

**Florida Customer Records Database
Available Reports and Synopses
October 2011**

Characteristics Report

Purpose: This report includes demographic and statistical data on NFJP customers that are reported to the federal Department of Labor on a quarterly basis under the rolling quarters format. The information is collected for individual eligible applicants during the application process in the *Enrollment Info* section.

Concurrent Participation

Purpose: This report shows the number of customers enrolled in other WIA funded programs while enrolled in NFJP Services.

Current On-Board

Purpose: This report lists currently on-board participants for each project in the Florida Farmworker Jobs and Education Program. Participants are grouped by project in alphabetical order. Participants who have exited from the program are automatically transferred to the *PARTICIPANTS EXITED REPORT*. The total on-board is shown at the end of the report.

On the Job Training

Purpose: This report lists current year participants who are/were enrolled in OJT and for whom OJT contracts are on file in the Tampa Office. The OJT may have been during the last year or the current year. Participants are grouped by Project and by O*NET Code in alphabetical order. The total number of agreements, average/maximum ending wage, average/maximum training length and Total, average and maximum obligated wages is shown at the end of each Project and at the end of the report.

Participant Activity

Purpose: This report lists all participants in the report period and the activities in which they have been enrolled. Participants are listed alphabetically by Project. The following notes apply to this report:

1. The letter Y in the DONE column indicates individual is done with the activity. There then must be an entry in the HOURS and LAST DAY columns.

2. The letter N in the DONE column indicates individual is still participating in the activity.
3. For PELL AWARDED the letter Y indicates individual was awarded a Pell grant. The school year and amount of the grant appears on this line. The letter N indicates a Pell grant has not been received. No dates will ever appear in the three date columns.
4. For GOALS the letter A indicates the goal was attained, N indicates it has not been attained and P indicates it is pending. If DONE equals A then LAST DAY indicates the date goal was attained.
5. When an individual exits the program all activities, except retention type activities, must be closed by entering Y in the DONE field and entering the hours and last day data on the applicable screens. PELL and GOAL information must also be updated to reflect the correct status.
6. Credit is given for placements when an EE activity appears on this report.
7. Activities beginning with EE or OT must be left open until expiration of the 90-day idle period.

Participant Employer

Purpose: This report lists participants and their employers. The initial employer and the employer at each retention quarter are listed. Participants are grouped by project in alphabetical order. The total on-board is shown at the end of the report.

Participants Exited

Purpose: This report lists participants exited from the Florida Farmworker Jobs and Education Program. Exited are grouped by project and by exit reason in alphabetical order. The letter Y in the TRAIN RELATED column indicates the participant was placed in a job related to the training received. The total exited for each reason is shown at the end of the group. The total exited for the project is shown at the bottom of the report.

Pending Exit Alert

Purpose: This report lists participants who have no activities during the past 60 - 90 days. Items are sorted by Project Code, Office ID, Days Left. You can make state wide or single project code reports.

Performance Analysis

Purpose: Comprises a summary of the three Common Measures for each project site.

Retention Suspense

Purpose: This report identifies participants placed into employment or exited as OT04, OT05 or OT06 on or after July 1, 2007 and therefore require 1st Qtr, 2nd Qtr, and 3rd Qtr After Exit Follow-ups. Projects should use this report as a checklist to ensure all follow-ups are completed. Participants are listed in chronological order by date of exit. The Exit Reason and Employment Date, when applicable, are shown

below the participant name. The dates in the 1st Qtr Due, 2nd Qtr Due and 3rd Qtr Due columns are the earliest date these follow-ups can be completed. The follow-up process should begin on this date. The 1st and 2nd Qtr should be completed no later than two weeks after the due date and the 3rd Qtr must be completed no later than 30 days after the due date. A date in the 1st Qtr Compl, 2nd Qtr Compl or 3rd Qtr Compl indicates the date the follow-up was completed and entered into the CRD.

WIASPR

Purpose: Produce a completed quarterly WIASPR report to the Department of Labor for all customers statewide.

WIASPR DV

Purpose: Produce a completed report to the Department of Labor for all customers selected for Data Validation in the state.

Work Experience

Purpose: This report lists current year participants who are/were enrolled in WE and for whom We agreements are on file in the Tampa Office. The WE may have been during the last year or the current year. Participants are grouped by Project and by O*NET Code in alphabetical order. The total number of agreements, average/maximum ending wage, average/maximum training length and total/average/maximum obligated wages is shown at the end of each Project and at the end of the report.