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**WORK FIRST USER'S MANUAL**  
**EPIS INSTRUCTIONS**  
**REPORTS**

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Change#1-2012

June 1, 2012

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**EP800 - SYSTEM GENERATED REPORTS**

**Change #1-2012**

**June 1, 2012**

This section is a description of reports to assist case managers with management of their caseloads. Reports are maintained in accordance with the county's administrative procedures. Reports are available in NCXPTR or in the Client Services Data Warehouse. Reports are to be printed by the county.

**A. List of Reports**

1. *Work First* Registrants in the Potential Participant File
2. *Work First* Client History
3. Daily Change Notice
4. *Work First* Participants in the Active File
5. Individuals in Good Cause, Penalty Request, or Suspended Status
6. Alphabetical Listing of *Work First* Participants in the Active File
7. Unreported Component Hours
8. Unreported Regular Employment
9. Active Participants with No Open Component or Employment
10. *Work First* Potentials Report
11. *Work First* Potential Report with No Child in *Work First Family Assistance Case*
12. *Work First* Transitional Report with Youngest Child Age 5 Or Over
13. *Work First* Transitional Report with No Child in *Work First Family Assistance Case*
14. *Work First* Performance Report
15. Individuals with 15 Months Remaining on their 60-month Clock.
16. *Work First* Participants in Alternative Work Experience by Activity for the Month of MM/YY
17. All Families Counted Denominator
18. All Families Not Counted Denominator
19. Two-Parent Counted Denominator
20. Two-Parent Not Counted Denominator
21. All Families Counted Numerator
22. All Families Not Counted Numerator
23. Two-Parent Counted Numerator
24. Two-Parent Not Counted Numerator
25. All Families Participation Rate
26. Participant Two-Parent Rate
27. Employment Services Case Management Report
28. Employment Services Case Management Report for Week of CCYY-MM-DD, for the Report Month MMCCYY
29. Individuals Receiving the 22 Month Notice with Scheduled Hours
30. Two Parent Cases
31. State Fiscal Year All Families Participation Rate
32. State Fiscal Year Two Parent Participation Rate
33. Alphabetical Listing of *Work First* Participants in Alternative Work Experience (Statewide)

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- 34. EPIS Historical Client Record Data Keyed
- 35. Work First Benefits checks that are in HOLD status on the WB Screen
- 36. Potential adults on a pending AAF application

**B. Description of Reports.**

The following is a description of the reports.

1. *WORK FIRST* REGISTRANTS IN THE POTENTIAL PARTICIPANT FILE  
NCXPTR NAME: **DHRWFJ JOB REGISTRANTS PPF RPT**

a. General Information

This report lists those individuals who are currently receiving *Work First Family Assistance* and are subject to participate in Employment Services. This report may be used to select individuals for participation.

b. This report is sorted by an alphabetical listing of registrants within each county (Last name, first name, and middle initial).

c. This report is generated weekly.

d. This report contains the following information.

- (1) EIS Individual ID
- (2) UP Case Indicator
- (4) *Work First* Participation Code
- (5) Date Added To the Potential Participant File
- (6) Date of Birth
- (7) County Case Number
- (8) EIS Case ID
- (9) *Work First Family Assistance* Payment Amount
- (10) District Number
- (11) Initial Assessment – the date an initial assessment was completed during a previous *Work First* Employment Services participation period, if applicable.
- (12) Worker # - this is the last worker # assigned to the case.
- (13) Registrant Name
- (14) Registrant Address

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2. WORK FIRST CLIENT HISTORY  
NCXPTR NAME: **DHRWFJ 090-1-JL CLIENT HIST REPT**
  - a. General Information

This report lists the complete history or record of activity for an individual in EPIS. This report prints on request by the case manager. The system automatically generates a Client History report when the *Work First* case manager makes a change to Program Participation Data (Fields 31-41) or Employment Data (Fields 42-52). This report may be used to verify information in EPIS.
  - b. Requesting a Client History

Enter an 'X' for a *Work First* Client History in the Client History Block (Field 5) on the DSS-6908.
  - c. This report lists all of the fields contained on the DSS-6908 form. This includes all case data, participation data, and employment data.
  
