



## Memorandum

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Date: April 3, 1997

To: Directors  
Employment and Income Assistance

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Subject: **Tracking and Monitoring of Work Expectations**

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In response to needs identified by a working group on Monitoring and Tracking for Work Expectations a number of features have been added to SAMIN to automate many of the existing manual practices. These changes will assist workers by reducing the paperwork associated with placing, monitoring and tracking clients' activities to meet work expectations. The screens provide the capability to automate production of the Job Search Activity Report, document changes to a client's Personal Job Plan, and to collect information on a client's Assessment Level and skills. A subsequent modification will allow workers to generate lists of clients on the basis of Assessment Level and/or specific skills. These listings, when available, will greatly reduce the manual effort required to make appropriate referrals to interventions.

These features involve three new **SAMIN** screens and a new Work Expectations BF report. The three new screens available in **SAMIN** are:

- CHWE** - Work Expectations Screen
- ~~**CPJP** - Change Personal Job Plan, and~~
- ASKI** - Add Skills

### **CHWE – WORK EXPECTATIONS SCREEN**

This screen documents the work expectation status of a client. It must be completed for all single parents and all adults in a general assistance case. A screen should also be completed for all dependents in these cases who are sixteen or over and not attending school.

### ~~**CPJP – CHANGE PERSONAL JOB PLAN**~~

~~The Change Personal Job Plan screen provides a means of documenting the current approved personal job plan for clients subject to a work expectation. It must be completed for all single parent and general assistance clients who have work expectations placed on them.~~

### **ASKI-ADD SKILLS SCREEN**

Add Skills screen lists skills and abilities of the client. It must be completed for all single parent and general assistance clients who have work expectations placed on them.

These screens are available only for single parent and general assistance clients. If screens are

requested for other categories of enrollment an error message will appear at the top of the screen.

With the implementation of these screens, the system can automatically send out Job Search Activity Reports (JSAR). The system will print a message on the **JSAR**, advising clients to return the report by the 15<sup>th</sup> of next month, and indicate the number of job search activities the client is expected to make in the reporting month.

The attachments provide instructions on how to use the screens and include copies of the three screens, codes that are required to be used on the screens, a listing of error messages, and a copy of the **JSAR**.

A new Work Expectations BF report will be produced on the month seven cycle and will capture the following BFs:

- LD6** Last dependant turns 6. Appears when child is 5 years 11 months
- LD6** Last dependant turns 6. Appears when child is 6 years and 5 months if no work expectation code has been entered in system.
- 16** Dependand turns 16. Appears when dependand turns 16.
- 17** Dependand turns 17. Appears when dependand turns 17.
- WERE** Work expectation review date (entered on **CHWE** screen)
- WEDE** Work expectation deferred review date (entered on **CHWE** screen).

This measure should be implemented for the May monthly seven cycle. However, the screens are available immediately. Should information be completed for clients subject to a work expectation prior to the monthly seven cycle for April, the sending of the Job Search Activity Report would be automated for April.