

**DATE:** June 6, 2016

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Employment Coordinators, Temporary Assistance  
Directors

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

**SUBJECT:** Consolidation of Cognos Reports in the Employment Programs Reports  
Folders

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Employment Services Advisor or Employment and Advancement  
Services Bureau at 518-486-6106

The purpose of this General Information System (GIS) message is to inform local social services districts of the recent consolidation of several Cognos reports that are available to authorized district staff to aid in the monitoring of their respective Temporary Assistance (TA) caseloads and assist in meeting the work participation rates. These reports may be accessed immediately using Cognos. These reports were consolidated because the only difference between the reports is the way the report was sorted. For example, the TANF and MOE Detail Listing Report and TANF and SN MOE Detail Report (Grouped By Worker) report were virtually the same report with the same prompts, but the (Grouped by Worker) report is sorted by the employment worker and a page break was added between workers allowing supervisors to easily disseminate data to workers without having to run the report several times. With the new consolidated report, this option is added to the prompt page.

Cognos Report users that access reports in the Employment Programs Reports folder will see fewer reports in the Current and Monthly Folders as a result of this change. Other than the addition of an additional prompt Report Setting (Page Break), no other changes have been made to these reports.

#### **Current Reports:**

- **“Earned Income/Employment Report”** now includes the “Earned Income/Employment report (Grouped by Employment Worker)” and “Earned Income/Employment report (Grouped by TA Worker)”
- **“Participation and Engagement Status Report”** now also includes the “Participation and Engagement Status Report (Grouped by Worker)”
- **“Preliminary Federal Countable and Not Countable Report”** now includes “Preliminary Federal Countable Not Countable Report (Grouped by Worker)”

- **Preliminary SNA Non-MOE Countable and Not Countable Report**” now includes the Preliminary SNA Non-MOE Countable and Not Countable Report (Grouped by Worker)
- **Preliminary Federal Countable and Not Countable Report (Activity Report)** is not being consolidated, but is being renamed to “Adults by Activity Provider, Preliminary Countable/Not Countable Report(Federal Cases)”

#### Monthly Reports:

- **“SN Non MOE Detail Report”** now includes the SN Non MOE Detail Report (Grouped by Worker).
- **“TANF and SN MOE Detail Report”** now includes the “TANF and SN MOE Detail Report (Grouped by Worker)

Please note that this consolidation of reports may affect any Cognos reports that you currently have set to run in the future by creating a “Job”. Since the separate reports no longer exist, the requested report scheduled to run may error out.

Any copies of the effected reports currently saved to your “my folders” should be deleted.

Note: The Cognos reports are 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). 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 new reports.