3. DAILY CHANGE NOTICE  
NCXPTR NAME: **DHRWFJ 060-1-JK DAILY CHG NOTICE**
  - a. General Information

This report is generated, as appropriate, for each open case in EPIS when changes occur in EIS for corresponding data fields. These change notices must be reviewed as they are received, and appropriate action must be taken within a timely manner.
  - b. This report is sorted by:
    - (1) County
    - (2) Worker ID
    - (3) One participant (EPIS case) per page
  - c. This report contains the following information.
    - (1) County Number
    - (2) Worker ID
    - (3) Name and Address
    - (4) EIS Individual ID

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- (5) Last Update (YYMMDD date generated by EPIS)
  - (6) Two Parent Indicator
  - (7) *Work First Family Assistance* Status and Date
  - (8) Program Status and Date
  - (9) *Work First Family Assistance* Payment Amount and Effective Date
  - (10) Social Security Number
  - (11) Race
  - (12) Sex
  - (13) Date of Birth
  - (14) County Case Number
  - (15) District Number
  - (16) EIS Case ID
- d. This report is printed daily, as needed, based on the following changes in EIS. An asterisk (\*) appears in the field(s) which contain updated information.
- (1) County Number
  - (2) Name
  - (3) Address
  - (4) Two Parent Indicator
  - (5) Program Status
  - (6) *Work First Family Assistance* Payment Amount
  - (7) Social Security Number
  - (8) Date of Birth
- e. This report contains a message section that corresponds to the field(s) that changed in EIS. The following messages appear on the report.
- (1) County Reassignment Pending Effective MMY
  - (2) Participant's Name Changed
  - (3) Address Changed
  - (4) Participant No Longer On *Work First Family Assistance*. Program Transfer
  - (5) Registrant's Status Changed to Mandatory
  - (6) Registrant's Status Changed to Exempt
  - (7) Payment Amount Changed
  - (8) Social Security Number Changed
  - (9) Date of Birth Changed
  - (10) Sanction Data Changed
  - (11) Participant No Longer on WFFA. WFFA Term. MM/DD/YY
  - (12) Participant No Longer on WFFA. Individual terminated.

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- (13) Status Changed to Mandatory. Did not co-op with IV-D
- (14) Status Changed to Mandatory Cares for Child 6 or Older.
- (15) Mandatory with Child <6
- (16) Mandatory Incapacitated/Disabled
- (17) Mandatory Cares for Disabled
- (18) Exempt Single Parent with Child
- (19) Mandatory Child Care/Transport

4. **WORK FIRST PARTICIPANTS IN THE ACTIVE FILE  
NCXPTR NAME: DHRWFJ JOB PARTICIPANTS ACTIVE**

a. **General Information**

This report lists individuals who are currently active participants in Employment Services. Each month, new individuals added to the report are identified by an asterisk (\*) beside their names. This report may be used for caseload management.

b. This report does not contain those participants who are deferred for good cause or who have penalties requested by the case manager.

c. This report is sorted by:

- (1) County
- (2) Worker ID
- (3) Alphabetical listing of registrants within each Worker ID (last name, first name, and middle initial)

d. This report is generated on the 20th of every month.

e. This report contains the following information.

- (1) Worker ID (case manager's initials)
- (2) Participant's Name
- (3) Participant's Address
- (4) EIS Individual ID
- (5) Two Parent Indicator
- (6) Initial Employment Services Assessment
- (7) *Work First* Participation Code
- (8) County Case Number
- (9) EIS Case ID
- (10) *Work First Family Assistance* Payment Amount

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5. INDIVIDUALS IN GOOD CAUSE, PENALTY REQUEST, OR  
SUSPENDED STATUS  
NCXPTR NAME: **DHRWFJ INDIVIDUALS GOOD-PENALTY**

a. General Information

This report lists those participants who are deferred for good cause, who are in penalty request status, or who are in suspended status as of the current date in the top right corner of the report.

b. This report is sorted by:

