is a list of monthly reports due to Central Office by WoRC Operators:

- ▶ ■ Workers' Compensation Report Quarterly on the 5th
Attn: Lorrie Cofer (Jan, Apr, July, Oct)
- WoRC Accommodations Report 20th
Attn: WoRC Monitor
- Supervisory Review Forms 20th
Attn: WoRC Monitor
- Monthly Report 30th (last working day of the month)
Attn: WoRC Monitor

▶ **Workers' Compensation Report:** Is due quarterly on the 5th day of the month following the end of the quarter. The report needs to identify the participant name, WEX site, scopes code, position title, probationary wage and the actual hours completed. The report is to be emailed to **Lorrie Cofer** with a cc: to the WoRC monitor.

TANF WORKERS' COMPENSATION MONTHLY REPORT					
MONTHS: _____					
COUNTY : _____					
WoRC ENTITY: _____					
PARTICIPANT NAME	WEX SITE	SCOPES CODE	POSITION TITLE	PROB. WAGE	ACTUAL HOURS
SIGNATURE OF REPORT PREPARER _____					

Department of Public
Health and Human Services

SECTION:

WoRC CASE MANAGEMENT

WoRC GUIDELINES MANUAL

SUBJECT:

WoRC Reports

WoRC Accommodations Report: is due the 20th of each month for the prior month. The report is to be emailed to the WoRC monitor. The Accommodations report needs to identify, the County and the month as well as the participant name, case number, the number of hours they can do per day based upon the HCS-206 or HCS-207, date of last HCS-206 or HCS-207, and the accommodation needed.

The accommodation needed may be reduced hours but may not always be the case. Participants may need to be accommodated to the type of position such as a sedentary type of job where they have the flexibility to move around as needed during the hours they are working. Other participants may need an accommodation such as wearing a back brace but they are able to do full hours.

If the participant is being accommodated through reduced hours, it is critical that information be indicated on the EP/EMPL screen with the wording outlined in section 3.11. (Due to accommodation needs, only XXX hours required)

Accommodations Report

MONTH: _____
COUNTY : _____
WoRC ENTITY: _____

PARTICIPANT NAME	CASE NUMBER	CONDITION (as described by Medical Staff)	# HRS can do/day	ACCOMMODATION (describe)	DATE of HCS 206/207

SIGNATURE OF REPORT
PREPARER

Department of Public Health and Human Services	SECTION: WoRC CASE MANAGEMENT
WoRC GUIDELINES MANUAL	SUBJECT: WoRC Reports

Supervisory Review Forms: are due the 20th of each month to the WoRC monitor. Supervisory reviews must be completed monthly on a representative sample of the TANF/WoRC cases, defined as 3-5 files for each case manager in larger counties and in areas with less than 10 cases, the entire caseload should be reviewed on a monthly basis. One person offices must also complete supervisory review forms on a monthly basis.

The supervisory reviews are intended to identify issues with assessments, negotiation process of the activities for each work-eligible individual, accommodations if appropriate, and the use of component codes/activity descriptions and the reconciliation process. The supervisor needs to be reviewing the forms for completeness and correctness while checking for timesheets, third party verification and appropriate case management.

The WoRC monitor will check the cases on TEAMS and may ask for documentation/verification to insure the case is documented correctly. The monitors will also use the forms to identify training issues.

Monthly report: is due the 30th (or last working day) of the month. This report is emailed to your WoRC Monitor. This report should accurately encompass the previous month's enrollment and participation for every TANF participant enrolled in the WoRC program for your county or county combination.

Instructions for 1-P Sheet:

Line #1: Enter the number of enrolled participants served this month. Count only TANF recipients with authorized benefits. Post Employment participants should be included in your count.

- **This may include transfer cases, both sending and receiving counties.**
- **This may include those that transfer from Tribal NEW to WoRC if enrolled and EP signed.**

Line #1a: Enter the number of individuals served before TANF benefits were issued.

Line #2: Enter the number served this month but benefits were either denied or the application was withdrawn.

All of the following information should be based on the number of enrolled participants served during the month as noted in Line #1.

Line #3: Enter the average employment wage for participants that are employed.

Department of Public Health and Human Services	SECTION: WoRC CASE MANAGEMENT
WoRC GUIDELINES MANUAL	SUBJECT: WoRC Reports

Line #4: Enter the number of participants employed full-time (32 hours or more per week)

Line #5: Enter the number employed part-time (31 hours or less per week)

Line #6: Enter the number employed with health insurance benefits (either upon placement or following a probationary period).

Line #7: Enter the number of WoRC participant cases closed this month. (Include sanction closures)

Line #8: Enter the number of WoRC participant cases closed this month with employment present at any level, even if that was not the primary reason for case closure.

Line #9: AUTO CALCULATES the percentage closed w/ EMP at some level

Line #10: List the number of participants who were reconciled fully (108/132 hours per month) under the primary components (EMP, WEX, JBS, CSP, STT, HSE).

Note: If a participant is completing a variety of activities such as CSP, HSE and JBS and meets full participation hours, the case needs to be counted under the component where the **majority** of primary hours are completed.

