NEW YORK STATE OF OPPORTUNITY. | **Office of Temporary and Disability Assistance**

DATE: April 25, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, TA Directors, SNAP Directors and Staff Development Coordinators

FROM: Phyllis D. Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Availability of New Cognos Report: ABAWD Tracking Report

EFFECTIVE DATE: Immediately

CONTACT PERSON: Program Questions: Employment and Advancement Services (518) 486-6106 or Employment Services Advisor

Technical Questions: Send an email to the Cognos Helpdesk at its.sm.hs.eim.businessintelligence@its.ny.gov or Customer Care Center at 1-800-697-1323 and request to have an incident ticket opened and assigned to: L2 OTDA COGNOS.

The purpose of this general information system (GIS) message is to inform social services districts (districts) of the availability of the Able Bodied Adults Without Dependents (ABAWD) Tracking Report which can be accessed immediately using Cognos. This report was designed to assist districts with tracking the number of months that an ABAWD did not participate in an ABAWD qualifying work activities for at least 80 hours per month. The report also includes information to help districts identify ABAWDs who have been granted an ABAWD exclusion (based on the use of an ABAWD indicator code of "X" on screen 4 of WMS and also on Individual Inquiry Screen NQIN2A-Client Information for NYC WMS, and on the Individuals Tab on myWorkspace (myWorkspace is only available to districts outside of NYC) or in the grace period during the most recent completed report month.

Districts may use this information provided on the report to identify the number of months that an ABAWD has received SNAP benefits during the 36-month period without meeting ABAWD requirements (or to identify ABAWDs who were reported as excluded or in the grace period during the report month). However, workers must confirm, through a review of case record information, that the individual was subject to ABAWD requirements and did not meet the requirements before taking adverse action on the case.

How to Access the ABAWD Tracking Report:

1. In Centraport, under the **Links** section, click on **Applications**.
2. Select Cognos.
3. Click I Accept after reading the Warning.
4. Click on Public Folders.
5. Click on Global Reports.
6. Click on OTDA.
7. Click on Employment Programs Reports.
8. Click on SNAP E&T.

Note: The Cognos report is based on Welfare Reporting and Tracking System (WRTS) information derived from the Welfare Management System (WMS) and the Welfare-to-Work Caseload Management System (WTWCMS) or reported by the New York City Human Resources Administration. It is important for districts to ensure that information entered on these systems is consistent with the case record and that participation in all unpaid work activities is entered in WTWCMS correctly (NYCHRA systems for NYC) and in a timely manner so that the report provides correct information. Access to Cognos is limited to designated district staff. District staff must, at a minimum, have access to Cognos with OTDA WRTS security level services (OTDA - WRTS - Districts or OTDA - WRTS - Districts Non Services) to access the ABAWD Tracking Report.

The ABAWD tracking report includes several prompts that designated district staff will use based on the purpose of the report. For example, a district may want to run the ABAWD tracking report to include tracked ABAWDs who are active at the time the report is run or for all tracked ABAWDs during the report month.

Prompts:

Report Month: Select report month.

Note: Data for the report month will be collected from systems until the 15th of the month following the report month and the report will be populated after the system processes (on or around the 18th of that month). The report may be blank if the report is generated for a report month before the ABAWD tracking process has been completed and loaded to WRTS.

District(s): Select district. Only your district's data will be available to district staff. (If your district has a District Wide Waiver, this report will not return results as there are no tracked ABAWDS in your district.)

Case Type: Select case type(s).
- NPA-SNAP – (Case type 31)
- SNAP-Mixed (Case type 32)
- SN MOE (case type 16 or 17 with state/federal charge code 63 or 64)
- SN Non-MOE (case type 16 or 17 without state/federal charge code 63 or 64)

Report Type: Select a report type to filter.
   All Tracked ABAWDs: All SNAP recipients with an ABAWD Indicator of AB, AX, and AG during the report month. ABAWDs who are not tracked for the report month will not appear on the report. For example, an individual who is an ABAWD, but received SNAP benefits for a partial month will not appear on the report for the month because the individual is not tracked for a partial month.
- ABAWDs that did not meet ABAWD Requirement (ABAWD status of AB) in the report month
- ABAWDs that were Excluded (ABAWD status of AX) during the report month.
- ABAWDs in the Grace period (ABAWD status of AG) during the report month.

Currently Active: Select a status to filter.
- Active in the current month from the ABAWDS in the report month.
- All Tracked ABAWDs from the report month.

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Report Columns:

Report Column Name	Description
District Code	The code that corresponds to the district.
Individual Name	Individual's name.
CIN	Individual's CIN.
Case Number	Case number the individual is associated with during the report month.
Case Type	Displays the individual's active case type at the end of the report month.
Current SNAP Employability Code	Current SNAP Employability Code at the time the report ran.
ABAWD Status	AB= ABAWD that did not meet ABAWD Requirement in the report month. AX= ABAWD that were excluded during the report month. AG= ABAWD in the grace period during the report month.
Number of Tracked Months	The number of months that the ABAWD was subject to, but did not meet ABAWD requirements during the 36 month period.
Excluded in report month	Will display "Y", if ABAWD was excluded during the report month. Will display "N", if ABAWD was not Excluded during the report month.
Number of Grace Period Months	A count of the number of months in the ABAWD was in the grace period "AG" status.
Currently Active when the report ran.	Indicates that the ABAWD is currently active during the calendar month that the report was run on Cognos. If the prompt "All ABAWDs for the report month" is selected, the report will display a "Y", if the ABAWD is SNAP active in the calendar month that the report is run or an "N", if the ABAWD is not SNAP active in the calendar month that the report is run.