- (1) County
- (2) Worker ID
- (3) Alphabetical listing of participants who are deferred for good cause within each Worker ID (last name, first name, and middle initial)
- (4) Alphabetical listing of participants who are in penalty request status (last name, first name, and middle initial)
- (5) Alphabetical listing of participants who are in suspended status (last name, first name, and middle initial)

c. This report is generated monthly on the night of the 20th or the monthly cut-off processing date following the EIS/EPIS update.

d. This report contains the following information for the Good Cause Status (Participants Open in a "DE" Component) section, the Penalty Request Status (Participants Open in a "PR" Component), and the Suspended Status (Participants Closed with Ending Reason B-F, S, or Z):

- (1) Worker ID
- (2) EIS Individual ID
- (3) Participant's Name
- (4) Two Parent Indicator
- (5) *Work First* Participation Code
- (6) Date Open in DE/PR/Date Suspended
- (7) Length In DE/PR/Suspended Status
- (8) Reason For DE/Suspension (This is not applicable for participants in penalty request status.)
- (9) District Number
- (10) EIS Case ID

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- e. A list of the total number of participants per Program Status, per Target Group, is printed at the end of each section of this report as well as a cumulative total for each program status code.

6. **ALPHABETICAL LISTING OF WORK FIRST PARTICIPANTS IN THE ACTIVE FILE**

NCXPTR NAME: **DHRWFJ ALPHA JOBS PARTICIPANTS**

a. General Information

This report lists individuals who are currently active participants.

- b. This report does not contain those participants who are deferred for good cause or who have penalties requested by the case manager.

- c. This report is sorted by an alphabetical listing of registrants within each County (Last name, first name, and middle initial).

- d. This report is generated on the 20th of every month.

- e. This report contains the following information.

- (1) Participant's Name
- (2) Participant's Address
- (3) Worker ID (case manager's initials)
- (4) EIS Individual ID
- (5) Two Parent Indicator
- (6) Assessment Date
- (7) *Work First* Participation Code
- (8) County Case Number
- (9) EIS Case ID
- (10) *Work First Family Assistance* Payment Amount

7. **UNREPORTED COMPONENT HOURS**

NCXPTR NAME: **DHRWFJ UNREPORTED COMPNT HOURS**

a. General Information

This report lists participants currently open in a component activity with no scheduled hours reported in Field 40 on the DSS-6908 for the report month. This report may be used for

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caseload management and to ensure that a DSS-6908 form is keyed for each active participant each report month prior to the EPIS keying deadline.

- b. This report is sorted by:
  - (1) County
  - (2) Worker ID
  - (3) Alphabetical listing of participants for each worker (first name, middle initial, last name)
  
- c. This report is generated daily and available in NCXPTR beginning with the sixth work day prior to the EPIS keying deadline every month.
  
- d. This report contains the following information.
  - (1) Worker ID (case manager's initials)
  - (2) EIS Individual ID
  - (3) Participant's Name
  - (4) *Work First* Participation Code
  - (5) Index Number
  - (6) Component Code
  - (7) Activity Type
  - (8) Worker ID Total
  - (9) Total Number of Participants with Unreported Component Hours for the County

8. **UNREPORTED REGULAR EMPLOYMENT**  
NCXPTR NAME: **DHRWFJ UNREPORTED REG EMPLOYMENT**

- a. General Information

This report lists *Work First* participants currently open in employment with no component hours reported in Field 49 on the DSS-6908 for the report month. This report may be used for caseload management and to ensure that a DSS-6908 is keyed for each active participant each report month prior to the EPIS keying deadline.
  
- b. This report is sorted by:
  - (1) County
  - (2) Worker ID
  - (3) Alphabetical listing of participants for each worker (first name middle initial, last name)



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- c. This report is generated daily and is available in NCXPTR beginning with the sixth work day prior to the EPIS keying deadline every month.
- d. This report contains the following information.
  - (1) Worker ID (case manager's initials)
  - (2) EIS Individual ID
  - (3) Participant's Name
  - (4) *Work First* Participation Code
  - (5) Index Number
  - (6) Job Type Code
  - (7) Worker ID Total
  - (8) Total Number of Participants with Unreported Regular Employment Hours for the County

