

**EP300 - EPIS INQUIRIES**  
**Change #4-2008**  
**Issued October 21, 2008**

**EP300.01 PARTICIPANT DATA INFORMATION**

This inquiry contains information obtained from EIS for any individual listed in EPIS and his/her current case status in EPIS. This is a statewide inquiry.

Case managers will find this inquiry useful when working with potential or active individuals. If an individual is not found in this inquiry, it alerts the case manager to the possibility that an individual may be coded incorrectly in EIS.

- A. From the EPIS main menu, select option #2. A blank inquiry screen appears.
- B. Type in the EIS ID number of the individual in the appropriate field, and press the enter (CTRL) key.

WFJ004FM	EPIS PARTICIPANT DATA				08/19/08
EIS.ID					
EIS.CASE	CTY	WORKER	UPDATED	TWO PAR	
EPIS STATUS					
TRACK			SANCTION		
NAME					
ADDRESS			WFFA .STATUS		EFF.DT
			PROG.STATUS		EFF.DT
			WFFA.PAYMNT		EFF.DT
PAYMENT TYPE					
CASE ACTION:					
EMPLOYMENT ASSMT:	DATE	ED.STATUS	WORK HIST		EMPL.STATUS
EDUCATION LEVEL	DATE ATTAINED		LITERACY LEVEL		DATE ATTAINED
SSN	DOB	CTY.CASE		DIST.	
RACE	ETHNICITY	LANGUAGE		SEX	
CTY. REASSGN	EFF.DT	GR.INCOME		FAM.ST	AID.PGM/CAT
PF3=MAIN MENU		PF4=EXIT EPIS			
PF9= 6908 DATA ENTRY		PF10=COMPONENT	PF 11=EMPLOYMENT		PF12=NAME SEARCH
WFJ003 - ENTER EIS ID - OR <PF3> TO EXIT					

- C. This brings forward demographic information on the individual that is currently listed in EPIS regardless of his/her status.
- D. To view data for another individual, type in the new EIS ID number in the appropriate field, and press the enter (CTRL) key.

**EP300.02 PARTICIPANT COMPONENT INFORMATION**

This inquiry contains current and historical data on any participant for whom component participation data has ever been recorded in EPIS. This is a statewide inquiry.

Data from this inquiry is useful in determining in what types of component activities a participant has been engaged. It can also be used to determine if component hours have been accepted by EPIS for a particular report month prior to the reporting deadline. If the hours have not been keyed, the case manager can follow up to ensure the hours are keyed prior to the reporting deadline. Corrections can be made as long as the component is still open, and the reporting deadline has not passed.

- A. From the EPIS main menu, select option #3. A blank component inquiry screen appears.

WFJ002FM	EPIS COMPONENT INQUIRY	10/14/08
EIS.ID NAME	EIS.CASE	WORKER
HIST CTY INX COMP ACT PROV	BEGIN DATE	ENDING DATE
	END RSN	SELF INIT
	REPT DATE	HRS SCH
	HRS COMP	EXCU HRS
		HOL HRS
		WKS
PF2=HIST DATA ENTRY    PF3=MAIN MENU                    PF4=EXIT EPIS                    PF7=BACK                    PF8=FORWARD PF9=6908 DATA ENTRY    PF10=PARTIC DATA                PF11=EMPLOYMENT                PF12=NAME SEARCH WFJ003 - ENTER EIS ID - OR <PF3> TO EXIT		

- B. Type in the EIS ID number of the individual in the appropriate field, and press the enter (CTRL) key.
- C. This brings forward all component information on the individual that is currently listed in EPIS regardless of his/her case status.

- D. To view data for another individual, type in the new EIS ID number in the appropriate field, and press the enter (CTRL) key.

**EP300.03 PARTICIPANT EMPLOYMENT INFORMATION**

This inquiry contains current and historical data on any participant for whom "entered employment" has ever been recorded in EPIS. This is a statewide inquiry.

Data from this inquiry is useful in determining what types of entered employment a participant has been engaged. It can be used to determine if employment hours have been accepted by EPIS for a particular report month prior to the reporting deadline. If the hours have not been keyed, the case manager can follow up to ensure the hours are keyed prior to the reporting deadline. Corrections can be made as long as the employment is still open, and the reporting deadline has not passed.

- A. From the EPIS Main Menu, select option #4. A blank employment inquiry screen appears.