Use of HNC: If a case has an application date after the first of the month and will meet full participation with allowable work activities and the hours attributed to HNC please count the follow ways:

Partial HNC--John has an employability plan for HNC 60 and JBS of 72. John completes the 72 hours of JBS. John would be counted as meeting full participation and counted in the JBS numbers.

Full HNC--John applies 7/29 and is seen 7/31 by WoRC. Activities cannot be reconstructed for July so the employability plan is HNC 108/132. John would be counted as meeting full participation and counted in the WEX numbers. HNC can only be counted as WEX when 108/132 hours are reconciled under HNC on EMPR.

Line #11: AUTO CALCULATES the numerator.

Line #12: Add the numerator from the 1P report (line #11) to the numerator of the 2P report (line #11).

Line #13: List the number of participants who were participating under the “disregarded” components: BOB/NIH

Line #14: AUTO CALCULATES the number of participants who are disregarded.

Department of Public Health and Human Services	SECTION: WoRC CASE MANAGEMENT
WoRC GUIDELINES MANUAL	SUBJECT: WoRC Reports

Line #15: List the number of participants who were participating in the following components:
NCC/NPI/EBI

Line #16: AUTO CALCULATES the number of participants who count against us in the participation rate.

Line #17: AUTO CALCULATES the denominator (# enrolled minus # disregarded)

Line #18: Add the denominator from the 1P report (line #17) to the denominator of the 2P report (line #16).

Line #19: AUTO CALCULATES the participation rate in a percentage format.
(numerator/denominator)

Line #20: List the 2-P rate as calculated on the other worksheet.

Line #21: AUTO CALCULATES the All Family Rate (Average of 1-P and 2-P rate) based on the numbers that are entered on lines 12 & 18.

Please report successes for your program:

Line #22: Enter the number of participants who completed/received their high school diploma in the month.

Line #23: Enter the number of participants who completed their GED in the month.

Line #24: Enter the number of participants who completed their college degree (Associate's, Bachelor's or Certificate).

Line #25: Enter the number of participants who completed short term training (i.e. Excel training, CNA classes, etc.)

Line #26: Enter the number of participants that closed due to earned income/employment.

Line #27: Enter the number of participants who successfully completed a WEX placement (moved from WEX to employment, moved from TIER 1 to TIER 2 WEX, completed 90 day WEX placement.)

The 1-Parent worksheet also does AUTO CALCULATIONS in Lines #9, 11, 14, 16, 17, 19, and 21.

Instructions for 2-P sheet:

The instructions for the 2-P sheet are the same as the 1-P sheet, with the following exceptions:

Line #12: List the number of participants who were participating under the "disregarded" component: NIH

Lines #18-21 on the two-parent report are different than the Lines 18-21 on the one-parent report.

Department of Public Health and Human Services	SECTION: WoRC CASE MANAGEMENT
WoRC GUIDELINES MANUAL	SUBJECT: WoRC Reports

Please report successes for your program:

Line #18: Enter the number of participants who completed/received their high school diploma in the month.

Line #19: Enter the number of participants who completed their GED in the month.

Line #20: Enter the number of participants who completed their college degree (Associate's, Bachelor's or Certificate).

Line #21: Enter the number of participants who completed short term training (i.e. Excel training, CNA classes, etc.)

Line #22: Enter the number of participants who successfully completed a WEX placement (moved from WEX to employment, moved from TIER 1 to TIER 2 WEX, completed 90 day WEX placement.)

The 2-Parent worksheet also does AUTO CALCULATIONS in Lines #9, 11, 13, 15, 16, and 17.

On a monthly basis the information submitted for lines items 1-3 will be checked for accuracy. Each program's monthly report will be reviewed at least quarterly for participation accuracy. Any discrepancies will be discussed with the specific program and an amended report may be required.

The following is a list of monthly reports sent by Central Office to WoRC Operators:

- Active Case Listing Report 1st (first working day of the month)
- Supportive Services Report 1st (first working day of the month)
- Sanction Report 10th
- Unreconciled Hours Reports 20th & 27th (approximately)
- At-Risk Report 30th (last working day of the month)

The reports sent by Central Office are meant to be management tools for the WoRC Operators.

The **Active Case Listing Report** should be checked against the excel enrollment tracking maintained by each individual operator. The cross-check should insure that all participants are seen, activities are negotiated and if not, TEAMS case notes entered regarding delayed engagement. Cases listed under Closed, Case Transfer, or vacant caseloads need to be associated with a current case manager. Cases with 0 hours of activities need to be checked to see if they have engaged with WoRC, status of the application, and if the EMPS/EMPL screen has been completed.

Department of Public
Health and Human Services

SECTION:

WoRC CASE MANAGEMENT

WoRC GUIDELINES MANUAL

SUBJECT:

WoRC Reports

The **Supportive Service Report** should be cross-checked with the manual tracking each program does to insure that payments are issued. The Supportive Service Report is based upon residential county and may be different than the service county. It is also a useful tool to track each program's expenditures to make sure they are within their allocated dollar amounts.

The **Sanction Report** is meant to guide the program in tracking sanction cases and to verify the information on TEAMS.

The **Unreconciled Hours Report** is meant to guide the program in completing the reconciliation process and to make sure all cases are reconciled appropriately in a timely manner.

The **At-Risk Report** is to serve as an indicator of any cases that are within 12 months of exhausting their TANF time clock.