9. **ACTIVE PARTICIPANTS WITH NO OPEN COMPONENT/  
EMPLOYMENT ACTIVITY  
NCXPTR NAME: **DHRWFJ ACTIVE NO OPEN COMP/EMPLY****

a. General Information

This report lists participants whose case status in EPIS is currently active but who are not open in any activity (component or employment). This report may be used for caseload management and to ensure that a DSS-6908 is keyed for each active participant each report month prior to the EPIS keying deadline.

b. This report is sorted by:

- (1) County
- (2) Worker ID
- (3) Alphabetical listing of participants for each worker (first name, middle initial, last name)

c. This report is generated daily and is available in NCXPTR beginning with the sixth work day prior to the EPIS keying deadline every month.

d. This report contains the following information.

- (1) Worker ID (case manager's initials)
- (2) EIS Individual ID
- (3) Participant's Name

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- (4) *Work First* Participation Code
- (5) Worker ID Total
- (6) Total Number of Participants with No Open Component/Employment Activity for the County

10. WORK FIRST POTENTIALS REPORT  
NCXPTR NAME: **DHRWRA WF WKLY POTENTIALS RPT**

a. General Information

This weekly report identifies newly approved *Work First Family Assistance* cases. This report lists the *Work First Family Assistance* application date, which will aid counties in identifying the number of weeks individuals are in *Work First*. This report is available in NCXPTR each Monday. Six versions are maintained in NCXPTR.

b. This report is sorted by an alphabetical listing of registrants within each county (Last name, first name, and middle initial).

c. This report contains the following information.

- (1) EIS Individual ID Number
- (2) Name
- (3) Address
- (4) Two Parent Indicator
- (5) *Work First* Participation Code
- (6) Educational Level
- (7) Application Disposition Date
- (8) *Work First Family Assistance* Worker Number
- (9) County Case Number
- (10) Gross Wages

11. WORK FIRST POTENTIALS REPORT WITH NO CHILD IN WORK FIRST FAMILY ASSISTANCE CASE  
NCXPTR NAME: **DHRWRA WF WKLY POTENTIALS NOCHLD**

a. General Information

This weekly report identifies newly approved *Work First Family Assistance* cases that do not contain a child in the case. This report is available in NCXPTR each Monday.

Six versions are maintained in NCXPTR.

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- b. This report is sorted by an alphabetical listing of registrants within each county (Last name, first name, and middle initial).
- c. This report contains the following information.
  - (1) EIS Individual ID Number
  - (2) Name
  - (3) Address
  - (4) Two Parent Indicator
  - (5) *Work First* Participation Code
  - (6) Educational Level
  - (7) Application Disposition Date
  - (8) *Work First Family Assistance* District Number
  - (9) County Case Number
  - (10) Gross Wages

12. **WORK FIRST TRANSITIONAL REPORT WITH YOUNGEST CHILD AGE 5 OR OVER**  
**NCXPTR NAME: DHRWRA WF MO RPT 5 & OLDER**

a. **General Information**

This report lists all active, suspended, and potential mandatory individuals in EPIS whose youngest child (in the case) is age 5 or older as of October 16. This report is generated the last workday of each month and available in NCXPTR the following day. An asterisk (\*) by the EIS Individual ID Number indicates the participant has been added since the last report run date.

b. This report is sorted by:

- (1) County
- (2) Worker Initials (for active and suspended cases)
- (3) Alphabetically by the participant's last name, first name, and middle initial

c. This report includes:

- (1) The subtotal of cases by target group for each worker initials
- (2) The subtotal of cases for each worker initials
- (3) The total number of cases by target group for each county

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- (4) The total number of potential cases by target group for each county
    - (5) The total number of potential cases for each county
    - (6) The total number of cases for each county
  - d. This report contains the following information.
    - (1) EIS Individual ID Number
    - (2) Name
    - (3) Address
    - (4) Two Parent Indicator
    - (5) *Work First* Participation Code
    - (6) Educational Level
    - (7) Application Disposition Date
    - (8) *Work First Family Assistance* District Number
    - (9) County Case Number
    - (10) Gross Wages
- 13. **WORK FIRST TRANSITIONAL REPORT WITH NO CHILD IN  
*WORK FIRST FAMILY ASSISTANCE* CASE  
NCXPTR NAME: **DHRWRA WF MO RPT NOCHILD****
- a. General Information