WFJ003FM		EPIS EMPLOYMENT INQUIRY								08/19/08	
EIS.ID NAME		EIS.CASE					WORKER				
HIST	CTYINX	JOB TYPE	BEGIN DATE	ENDING DATE	JOB DEV	JOB TYPE	REPT DATE	HRS SCH	HRS WORK	WKS	WAGE RANGE
PF2=HIST DATA ENTRY		PF3=MAIN MENU		PF4=EXIT EPIS		PF7=BACK		PF8=FORWARD			
PF9=6908 DATA ENTRY		PF10=PARTIC DATA		PF11=COMPONENT		PF12=NAME SEARCH					
WFJ003 - ENTER EIS ID - OR <PF3> TO EXIT											

- B. Type in the EIS ID Number Of the Individual in the appropriate field, and press the enter (CTRL) key.
- C. This brings forward all employment information on the individual that is currently listed in EPIS regardless of his case status.
- D. To view data for another individual, type in the new EIS ID number in the appropriate field, and press the enter (CTRL) key.

**EP300.04 NAME SEARCH**

Name Search contains identifying information for any individual who is or has ever been in EPIS.

Case managers will find this inquiry helpful when working with individuals for whom the EIS Individual ID number is unknown. The number and current EPIS case status can be accessed via this inquiry.

- A. From the EPIS Main Menu, select option #5. This displays the EPIS Name Search Screen.
- B. Type in the last name, first name (Do not use spaces between the name.), and press the enter (CTRL) key. Use an asterisk (\*) to denote any part of the name for which the spelling is unsure. The asterisk (\*) can be used in either the first or last name but cannot be used in both portions of the name.

WFJ005FM	EPIS NAME SEARCH							08/19/08
SEL	NAME	STATUS	CTY	EIS ID	BIRTH	RACE	ETH	SEX
NEW SEARCH==>								
S=SELECT CLIENT								
PF3=MAIN MENU			PF4=EXIT EPIS			PF7=BACK		PF8=FORWARD
PLEASE ENTER A NAME VALUE.								

- C. Move the cursor beside the appropriate name, type an "S," and press the enter (CTRL) key. Selections can be made on multiple names.

WFJ005FM	EPIS NAME SEARCH				10/14/08		
SEL	NAME	STATUS	CTY	EIS ID	BIRTH	RACE	SEX
NEW SEARCH==>							
S=SELECT CLIENT							
PF3=MAIN MENU		PF4=EXIT EPIS		PF7=BACK		PF8=FORWARD	
THERE ARE MORE NAMES TO DISPLAY.							

- D. This displays the Participant Data Information screen. Press the enter (CTRL) key to scroll through the selected names.

**EP300.05 PARTICIPATION RATE QUERIES**

Participation rate queries pulls data from the all-families and two-parent participation rate reports and displays the data on one page.

Case managers and supervisors will find this selection helpful when determining their counties participation rate and standing in the state.

- A. From the EPIS Main Menu, select option #7. This displays the Participation Rate Inquiries screen.
- B. The options (1-14) are broken down into two categories. All-Families and Two-Parent. Choose the selection that best matches the inquiry desired.
  - Selection 1 – (ALL FAMILIES) COUNTIES NOT MEETING FEDERAL MINIMUM (DATE REQUIRED)
  - Selection 2 – (TWO PARENT) COUNTIES NOT MEETING FEDERAL MINIMUM(DATE REQUIRED)

- Selection 3 – (ALL FAMILIES) COUNTIES MEETING FEDERAL MINIMUM(DATE REQUIRED)
- Selection 4 – (TWO PARENT) COUNTIES MEETING FEDERAL MINIMUM(DATE REQUIRED)
- Selection 5 – (ALL FAMILIES) COUNTY HISTORY(COUNTY NUMBER REQUIRED)
- Selection 6 – (TWO PARENT) COUNTY HISTORY(COUNTY NUMBER REQUIRED)
- Selection 7 - (ALL FAMILIES) COUNTIES WHOSE RATE DECLINED(DATE REQUIRED)
- Selection 8 – (TWO PARENT) COUNTIES WHOSE RATE DECLINED(DATE REQUIRED)
- Selection 9 – (ALL FAMILIES) CURRENT RATE < ENTERED PERCENT(PERCENT REQUIRED)
- Selection 10 – (TWO PARENT) CURRENT RATE < ENTERED PERCENT(PERCENT REQUIRED)
- Selection 11 – (ALL FAMILIES) CURRENT RATE > ENTERED PERCENT(PERCENT REQUIRED)
- Selection 12 – (TWO PARENT) CURRENT RATE > ENTERED PERCENT(PERCENT REQUIRED)
- Selection 13 – (ALL FAMILIES) COUNTY RANKING(DATE REQUIRED)
- Selection 14 – (TWO PARENT) COUNTY RANKING(DATE REQUIRED)

**NOTE:** The query selected will be displayed in alphabetical order by county name. The monthly participation rate for the county will also be listed. (This is the monthly rate, not the YTD total.) Do not enter the percent sign (%) for options 9, 10, 11, and 12. Enter the two-digit number only.

**EP300.06 PF KEYS**

To move among the inquiry screens in EPIS, press the appropriate PF (F) keys listed towards the bottom of each inquiry screen.