

**WORK FIRST USER'S MANUAL
EPIS INSTRUCTIONS
PARTICIPANT TRACKING**

Change #1-2012

June 1, 2012

EP602 – PARTICIPANT TRACKING

Change #1-2012

June 1, 2012

EP602.01 General Information

The Participant Tracking screen tracks Excused Absence Hours, Holiday Hours, and the number of countable Job Search (JS) hours. This is an inquiry only function.

EPIS allows entry of hours for excused absences and holidays for components 'AW' (Work Experience), 'CS' (Community Service), 'ED' (Education), 'JS' (Job Search), 'ST' (Skills Training), and 'VT' (Vocational Education Training). The Participant Tracking screen tracks the number of hours used.

EPIS allows up to 16 hours per month of Excused Absence hours but no more than 80 hours (10 days) in any 12 month period and allows up to 80 hours in a 12 month period of Holiday hours.

Job Search (JS) hours are calculated based on the individuals' work registration code. The maximum hours within a 12 month period is 240 hours or 360 hours depending on the individuals' work registration code. The hours are converted into weeks, for example, 20 or 30 hours completed countable JS hours equal one (1) week.

EP602.02 Access to Participant Tracking

From the Main Menu, enter option 9, PARTICIPANT TRACKING. Press Enter.

```
WFJ000FM      EMPLOYMENT PROGRAMS INFORMATION SYSTEM      10/14/2008
XXXXXXXXX                                MAIN MENU                                10:14:41
#000

      OPTIONS      DESCRIPTION
      -----      -----
      1      6908 DATA ENTRY
      2      PARTICIPANT DATA INQUIRY
      3      PARTICIPANT COMPONENT INQUIRY
      4      PARTICIPANT EMPLOYMENT INQUIRY
      5      PARTICIPANT NAME SEARCH
      6      SECURITY SUBSYSTEM
      7      PARTICIPATION RATE QUERIES
      8      HISTORICAL HOURS - ADD
      9      PARTICIPANT TRACKING

OPTION:

PF4=EXIT
WFJ061- ENTER OPTION NUMBER
```

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Change #1-2012

June 1, 2012

The Participant Tracking screen displays.

WFJ006FM	PARTICIPANT TRACKING				<u>02/08/2011</u>	
EIS.ID						
<u>HIST</u>	MONTH	# JS COMPL HRS	# JS WKS USED	HOLIDAY HRS	EXCUSED HRS	
TOTALS: 12 MONTH PERIOD			JS COMPL HRS	JS WKS USED		
HOLIDAY HRS			EXCUSED HRS			
PF3=MAIN MENU PF4 =EXIT EPIS PF7 =BACK PF8 =FORWARD						
PF9=6908 DATA ENTRY PF10=PARTIC DATA PF11= <u>COMPONENT</u> PF12= <u>EMPLOYMENT</u>						
WFJ003- ENTER EIS ID- or <PF3> to EXIT						

EP602.03 Participant Tracking Screen

A. General Information

1. Data displayed on the Participant Tracking Screen are entries for October 2008 and later.
2. The Participant Tracking screen updates online from entries keyed on the DSS-6908 Data Entry screen. If multiple entries are keyed within the current month, the last entry keyed displays.
3. The Participant Tracking screen will display the previous month as the most recent month listed if the current month date is prior to the 20th and no Component or Employment data has been keyed for the current month.
4. Hours keyed on the Historical Hours – ADD screen are added to the existing data and updates online. An identifier displays by the report month indicating historical hours are included. View report month details by using the Participant Component Inquiry function.
5. The 12 month period is calculated by using the report month plus (+) 11 months prior. The first 12 month period begins with October 2008 and ends with September 2009.
6. Function keys display at the bottom of the screen to scroll forward (PF8) and backwards (PF7) when multiple 12 month periods are available.

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PARTICIPANT TRACKING**

Change #4-2008

October 21, 2008

- B. Participant Tracking Screen
1. EIS ID – Enter the individual ID number for the individual you wish to view, press ENTER. Any information available displays for the individual ID keyed.
 2. MONTH – Report Month
 3. # JS COMPL HRS – The number of 'JS' countable completed hours. The countable completed hours are calculated based on the number of countable weeks.
 - (a) If the individual's work registration code is 'S' or 'L', 240 hours of countable 'JS' (2nd digit of the weeks field = '6') hours are allowed in a 12 month period. The calculation is 20 hours per week x 12 weeks per year. Twenty hours = 1 week of 'JS'.
 - (b) If the individual's work registration code is 'B', 'C', 'F', 'G', 'H', 'I', 'Q', or 'W', 360 hours of countable 'JS' (2nd digit of the weeks field = '6') hours are allowed in a 12 month period. The calculation is 30 hours per week x 12 weeks per year. Thirty hours = 1 week of 'JS'.
 - (c) When an individual transfers to Medicaid or Transitional Medicaid the work registration code is determined by the last work registration code the individual had prior to the transfer.
 4. # JS WKS USED – The number of 'JS' countable weeks (2nd digit of the weeks field = '6').
 5. HOLIDAY HRS - The number of Holiday Hours used in the report month. Up to 80 hours (10 days) are allowed in a 12 month period.
 6. EXCUSED HRS – The number of Excused Absence Hours used in the report month. Up to 16 hours per month and no more than 80 hours (10 days) are allowed in a 12 month period.

7. TOTALS

- (a) 12 MONTH PERIOD – The months (CCYYMM – CCYYMM) display and incremented by one each report month. A continuation screen displays once a new 12 Month Period begins.
- (b) JS COMPL HRS – The cumulative total for JS Completed Hours used during the 12 month period.
- (c) JS WKS USED – The cumulative total for JS Weeks used during the 12 month period.
- (d) HOLIDAY HRS – The cumulative total of Holiday Hours used during the 12 month period.
- (e) EXCUSED HRS – The cumulative total of Excused Absence Hours used during the 12 month period.