This report lists all active, suspended, and potential mandatory individuals in EPIS with no child in the *Work First Family Assistance* case. A mom receiving *Work First Family Assistance* for herself because she has an eligible child receiving SSI is an example of a *Work First Family Assistance* case with no child included. This report is generated the last workday of each month and is available in NCXPTR the following day.
- b. This report is sorted by an alphabetical listing of registrants within each county (Last name, first name, and middle initial).
- c. This report contains the following information.
  - (1) EIS Individual ID Number
  - (2) Name
  - (3) Address
  - (4) Two Parent Indicator
  - (5) *Work First* Participation Code
  - (6) Educational Level

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- (7) Application Disposition Date
- (8) *Work First Family Assistance* District Number
- (9) County Case Number
- (10) Gross Wages

14. **WORK FIRST PERFORMANCE REPORT**  
NCXPTR NAME: **DHRWRA WORKFIRST PERFORMANCE RPT**

a. General Information

This report provides county specific unduplicated year-to-date data on the *Work First Family Assistance* Goals.

b. This report is generated monthly.

15. **INDIVIDUALS WITH XX MONTHS REMAINING ON THEIR 60-MONTH CLOCK**  
NCXPTR NAME: **DHRWRA MONTHS REMAINING ON CLOCK**

a. General Information

This report lists those individuals who have 15 months or less remaining on their 60-month time clock.

b. This report is sorted by:

- (1) County
- (2) District
- (3) Alphabetical listing of registrants within each county (Last name, first name, and middle initial)

c. This report is generated weekly

d. This report contains the following information:

- (1) EIS Individual ID
- (2) Individual Name
- (3) Address
- (4) EIS Case ID
- (5) Work Registration Code

e. A list of the total number of participants is printed at the end of each section of this report as well as a cumulative total for the county.

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16. WORK FIRST PARTICIPANTS IN WORK EXPERIENCE BY  
ACTIVITY FOR THE MONTH OF MM/YY  
NCXPTR NAME: **DHRWFJ WE PARTIC BY ACTIVITY**

a. General Information

The Division of Social Services provides health and accident insurance coverage to participants in Work Experience as required by federal regulation. To facilitate the monitoring of Work Experience participation, this report is an alphabetical listing of participants in Work Experience by activity type. At the end of each county report is a summary page with monthly and year-to-date totals of individuals completing 1 or more hours of program participation. The year-to-date totals of individuals are duplicated counts. For example, a participant in activity type 15 in both November and December will be counted in the November monthly total and the December monthly total. For insurance purposes, we consider the number of hours completed not the number of individuals completing at least 1 hour of participation.

b. This report is generated monthly.

17. ALL FAMILIES COUNTED IN THE DENOMINATOR REPORT

a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those individuals that are counted in the denominator for the report month.

b. The report is created monthly and is displayed in EIS Case ID number order.

c. This report contains the following information:

- (1) EIS Case ID
- (2) EIS Individual ID
- (3) Individual Name

d. The total number of individuals that are counted in the denominator is displayed at the end of the report.

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18. ALL FAMILIES NOT COUNTED IN THE DENOMINATOR REPORT
  - a. General information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those individuals that are not counted in the denominator for the report month.
  - b. The report is created monthly and is displayed in EIS Case ID number order.
  - c. This report contains the following information:
    - (1) EIS Case ID
    - (2) EIS Individual ID
    - (3) Individual Name
    - (4) Reason Not Counted
  - d. The total number of individuals that are not counted in the denominator is displayed at the end of the report.
  
19. TWO-PARENT COUNTED IN THE DENOMINATOR REPORT
  - a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those two parent cases that that are counted in the denominator for the report month.
  - b. The report is created monthly and is displayed in EIS Case ID number order.
  - c. This report contains the following information:
    - (1) EIS Case ID
    - (2) EIS Individual ID
    - (3) Individual Name
  - d. The total number of two parent cases that are counted in the denominator is displayed at the end of the report.

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20. TWO-PARENT NOT COUNTED IN THE DENOMINATOR REPORT
- a. General information
- This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those two parent cases that are not counted in the denominator for the report month.
- b. The report is created monthly and is displayed in EIS Case ID number order.
- c. This report contains the following information:
- (1) EIS Case ID
  - (2) EIS Individual ID
  - (3) Individual Name
  - (4) Reason Not Counted
- d. The total number of two parent cases that are counted in the denominator is displayed at the end of the report.
21. ALL FAMILIES COUNTED IN THE NUMERATOR REPORT
- a. General Information
- This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those individuals counted in the numerator for the report month.
- b. The report is created monthly and is displayed in EIS Case ID number order.
- c. This report contains the following information:
- (1) EIS Case ID
  - (2) EIS Individual ID
  - (3) Individual Name
  - (4) Scheduled Countable Monthly Hours
  - (5) Completed Countable Monthly Hours
  - (6) Total Monthly Hours
  - (7) Work Registration Code
  - (8) Reason Counted



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- d. The total number of individuals counted in the numerator is displayed at the end of the report.

22. ALL FAMILIES NOT COUNTED IN THE NUMERATOR REPORT

- a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those individuals not counted in the numerator for the report month.

- b. The report is created monthly and is displayed in EIS Case ID number order.

- c. This report contains the following information:

- (1) EIS Case ID
- (2) EIS Individual ID
- (3) Individual Name
- (4) Scheduled Countable Monthly Hours
- (5) Completed Countable Monthly Hours
- (6) Total Monthly Hours
- (7) Work Registration Code
- (8) Reason Not Counted

- d. The total number of individuals not counted in the numerator is displayed at the end of the report.

23. TWO PARENT COUNTED IN THE NUMERATOR REPORT

- a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those Two-Parent cases that are counted in the numerator for the report month.

- b. The report is created monthly and is displayed in EIS Case ID number order.

- c. This report contains the following information:

- (1) EIS Case ID
- (2) EIS Individual ID
- (3) Individual Name

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- (4) Scheduled Countable Monthly Hours
- (5) Completed Countable Monthly Hours
- (6) Total Monthly Hours
- (7) Work Registration Code
- (8) Reason Counted

- d. The total number of individuals counted in the numerator is displayed at the end of the report.

**24. TWO PARENT NOT COUNTED IN THE NUMERATOR REPORT**

- a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display those Two-Parent cases not counted in the numerator for the report month.

- b. The report is created monthly and is displayed in EIS Case ID number order.

- c. This report contains the following information:

- (1) EIS Case ID
- (2) EIS Individual ID
- (3) Individual Name
- (4) Scheduled Countable Monthly Hours
- (5) Completed Countable Monthly Hours
- (6) Total Monthly Hours
- (7) Work Registration Code
- (8) Reason Not Counted

- d. The total number of individuals not counted in the numerator is displayed at the end of the report.

**25. ALL FAMILIES PARTICIPATION RATE**

- a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display the total number of cases counted in the denominator, cases counted in the numerator, and the All Families Rate (percentage).

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**Change#5-2006**

**December 1, 2006**

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- b. This report is generated monthly.
- c. This report contains the following information:
  - (1) Report Month (CCYYMM)
  - (2) Total Number Denominator Cases
  - (3) Total Number Numerator Cases
  - (4) All Families Rate (AF Rate)
- d. This report can be used by the county to see if the percentage goal for all-families is being met.

**26. TWO PARENT PARTICIPATION RATE**

a. General Information

This is a corporate report found in the Client Services Data Warehouse. Click on the corporate report and run a query for your county to display the total number of two-parent cases counted in the denominator, two-parent cases counted in the numerator, and the Two-Parent rate (percentage).

- b. This report is generated monthly.
- c. This report contains the following information:
  - (1) Report Month (CCYYMM)
  - (2) Total Number Denominator Cases
  - (3) Total Number Numerator Cases
  - (4) Two-Parent Rate
- d. This report can be used by the county to see if the two-parent percentage goal is being met.

**27. EMPLOYMENT SERVICES CASE MANAGEMENT REPORT  
NCXPTR NAME: **DHRWFJ EMPLOYMENT SVC MGMT RPT****

a. General Information

This report contains information summarizing each case manager's caseload. This report may be used by the case manager to manage his/her caseload for the month.

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**Change#2-2008**

**July 1, 2008**

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- b. This report is sorted by:
  - (1) County
  - (2) Worker ID
  - (3) Alphabetical listing of registrants within each worker ID (Last Name, First Name, and Middle Initial)
- c. This report is generated monthly.
- d. This report contains the following information
  - (1) Worker ID
  - (2) Record Indicator
  - (3) EIS Individual ID
  - (4) Individual Name
  - (5) Work Registration Code
  - (6) Begin Date (of component)
  - (7) End Date (of component)
  - (8) End Reason
  - (9) Scheduled Hours
  - (10) Completed Countable Hours
  - (11) Non-Countable Completed Hours
  - (12) Grand Total
  - (13) Number of Months Used on the Two Year Clock
  - (14) Number of Months Used on the Five Year Clock
- e. A summary of the case manager's caseload is printed at the end of each section. A summary of each county is printed at the end of the report.

28. **EMPLOYMENT SERVICES CASE MANAGEMENT REPORT FOR WEEK OF CCYY-MM-DD, FOR THE REPORT MONTH MMCCYY  
NCXPTR NAME: DHRWFJ EMPLOYMT SVC MGMT RPT WKLY**

- a. **General Information**

This report contains information summarizing each case manager's caseload. This report may be used by the case manager to manage his/her caseload weekly.
- b. This report is sorted by:
  - (1) County
  - (2) Worker ID
  - (3) Alphabetical listing of registrants within each Worker ID (Last Name, First Name, and Middle Initial)

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**Change#2-2008**

**July 1, 2008**

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- c. This report is generated every Friday night.
  - d. This report contains the following information:
    - (1) Worker ID
    - (2) Record Indicator
    - (3) EIS Individual ID
    - (4) Individual Name
    - (5) Work Registration Code
    - (6) Begin Date (of component)
    - (7) End Date (of component)
    - (8) End Reason
    - (9) Scheduled Hours
    - (10) Completed Countable Hours
    - (11) Non-Countable Completed Hours
    - (12) Grand Total
    - (13) Number of Months Used on the Two Year Clock
    - (14) Number of Months Used on the Five Year Clock
    - (15) An asterisk indicating newly keyed components/hours
- Note:** PR and CC components display only when a begin and/or end date has been keyed.
- e. A summary of the case manager's caseload is printed at the end of each section. A summary of each county is printed at the end of the report.

29. **INDIVIDUALS RECEIVING THE 22 MONTH NOTICE WITH SCHEDULED HOURS**  
**NCXPTR NAME: DHRWFJ 22 MO WITH SCHEDULED HRS**

- a. **General Information**

This report contains a list of individuals who have two months left on their time clock and have scheduled hours.
- b. This report is sorted by an alphabetical listing of registrants within each county (Last name, First Name, and middle initial).
- c. This report is generated monthly
- d. This report contains the following information:
  - (1) Individual ID
  - (2) EIS Case ID
  - (3) Worker Number
  - (4) Individual's Name
  - (5) Individual's address
  - (6) Component Hours Scheduled
  - (7) Component Hours Completed

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**Change#2-2008**

**July 1, 2008**

- (8) Employment Hours Scheduled
- (9) Employment Hours Completed

e. A total of the number of individuals is printed at the bottom of this report.

30. **TWO PARENT CASES**  
**NCXPTR NAME: DHRWRA WF TWO-PARENT CASES**

a. General Information

This report contains a list of Two-Parent cases for the county.

b. This report is sorted by:

- (1) County
- (2) District
- (3) Alphabetical listing of registrants within each county  
(Last name, first name middle initial)

c. This report is generated monthly.

d. This report contains the following

- (1) EIS Case ID
- (2) Casehead Payee Name
- (3) County Case Record Number
- (4) Worker Number
- (5) Name and Individual ID of all Persons coded "P"

e. A list of the total number of two-parent cases in a district is at the bottom of each page, and the total number of two-parent cases in the county is listed at the bottom of the report.

31. **STATE FISCAL YEAR - ALL FAMILIES PARTICIPATION RATE**

This data is found in the Client Services Data Warehouse. There is no corporate report for this; however, the county can complete a query to determine the total number of cases counted in the denominator, cases counted in the numerator, and All Families Rate (AF Rate) for the State Fiscal Year.

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**Change#3-2008**

**September 22, 2008**

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32. STATE FISCAL YEAR - TWO PARENT PARTICIPATION RATE
- This data is found in the Client Services Data Warehouse. There is no corporate report for this; however, the county can complete a query to determine the total number of two-parent cases counted in the denominator, two-parent cases counted in the numerator, and Two-Parent Rate for the State Fiscal Year.
33. ALTERNATIVE WORK EXPERIENCE (STATEWIDE)  
ALPHABETICAL LISTING OF WORK FIRST PARTICIPANTS IN  
ALTERNATIVE WORK EXPERIENCE FOR MONTH OF XXXX.  
(STATEWIDE)  
NCXPTR NAME: **DHRWFJ WE ALPHA LIST STATEWIDE**
- a. This report contains a list of those individuals in component (AW).
  - b. This report is sorted by an alphabetical listing of registrants in the state (Last name, first name, middle initial.)
  - c. This report is generated monthly.
  - d. This report contains the following information:
    - (1) Participant's Name (Last name, first name, middle initial)
    - (2) Individual ID
    - (3) Activity Type
    - (4) Provider Code
    - (5) Begin Date
    - (6) End Date
    - (7) Total Scheduled Hours
    - (8) Total Completed Hours
    - (9) Number of Weeks in "AW"
    - (10) Case Manager's Initials
    - (11) County Number
  - e. A county summary is listed at the end of this report.
34. EPIS HISTORICAL CLIENT RECORD DATA KEYED  
NCXPTR NAME: DHRWFJ HISTORICAL DATA ENTRY
- a. This report contains Historical Component and/or Employment Hours keyed during the week.
  - b. This report is sorted by county, report month, worker number, and in alphabetical order within worker.

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Change#1-2012

June 1, 2012

- c. This report is generated weekly each Friday night.
- d. This report contains the following:
  - (1) Report Date (CCYYMM)
  - (2) Individual Name
  - (3) Individual ID Number
  - (4) EIS Case ID Number
  - (5) Worker Number
  - (6) Old Component Data
  - (7) Additional and New Component Data
  - (8) Old Employment Data
  - (9) Additional and New Employment Data
  - (10) Total of Old and New Hours
  - (11) State Totals

**35. WORK FIRST BENEFITS CHECKS IN HOLD STATUS ON THE  
WB SCREEN**  
**NCXPTR NAME: DHREJA WF CHECKS IN HOLD STATUS**

- a. This report contains a list of Work First Benefit checks that are in "HOLD" status on the WB screen.
- b. This report is generated daily.
- c. This report contains the following information.
  - (1) District Number
  - (2) CASE ID
  - (3) CASEHEAD PAYEE NAME
  - (4) Worker Number
  - (5) Benefit Type
  - (6) Payment Amount
  - (7) Payment Date

**36. POTENTIAL ADULTS ON A PENDING AAF APPLICATION**  
**NCXPTR NAME: DHRWFJ Pending WF Applications**

- a. General Information

This report will display Potential adult individuals and should be used for caseload management of Pending Applicants. The report will list all individuals age 18 or over who are on a pending DSS-8124 application in EIS.



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**Change#1-2012**

**June 1, 2012**

- b. This report will be generated the last work day of each week and available in NCXPTR the following day.
  
- c. EPIS will enter an asterisk (\*) by the EIS Individual ID to indicate the participant was added since the last report run date.
  
- d. This report contains the following information.
  - (1) EIS Individual ID Number
  - (2) CASE ID
  - (3) PENDING DATE
  - (4) PENDING STATUS
  - (5) EPIS STATUS
  - (6) SSN
  - (7) LAST NAME
  - (8) ADDRESS